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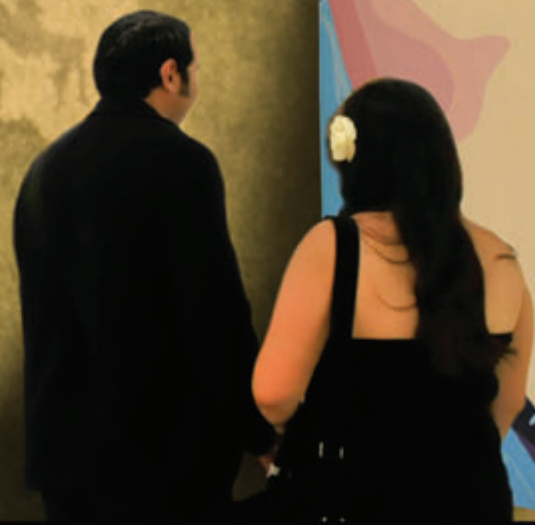
Bookmarks

Mt. San Antonio College

legacy of excellence

1946–2011



2011-12 catalog

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Accreditation

Mt. San Antonio College is reviewed and accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges. This accreditation authorizes the College to offer courses that parallel the first two years of the curricula for state universities. The ACCJC can be contacted in writing at 10 Commercial Boulevard, Suite 204, Novato, California 94949 or by phone at (415) 506-0234.

Catalog Content Changes

Mt. San Antonio College has made every effort to assure the accuracy of the information in this Catalog. Students and others should note that policies, rules, procedures, and regulations change and that these changes may alter the information in this publication. This Catalog is not intended to be a complete statement of policies, rules, procedures, and regulations. More current or complete information may be obtained from the appropriate administrative office and the online version of this Catalog.

The College reserves the right to change, without notice, any academic or other requirement, course offering, or course content contained in this Catalog.

The 2011-12 Catalog does not constitute a contract or terms of a contract between the student and the College.

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789

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(Hearing Impaired)

www.mtsac.edu

Our Mission

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.

A Legacy of Excellence

In the spirit of Mt. San Antonio College's 65th anniversary, we celebrate our legacy of excellence with the release of this *2011-12 College Catalog*. It is a compilation of courses, programs, support services, degree offerings, and transfer information that you will need to chart your course to academic success. All of this represents our unwavering commitment—despite difficult economic times—to provide you the finest education, period!

In this catalog, you will find more than 200 degree and certificate programs, as well as a full range of basic skills and personal development courses. I encourage you to use the catalog as your planning resource guide to explore the vast scope of opportunities, services, and programs that Mt. SAC offers.

You will find a rich array of university transfer, career, and lifelong learning programs that can empower you with the knowledge and skills needed to succeed in a diverse and interconnected world. Be assured that our curriculum is in step with the fast-changing needs of today's dynamic employment sectors.

As we celebrate yet another milestone anniversary, Mt. SAC remains committed to its longstanding mantra: *"students first and foremost."* Your success is our paramount focus. And we invite you to take advantage of the college's vast array of resources to achieve it.

To the many freshmen who will enter Mt. SAC this fall, and to all current students, we welcome you with open arms and wish you much success as you now become a part of our *"Legacy of Excellence."*

Dr. William Scroggins
President & CEO

65 MT. SAC

legacy of excellence
1946-2011

Board of Trustees

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Rosanne M. Bader, *Vice President*
Dr. Manuel Baca, *Clerk*
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2011-12 College Calendar

Fall 2011

July 4	Independence Day Holiday (campus closed)
July 5	International student admission application due for 2011 Fall Semester
July 19	Registration begins for 2011 Fall Credit and Continuing Education classes
August 28	Residency determination date
August 29	Fall Semester begins
September 5	Labor Day (campus closed)
September 9	Last day to change residency for 2011 Fall Semester
September 9	Last day to add a class
September 16	Last day to withdraw without a "W" for 16-week classes
October 7	Last day to petition for Fall Semester graduation
November 7	International student application due for 2012 Winter Intersession
November 11	Veteran's Day (campus closed)
November 18	Registration begins for 2012 Winter Intersession
November 24 - 27	Thanksgiving Recess (campus closed)
December 7	International student application due for 2012 Spring Semester
December 7 - 11, 14-16	"Book Buy Back" at SacBookRac
December 9	Last day to petition for 2012 Winter Intersession graduation
December 12 - 18	Final Exams
December 18	2011 Fall Semester ends
December 19 - January 6	Winter Recess for students

2011-12 College Calendar

Winter 2012

January 1, 2011	New Year's Holiday (campus closed)
January 9	2012 Winter Intersession begins
January 16	Martin Luther King, Jr. Day (campus closed)
February 17	Lincoln's Birthday (campus closed)
February 19	2012 Winter Intersession ends
February 20	President's Day (campus closed)

Spring 2012

February 27	2012 Spring Semester begins
March 30	Cesar Chavez Day of Observance (campus closed)

JANUARY 2012

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2011-12 College Calendar

Spring 2012 *(continued)*

May 28	Memorial Day (campus closed)
June 11 - 17	Final Exams (*see* schedule in Spring *Schedule of Classes*)
June 15	Commencement
June 17	2012 Spring Semester ends

Summer 2012

June 25	2012 Summer Intersession begins
July 4	Independence Day (campus closed)
August 5	2012 Summer Intersession ends

COLLEGE DIRECTORY

The main College telephone number is (909) 594-5611.
For direct access to the offices listed below, dial (909) 274 + the 4-digit extension listed below.

Academic Counselor for Student Athletes 5929
Academic Senate 5436
*Accounting & Management 4909, 4910
Advising 4293
Administrative Services 4230
Admissions & Records 4415
*Aeronautics & Transportation 3098
Affirmative Action 4225
*Agricultural Sciences 4540
*Air Conditioning & Welding 5107, 4638
*Aircraft Maintenance & Manufacturing 4762, 4770
*Alumni Association 5443
*American Language 3432
*Architecture & Design 4803
Art Gallery 4328
*Arts Division 5200
ASPIRE Program 6396
Assessment Center 4265
Associated Students 4526
*Athletics 4630
Auxiliary Services 4470
Basic Skills 4845
*Biological Sciences 4013
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Bridge Program 5392
Broadcast Services 4274
*Business Administration 4612
*Business Division 4600
Bursar's Office 4960
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CARE 4500
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*Chemistry 4533
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Performing Arts Operations 5623
Photo I.D. 4960
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*Physical Therapy Aide 4750
*Physics, Engineering 4421
Planetarium Shows 2050
President & Board of Trustees 4250
Printing Services 4255
Professional & Organizational Development 4504
*Psychology, Education 4446
*Psychiatric Technician 4750
*Public Services 4654
Purchasing 4245
Quick Stop 6216
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*Registered Veterinary Technology 4544
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SacBookRac 4475
Security (Campus) 4555
*Service Learning 4656
Short Stop 5424
*Sign Language 4443
Small Business Development Center ..... (626) 337-2101
*Sociology, Philosophy 4591
Special Events 4840
Stadium Ticket Office 4880
Student Center 5959
Student Life & Student Clubs 4525
Student Services, Dean 4525
Student Services, V.P. Office 4505
*Teacher Prep Institute 4190
Technical Services 4799
*Technology & Health Division 4750
Technology Education Resource Center 4597
*Theater 4337
Transfer Center 6388
Tutorial Services 6605
Upward Bound 5634
Veterans' Service Center 4520
Warehouse 4870
Wellness Center 4625
Wildlife Sanctuary Tours 4794

* ***Instructional programs and departments***

section one

The College

MT. SAN ANTONIO COLLEGE

Mt. San Antonio College (Mt. SAC) is a public community college that offers a diversified educational program designed to prepare students for success in today's diverse economic, professional, technical and cultural sectors. The objectives of the education program are to:

- prepare students for transfer to baccalaureate-level colleges and universities;
- increase vocational competence resulting in usable and marketable occupational skills;
- provide a general education emphasizing basic skills and appreciation of our shared scientific, technological, historical and artistic heritage;
- promote continuing education and lifelong learning;
- assist the student through guidance to know and develop his/her abilities in relation to his/her potential; and
- provide community service and adult education.

The College offers courses of study through a semester system. Each semester, fall and spring, is 16 weeks in length, while summer and winter sessions are six weeks long. Many courses are offered in an accelerated mode.

Instruction at Mt. SAC is organized under a divisional structure with departments within each division. At present, the College has eight instructional divisions within which are 44 departments.

HISTORY

The Mt. San Antonio Community College District was created in December, 1945, when voters of four local high school districts approved the formation of a community college district. Initially known as Eastern Los Angeles County Community College, the institution was later renamed Mt. San Antonio College after the most visible snow-capped mountain (popularly known as Mt. Baldy) in the distance behind the campus.

The 421-acre campus was originally part of the 48,000-acre La Puente Rancho. During World War II, the facility was converted into an Army hospital and later a Navy hospital.

Mt. SAC opened in the fall of 1946 with 635 students occupying a few Spanish-tiled buildings and temporary Navy barracks clustered below the San Jose Hills. Walnut, not yet an incorporated city, consisted of very little except dirt roads, cacti, and grasslands covered in the spring with wild mustard grass.

Not surprisingly, the growth of Mt. SAC has mirrored that of the local area. The College now serves the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

Mt. SAC has emerged as a leader in education not only in the San Gabriel Valley, but in the state. It is California's largest, single-campus community college with a combined Credit, Continuing Education, and Community Service student enrollment of over 65,000. In 2006, Mt. SAC proudly celebrated 60 years of educational excellence. The College will continue to offer access to quality programs and services as well as provide an environment for educational excellence throughout the 21st Century.

MISSION, VISION AND VALUES

Mission

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational and career goals in an environment of academic excellence.

Vision

It is the vision of Mt. San Antonio College:

- to become a premier community college
- to be a leader in teaching, learning, programs and services
- to provide access to quality education, focusing on student success within a climate of integrity and respect
- to consistently exceed the expectations of our students, staff, and community

Core Values

- **INTEGRITY**
  We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **DIVERSITY**
  We respect and welcome all differences, and we foster equal participation throughout the campus community.
- **COMMUNITY BUILDING**
  We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **STUDENT FOCUS**
  We address the needs of students and the community in our planning and actions.
- **LIFELONG LEARNING**
  We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **POSITIVE SPIRIT**
  We work harmoniously, show compassion, and take pride in our work.

BOARD OF TRUSTEES

President	Judy Chen Haggerty, Esq.
Vice President	Rosanne Bader
Clerk	Dr. Manuel Baca
Member	Fred Chyr
Member	Dr. David K. Hall
Student Trustee	Bruno Hernandez
College President & CEO	Dr. William Scroggins

ADMINISTRATION

Administrative Services — Ext. 4230

Vice President, Administrative Services	Michael Gregoryk
Associate Vice President, Fiscal Services	Linda Baldwin
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Manager, Accounting	Shelly Zaht-Egbert
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Director, Grounds and Transportation	Carol Baker
Manager, Payroll	Richard Lee
Director, Public Safety	Mark DiMaggio
Assistant Director, Public Safety	Michael Montoya
Manager, Purchasing	Tom Meikle
Director, Safety, Health Benefits, and Risk Management	Karen Saldana
Director, Technical Services	William Eastham

Human Resources — Ext. 4225

Vice President, Human Resources	Annette Loria
Director, Human Resources	Terri Hampton

Information and Educational Technology — Ext. 4357

Chief Technology Officer	Victor Belinski
Director, Enterprise Applications Systems	Vacant
Director, Academic Technology and Infrastructure	Dale Vickers
Assistant Director, Academic Technology and Infrastructure	Shanti Atashpoush
Manager, Data and Network Security	Jeff Holden

ADMINISTRATION

President's Office — Ext. 4121/4215

Director, Marketing & Communication	Clarence Brown
Director, Public Affairs	Jill Dolan
Executive Director, Mt. SAC Foundation	Richard Morley

Instruction — Ext. 4200

Vice President, Instruction	Dr. Virginia Burley
Dean, Instructional Services	Dr. Terri Long
Dean, Arts Division	Dr. Susan Long
Dean, Business Division	Dr. Joumana McGowan
Associate Dean, Business Division	Richard Patterson
Acting Director, Child Development Center	Tamika Addison
Dean, Humanities and Social Sciences Division	James Jenkins
Associate Dean, Humanities and Social Sciences Division	Vacant
Dean, Library and Learning Resources Division	Meghan M. Chen
Director, Learning Assistance Center	Bailey Smith
Dean, Natural Sciences Division	Larry Redinger
Associate Dean, Natural Sciences Division	Matthew Judd
Dean, Physical Education Division	Joeseph Jennum
Interim Associate Dean, Physical Education	Debbie Cavion
Dean, Technology and Health Division	Dr. Sarah Daum
Associate Dean, Technology and Health Division	Jemma Blake-Judd
Dean, Continuing Education	Donna Burns
Director, Adult Basic Education	Madelyn Arballo
Assistant Director, Adult Basic Education	Omideh Sloan
Director, Community and Career Education	Paulo Madrigal
Director, ESL and Intercultural Programs	Liza Becker
Coordinator, ESL Curriculum and Assessment	Margaret Teske
Director, Grants	Adrienne Price
Director, Research and Institutional Effectiveness	Barbara McNeice-Stallard
Director, Honors	Carolyn Kuykendall

Student Services — Ext. 4505

Vice President, Student Services	Dr. Audrey Yamagata-Noji
Dean, Counseling	Thomas Mauch
Associate Dean, Counseling	Dr. Dyrell Foster
Dean, Student Services	Carolyn Keys
Dean, Enrollment Management	Dr. George Bradshaw
Assistant Director, Admissions and Records	Patricia Montoya
Director, Upward Bound	Dr. Juan Carlos Astorga
Manager, CalWORKs/CARE	Lorraine Williams
Director, Assessment and Matriculation	James Ocampo
Director, Career and Transfer Services	Heidi Lockhart

Director, Disabled Student Programs and Services (DSP&S) ..... Grace Hanson
Manager, Deaf and Hard of Hearing Services ..... Don Potter
Director, Extended Opportunity Programs and Services (EOPS) ..... Irene Herrera
Director, Financial Aid ..... Susan Jones
Director, Health Services ..... Sandra Samples
Director, Student Life ..... Dr. Maryann Tolano-Leveque

INSTRUCTIONAL DIVISIONS

Arts Division — Ext. 5200

Dr. Susan Long, *Dean*

The Arts Division is composed of four educational departments: Fine Arts, Commercial and Entertainment Arts, Music, and Theater. The division sponsors numerous award-winning performance groups, houses an art gallery and includes Studio Arts, Digital Arts, and Radio and Television programs. The division sponsors several student drama and music productions in the Performing Arts Center each year and has performing groups that have established top national and international competition rankings. The Arts Division also oversees vocational degrees and certificates in Animation, Graphic Design, Radio, Television, Photography and Computer Graphics. For information relating to departments, programs, or events, contact the division office at ext. 5200.

Business Division — Ext. 4600

Dr. Joumana McGowan, *Dean*
Richard Patterson, *Associate Dean*

The Business Division's educational programs and services are designed to respond to the changing trends, needs, and job requirements of the community, state, and national economy while ensuring a high quality education. The division offers twenty-three Associate in Science degrees, two Associate in Arts degrees, and over eighty certificates.

The Business Division's educational departments and their program areas are:

- Accounting and Management (Accounting, Business Management, and Business Office Communications)
- Business Administration (Paralegal Studies, Marketing & Sales, Real Estate, Economics, and Business Law)
- Computer Information Systems (Computer Basics, Database Management, Input Processing, CIS Management, Networking, Programming, Computer & Network Security, and Web Development)
- Child Development
- Consumer Science and Design Technologies (Family & Consumer Sciences, Fashion Merchandising & Design, Hospitality and Restaurant Management, Interior Design, and Nutrition & Food)

For more information about our programs and services, contact the division office at (909) 274-4600.

The economic and workforce development grant is for the Center of Excellence. For additional information, contact the Center of Excellence at ext. 6106.

The division also includes the services of the Child Development Center. For additional information, contact the Child Development Center at ext. 4920.

INSTRUCTIONAL DIVISIONS

Continuing Education Division — Ext. 4220

Donna Burns, *Dean*

The Continuing Education Division provides a range of programs, courses, and fee-based offerings serving noncredit students and community members. Noncredit programs include Adult Basic Education, English as a Second Language, Older Adults, Adults with Disabilities, Short-Term Vocational, and Citizenship. Student assessment, orientation, enrollment, advising, and counseling services are provided. The division also offers a variety of learning support labs such as the Language Learning Center, the Health Careers Resource Center, and the WIN program for student athletes. Fee-based programs include offerings for career training, personal enrichment, vehicle safety, and youth. The division also provides workplace training on a contract basis throughout the district.

Humanities and Social Sciences Division — Ext. 4570

James Jenkins, *Dean*
Associate Dean, Vacant

The Humanities and Social Sciences Division is composed of eight departments: American Language; Communication; English, Literature and Journalism; Foreign Languages; History and Art History; Geography and Political Science; Psychology and Education; Sign Language; Sociology; and Philosophy.

The division sponsors interdisciplinary and national award-winning programs and publishes the student newspaper, The Mountaineer, through journalism courses. The division also supports a nationally ranked forensics program, and the Teacher Preparation Institute. For additional information, contact the division at ext. 4570.

Library and Learning Resources Division — Ext. 5659

Meghan M. Chen, *Dean*
Bailey Smith, *Director, Learning Assistance Center*

The Library and Learning Resources Division includes Learning Assistance, Library, Media Services, Tutorial Services, and Distance Learning. Housed in the Learning Technology Center, the various departments offer courses and provide support services for all students at the College.

The College Library

Library Department offers courses in information resources and research methods as well as introduction to library research.

The Library offers students, faculty, and staff a wide variety of information resources for their research needs. Beyond traditional resources such as books, journalism, newspapers, videos, and career guides, researchers may also search numerous full-text databases and pre-evaluated Internet web sites. The library faculty teach library research techniques to classes by appointment and one-on-one at the reference desk at all the hours the library is open.

INSTRUCTIONAL DIVISIONS

Library and Learning Resources Division *(Cont.)* Ext. 5659

Learning Assistance Center (LAC)

The LAC Department offers courses in pre-collegiate writing and mathematics, as well as both collegiate and degree-appropriate courses in reading, and study techniques. Tutor training courses are offered for prospective tutors.

Non-credit students can get individualized materials and instruction in reading comprehension, vocabulary, spelling, elementary math, algebra review, English grammar, and study techniques (note-taking, test preparation, and test-taking). Additionally, the LAC provides academic support through tutoring, an instructional computer lab, and testing services.

Distance Learning Program

Distance Learning (DL) courses (online and hybrid) are offered each term in various departments. The DL courses have the same course content, academic rigor, and registration process as regular courses. Some faculty may require on-campus meetings. Students are encouraged to check the schedule of classes each term for offerings and to visit ***http://www.mtsac.edu/instruction/learning/distlearn/***

Natural Sciences Division Ext. 4425

Larry L. Redinger, *Dean*
Matthew Judd, *Associate Dean*

The Natural Sciences Division provides a wide variety of diverse educational opportunities and programs within its six departments: Agricultural Sciences, Biological Sciences, Chemistry, Earth Sciences and Astronomy, Mathematics and Computer Science, and Physics and Engineering.

Agricultural Sciences provides numerous vocational programs leading to an associate degree or Certificate including programs in Animal Science, Equipment Technology, Registered Veterinary Technology, and Ornamental Horticulture. Biological Sciences offers a variety of courses for both majors and non-majors, including specific programs in Anatomy and Physiology, Anthropology, Histotechnology, Microbiology, Botany, and Zoology. Chemistry offers a full range of lower-division courses, including introductory, general, and organic chemistry. Earth Sciences and Astronomy provide course work in geology, oceanography, meteorology and astronomy. Mathematics and Computer Sciences provide courses for students at all levels of computational ability, from pre-algebra to calculus and differential equations. Physics and Engineering offers several course sequences in classical physics, as well as courses in Physical Science. The Engineering program provides a solid foundation of lower-division courses for those students preparing to transfer to a baccalaureate-level institution. For additional information, contact the division at ext. 4425.

INSTRUCTIONAL DIVISIONS

Physical Education Division Ext. 4630

Joseph Jennum, *Dean/Athletic Director*
Debbie Cavion, *Interim Associate Dean*

Mt. SAC's Physical Education Division has been a leader among community colleges for over 60 years. Our commitment to Physical Education, Athletics and Dance is exhibited by our dedication to the health and well being of our students and community. Our comprehensive class offerings, certificate programs, Fire and Law Testing (PAT)/Conditioning Program, Dance Productions, Athletic Programs and Athletic Special Events demonstrate this commitment. The renowned Dance Program here at Mt. SAC is enhanced by the award-winning faculty and studios/performance venues in the College's Performing Arts Center.

Mt. SAC is home to one the nation's largest and most successful community college athletic programs for men and women. The championship-winning athletic program offers 20 team sports and is an integral part of the College's overall educational offerings. Mt. SAC student-athletes excel on the field and in the classroom. Our "WIN" academic support program provides testing, tutoring and counseling services for our student-athletes and serves as the "model" academic support program for all community colleges. The renowned Dance Program at Mt. SAC is enhanced by award-winning faculty and studios/performance venues in the College's Performing Arts Center.

Mt. SAC's five renowned annual athletic special events—the Mt. SAC Relays, Mt. SAC Cross Country Invitational, Footlocker Western Regional Cross Country Championship, LA84 Foundation Youth Days Program and the International Pole Vault Camp—reach over 100,000 participants, coaches and spectators, generating millions of dollars into the local economy.

Technology and Health Division Ext. 4750

Dr. Sarah Daum, *Dean*
Jemma Blake-Judd, *Associate Dean*

The Technology and Health Division provides 31 certificates and 31 degrees in occupational and vocational programs in the areas of technology, public services, and health care. The programs offer a variety of Associate in Science degrees and certificates leading to job placement, transfer, and updating of skills. Programs offered in technology include Aeronautics, Air Conditioning and Refrigeration, Aircraft Maintenance, Architecture and Engineering Design Technology, Electronics Technology, Manufacturing Technology, Water Technology, and Welding. The Public Services programs include Fire Technology, Administration of Justice, Correctional Sciences, and Alcohol and Drug Counseling. Health Care Programs include Medical Services (EMT and Paramedic), Mental Health, Physician's Assistant Preparatory, Radiologic Technology, Respiratory Therapy, and Registered Nursing. Programs are driven by industry needs, and many are governed by state accrediting boards.

section two

Matriculation Services:

Admissions and Registration

Assessment and
Placement Orientation

Counseling/Advisement

ADMISSION AND REGISTRATION

Admissions

Admission to Mt. San Antonio College includes the filing of an application for admission by the student and the filing of transcripts from high school or college(s). It is the student's responsibility to request official transcripts from the last high school attended and any college(s) attended. Transcripts will be reviewed to determine eligibility for courses at Mt. SAC.

Application to the College

All inquiries regarding admission to the college should be directed to the Admissions and Records Office. Admission is granted only by filing an application for admission using one of the following methods:

1. The application for admission of credit classes can be submitted online. To access the online application, visit the Mt. SAC Admissions Website at ***http://admissions.mtsac.edu*** and click on the online application link at the top of the web page.
2. Assistance is available in English, Spanish, Vietnamese, Chinese and Sign Language. Information is also available in alternative formats (Braille, enlarged text, e-text, etc.).

Residency Requirements (for fee purposes)

Residency Guidelines

This statement is a general summary of the principal rules of residency and their exceptions and should not be construed as the actual expression of the laws used by the Mt. San Antonio College Admissions Officer for residency determination. Reference should be made to Chapter 1 (commencing with Section 68000) of Part 41 of Division 5 of the Education Code, regulations of the Board of Governors of the California Community Colleges in Chapter 1 (commencing with Section 54000) of Division 5 of Part VI of Title 5 of the California Administrative Code, and the regulations and guidelines available in the Admissions and Records Office. Students wishing to change their residency must submit a Residency Reclassification form to the Admissions & Records Office prior to the deadline listed in the Schedule of Classes.

Residence Classification

Each person enrolled in or applying for admission to Mt. San Antonio College will, for purposes of admission and/or tuition, be classified as a "resident," or a "nonresident".

1. **Resident:** A "resident" is a person who is eligible to establish California residency for tuition purposes or who has resided within California for at least one year and who has established a legal residence in California prior to the residency determination date.
2. **Nonresident:** A "nonresident" student is one who has not resided in the State for more than one year prior to the residency determination date and who has not established legal residence or who is not eligible to establish California residency for tuition purposes.

Criteria for Determination of Legal Residence

To determine a person's place of residence, reference is made to the following:

1. Every person has, by law, a residence.
2. Every person who is married* or 18 years of age or older, and under no legal disability to do so, may establish residence.
3. In determining the place of residence, the following rules are to be observed:
   a. There can be only one residence.
   b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which that person returns in seasons of repose.
   c. A residence cannot be lost until another is gained.
   d. The residence can be established and/or changed only by the union of act and intent.
   e. A man or a woman may establish his or her residence. Thus, it is possible that a woman who is married to, and living with, her husband may have a residence separate from his. A woman's residence shall not be derivative from that of her husband.
   f. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his or her residence is that of the parent with whom he/she maintained his or her last place of abode; however, the minor may establish his or her own residence provided both parents are deceased and a legal guardian has not been appointed.
   g. The residence of an unmarried minor who has a living parent cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

Burden of Proof

The burden of proof is on the student to clearly demonstrate both physical presence in California and intent to establish California residence.

* A minor, married but subsequently divorced, retains the capacity to establish his or her own residence. An annulment of the marriage (*a determination that in effect the marriage never took place*) will require that the minor be treated like any other minor.

Residence Classification Appeal

Any student, following a final decision on residency classification by the Admissions and Records Office, may make a written appeal to the Appeals Committee of Mt. San Antonio College within 30 calendar days of notification of final decision regarding classification.

Concurrent Enrollment for K-12 Students (Special Admits)

The Special Admit program is designed for high school sophomores, juniors and seniors (10th, 11th and 12th grades) who would benefit from taking advanced scholastic or vocational work at Mt. San Antonio College. Students must meet the following criteria to participate in the Special Admit program:

1. Be recommended by their high school principal or counselor;
2. Be approved to participate by their parents/guardian;
3. Have a 3.0 cumulative high school grade point average or better to enroll in degree appropriate courses, or a 2.0 or better GPA for a vocational course;
4. Meet all course prerequisites and/or co-requisites;
5. Sophomores and juniors will only be allowed to enroll in a single course. Seniors may enroll in two courses.

Special Admit application packets may be obtained in the Counseling Center or online at ***http://mtsac.edu/students/counseling/special_admit.html***

Only college level courses may be taken as part of the Special Admit program. Students needing to make up a high school deficiency can apply to participate in the High School Referral Program. For more information, contact the Continuing Education Division at (909) 274-4220.

A parent/guardian approval form allowing the student to participate must be submitted as part of the application process. Parents must acknowledge that their student will be instructed in an adult environment and that the student will be expected to conform to all college policies.

Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue their participation in the Special Admit program.

Highly-gifted students enrolled in grades 9 and earlier may be considered for limited enrollment. To participate, students must meet all of the same criteria required for 10th, 11th and 12th grade Special Admit students.

All high school students will be required to attend a Special Admit orientation prior to being accepted for admission.

College credit will be earned as a result of taking courses at Mt. San Antonio College and those grades will become part of the student's permanent college record. High school credit may be possible at the discretion of the receiving high school. Please speak to your high school counselor.

Evaluation of Other College Coursework

Mt. San Antonio College reserves the right to evaluate work completed in other regionally accredited colleges and universities. Transfers with acceptable grades will be granted advanced standing insofar as the work corresponds with the curriculum of this institution or the lower-division work offered in accredited colleges or universities. Each applicant should file with Admissions and Records an official transcript of their records from all colleges and universities previously attended. For information regarding military credit, see Section III in this *Catalog*.

It is the student's responsibility to request the evaluation of official transcripts from other colleges. Students will need to request an evaluation upon submission of their graduation petition. This may be accomplished by submitting a completed "Evaluation Request" form at Admissions and Records.

Students planning to use courses taken at other colleges for placement in Mt. San Antonio College courses who did not have transcripts sent to Admissions and Records must bring official copies of their transcripts prior to their registration appointment.

Transcripts submitted for admission become the property of Mt. San Antonio College and cannot be returned to the applicant or forwarded to other institutions.

Acceptance of Domestic Coursework from Accredited Colleges and Universities in the United States

The College will accept "degree appropriate" or "baccalaureate" level courses from accredited colleges and universities in the United States. These course units will, at a minimum, be granted "elective credit" status.

To determine General Education and/or Associate Degree equivalency and for granting of unit credit, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college/university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements. If denied, the student may petition for an in-depth evaluation but will be required to provide official course information from the institution of record or from the college/university catalog.

To determine "subject" requirements for an established vocational program, the course must be evaluated by a representative from the respective academic department in which the major resides. If the course is determined acceptable as a substitution for a required course in the program, the department representative will complete a "variance" form verifying this acceptance and complete the paperwork at Admissions and Records.

Acceptance of International Coursework from Accredited Colleges and Universities outside the United States

Mt. San Antonio College may accept for equivalence, general education and courses that meet other local graduation requirements, that have been successfully completed at institutions of higher education outside the United States from international college and universities where the primary language of instruction is other than English, provided substantial documentation exists for the equivalences to be determined. The exceptions to this are courses to meet Area A: Communications in the English language and the Reading Competency requirement. These requirements must be fulfilled at a regionally accredited institution of higher education within the United States.

Students completing coursework at international higher education institutions in which English was the language of instruction may submit a petition for special review to the Admission and Records office to determine the equivalence of coursework in Area A and the Reading Competency. Mathematics course credit will only be granted for coursework completed at the level of Intermediate Algebra or higher.

Official Transcripts must be accompanied by evaluation documents provided an approved credential evaluation agency.

Articulation with High Schools, ROPs, and Adult Schools

Articulation Agreements with secondary schools (high schools, Regional Occupational Programs and Adult Education) are established annually during the fall and are valid for the current school year. Articulation is a faculty driven process with three possible methods of rewarding student achievement in the Career Technical Education courses taken at the secondary level. The three types of articulation include Project Credit, Course Equivalency and College Units of Credit.

Project Credit is the minimum level of articulation and results in a certificate to be submitted in a specified college course in lieu of a specific required project or projects. Course Equivalency recognizes the information gained from the secondary experience and allows students to use that experience to continue their career education by taking an advanced college level course. Project Credit and Course Equivalency articulation will not result in units of credit at the college.

College Units of Credit is the most common form of articulation between the college and secondary schools. Students participating in these agreements must meet an exam requirement as stated in California Code of Regulations, Title 5. Students that successfully meet the exam requirement and supply the correct paperwork will be awarded a grade and units of credit. The credits will appear with a notation of "by exam" on a Mt. SAC transcript in the semester closest to the completion of their secondary course.

Articulation with secondary programs is a time sensitive process. Secondary students must complete the required paperwork and pass required exams at the completion of their secondary course. If a course sequence is required at the secondary level, the student must request the units at the completion of the course sequence. The required paperwork must be submitted by the instructor of record on the Articulation Agreement within two months of course or sequence completion. Students may not seek college units retroactively.

Required paperwork includes:

- 2+2 Articulation Equivalency Form
- High School Transcript
- ROP/Adult Education Certificate of Completion

Forms are available from participating high school instructors. Secondary instructors submit all required paperwork to the Tech Prep office at Mt. San Antonio College. Articulation forms will be accepted from authorized secondary instructors only.

College credit issued by ROP and/or Adult Education centers will be accepted if the issuing programs is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) or the Senior College Commission, under the auspices of the Western Association of Schools and Colleges (WASC).

For more information on articulations with high schools, ROPs and adult schools, please contact the Tech Prep/Articulation Office, Bldg. 11A, at (909) 594-5611, ext. 5252.

Admission of International Students

Mt. San Antonio College encourages applications from students holding or attempting to obtain the F-1 Visa. The following items are required from international applicants:

- Mt. SAC Application for Admission
- International (F-1 Visa) Student Application
- Application processing fee of $50.00 (U.S.)
- Confidential Financial support documents
- Qualifying score from one of the following College approved tests:

  1) TOEFL (minimum score of 133 on the computer-based test, or 450 on the paper-based test, or a score of 45 on the Internet-based test). Information regarding TOEFL may be obtained at ***www.toefl.org***. If you are mailing your score directly, our institution code is "4494".

  2) IELTS (overall band score of 4.5 or higher). Information regarding IELTS may be obtained at ***www.ielts.org***.

  3) Mt. SAC's AWE (Assessment of Written English) - Placement in AMLA 41W or higher. Information regarding the AWE may be obtained at ***www.mtsac.edu/students/assessment***.

- Transcripts from high school and/or college attended
- TB (tuberculosis) test
- Proof of health insurance (prior to registration)

The following items are required for current F-1 Visa students transferring into Mt. SAC:

- Copy of I-20
- Copy of I-94
- Transfer form

The deadlines to apply for the 2011-12 school year are as follows:

- Summer 2011 — First Monday of April
- Fall 2011 — First Monday of June
- Winter 2012 — First Monday of November
- Spring 2012 — First Monday of December

F-1 Visa students can obtain all application materials from our College Website at ***www.mtsac.edu.*** From *The Mt. Sac home page,* click on *"Apply or Register,"* click on *"Forms and Publications,"* then click on *"Application for International Students."* TOEFL scores, IELTS scores, admissions application (both college and International Student Application), and all supporting materials must be received on or before the term deadlines listed above. Students will be required to take the Assessment of Written English (AWE) when they arrive at Mt. San Antonio College. Applications received after the deadline will be considered for the following semester. The application fee must accompany the admission application.

Registration

Registration for classes is done online via the web at ***http://my.mtsac.edu.*** Students who enrolled in the previous semester or session preceding the enrollment term are eligible to register for classes. Students may check their date and time to register at ***http://my.mtsac.edu***.

Schedule of Classes

The Mt. SAC *Schedule of Classes,* which indicates intended course offerings and teaching assignments for both credit, noncredit and continuing education courses, is available on campus, on the Mt. SAC website ***(www.mtsac.edu)*** and at community libraries. The College reserves the right to cancel, reschedule, equalize, or combine classes and to change professors where such action is deemed necessary.

Enrollment Fees and Expenses

Students are charged an enrollment fee, a Health Services Fee, and for some classes Materials Fees for each term at Mt. San Antonio College. In addition to these fees, non-resident students also pay tuition. These fees are subject to change. An optional Student Activities Fee is available for purchase for the Fall and Spring semesters. Please consult the latest *Schedule of Classes* for current fees and other related information. Students must purchase their own textbooks and supplies. Expenses for books and supplies for full-time students may average $300 to $600 per semester depending upon the program of study selected.

Students wishing to park in the regular student parking lots are required to have a valid Student Parking Permit. The permit may be purchased at the time of registration online or at the Bursar's Office located in Building 9A.

Student Representation Fee

The Student Representation Fee is a mandatory fee that is collected during fall and spring registration for the purpose of providing Mt. SAC students the means to state their positions and viewpoints before city, county, district, and state government agencies. A student may choose not to pay the Student Representation Fee for political, religious, financial, or moral reasons. If a student chooses to opt-out of paying the fee for the stated reasons, then the student must: 1) visit the Student Life Office in Building 9C or http://as.mtsac.edu to get the opt-out form; 2) complete the form and; 3) return it to the Bursar's Office prior to paying the college fees.

Refund of Fees

To be eligible for a refund, students must drop their classes by the refund deadline for that class. The deadline can be found on their Student Schedule/Receipt. If the student's class has been officially dropped, or cancelled by the College, the student will receive a refund check in the mail in approximately 45 days. Refund checks will be made payable to the student and sent to the mailing address on your student account. Please see the current Schedule of Classes for more refund information.

- **Military Refund:** In the case of students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the College shall, upon petition by the affected student, refund the parking fee, health fee, materials fee, Student Activities Fee, entire enrollment fee and non-resident tuition fee unless academic credit is awarded.

Cancelled Classes

Classes may be cancelled at the discretion of the College. Students enrolled in such a class will be permitted to enroll in other open classes.

Students who have a class or classes cancelled by the College because of low enrollment and have paid their fees for those classes will receive a refund check in the mail in approximately 45 days.

Student Obligations

Mt. San Antonio College will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation to the College (e.g., returned check, unpaid enrollment fees, unpaid loan, equipment breakage, unpaid library fine, etc.). The hold shall be released when the student satisfactorily meets the financial obligation.

There is a processing fee of $25 for returned checks or stop payment of checks.

Students having disciplinary holds with the Student Life Office will not be allowed to transact College business until the hold is satisfied.

ASSESSMENT AND PLACEMENT

Most students attending Mt. San Antonio College are required to participate in assessment. The assessment and placement process has been established to enable all students an opportunity to achieve probable success in their course work. In addition, the process allows the faculty to instruct their courses at an appropriate level with the knowledge that students will be reasonably prepared.

Placement Tests

Placement tests are required for appropriate course placement. Students take placement exams for math, English and reading courses. Advanced level math placement exams should be taken when applicable to the student's academic background and intended program of study.

English Placement

The College utilizes the Assessment of Written English (AWE) to evaluate students' writing skills. Most students are required to have their English competency assessed prior to registration. Students will be given a topic to write on and the writing sample will be read by at least two faculty members. Based on the faculty evaluation of the student's writing skills, they are placed in one of the following categories:

A. Eligible for English classes. Based on assessment results, students will be eligible for either ENGL 1A, 68, 67, or LERN 81.
B. Eligible for AMLA writing courses (designed for students who are not fluent in the English language). Students may enroll in AMLA writing courses and continue enrolling in AMLA writing courses until they are eligible for ENGL 67 or ENGL 68.
C. Eligible for ESL (English as Second Language) classes. Students may enroll in ESL adult education courses each semester until eligible for AMLA courses; then enroll in AMLA courses each semester until they are eligible for ENGL 67 or English 68.

Students in any of the categories listed above may enroll in other courses for which they are eligible. Students with limited English skills are not prohibited from enrolling in vocational courses.

Math Placement

The College utilizes a selection of assessment instruments to place students into math courses. Students take one of the math placement exams commensurate with their most recent, successful completion of Pre-Algebra, Algebra, Intermediate Algebra and Pre-Calculus.

Reading Placement

The College utilizes the Degrees of Reading Power (DRP) and COMPASS/ESL reading tests to assess student reading skills. Based on the results of the reading test, the student will be advised to take an appropriate reading course.

Chemistry Placement

The College utilizes the California Chemistry Diagnostic Test to determine student readiness for Chemistry 50. Students who pass the chemistry placement test will not be required to take chemistry prior to enrolling in Chemistry 50.

Retest Policy

Students may repeat a test once every three months. Under certain extenuating circumstances and with approval of the Director of Assessment and Matriculation, a test may be repeated prior to the three-month limit.

Placement Test and Eligibility Time Limits

Placement test scores are valid for two years from the date the test was taken. Eligibility based on test placement is not valid after the two-year expiration period. Eligibility based on previous coursework does not expire.

Test Scores and Placement from Other Colleges

Math and reading test scores will be accepted from other colleges if that college uses the same test as Mt. SAC. Test scores from other college English tests are not accepted. Mt. SAC does not accept placement granted at other colleges.

Appeals Process

Students may appeal their English and/or math placement if they can demonstrate alternate proof of course equivalency or competency. If extenuating circumstances exist that may affect course placement, students may seek consultation in the appropriate division office. Students should be prepared to present documentation such as high school or college transcripts, additional test results, or work experience.

ABILITY TO BENEFIT

Students applying for financial aid who do not have a high school diploma, GED, a certificate of proficiency or its equivalent must demonstrate that they have the ability to benefit from an educational program at Mt. San Antonio College prior to receiving Title IV financial aid. To meet this requirement, students must have taken and passed the federally approved Ability to Benefit test (Wonderlic) that is conducted at the Assessment Center or satisfactorily completed 6 credit hours of coursework applicable toward a degree or certificate offered at Mt. SAC. For further information regarding the Ability to Benefit regulations, contact the Financial Aid Office.

EXEMPTION FROM ASSESSMENT

Students are exempt from Assessment if they:

1. enroll in non-credit or community services classes only;
2. select and enroll in a general interest class which does not have prerequisites;
3. verify English or math eligibility based on course work at Mt. San Antonio College or other regionally accredited institutions;
4. verify other test scores accepted by Mt. San Antonio College;
5. possess an Associate or higher degree from an accredited institution.

ORIENTATION – CREDIT STUDENTS

Orientation is required for all new students who are enrolling in Mt. San Antonio College.

Orientation includes information regarding college programs, services, procedures, student responsibilities, and other related information. Students will have the opportunity to meet with a counselor or an advisor to develop a first semester educational plan.

The College has determined the importance of an orientation to college as a factor in success. Prospective students are urged to make an appointment for orientation immediately after filing an application and taking the necessary placement tests.

COUNSELING/ADVISEMENT

Counseling Center services are provided to matriculated students who are in need of additional assistance regarding course selection, major selection, and transfer information and planning. Students are encouraged to meet with a counselor during their first semester of enrollment to develop an Educational Plan. The Educational Plan lists the courses needed to complete a specific major, as well as identifying graduation and/or transfer requirements in general education.

Students who are undecided about their major and/or career and educational goals, should make an appointment with a counselor. Career counseling services are available to students at no cost, to assist students in making the most appropriate choices about their future.

EXEMPTION FROM ORIENTATION AND COUNSELING/ADVISEMENT

Students are exempt from Orientation and Counseling/Advisement if they:

1. enroll in non-credit or community services classes only;
2. possess an Associate or higher degree from an accredited institution;
3. attain 60 units or more from an accredited institution;
4. select and enroll in a general interest class only. All students must meet course prerequisites.

PRE-COLLEGIATE BASIC SKILLS

Courses designated "Pre-Collegiate" develop basic skills in reading, writing, and mathematics. They will neither count toward graduation from Mt. San Antonio College, nor transfer to a baccalaureate institution.

PREREQUISITES, COREQUISITES, AND ADVISORIES

Faculty at Mt. SAC have established prerequisites, corequisites and advisories for courses. **If a student does not meet the prerequisite or corequisite requirements, the student will be blocked from enrolling in those courses.** Transcripts and grade report cards from other colleges used to determine whether pre or corequisites have been meet must be evaluated prior to registration.

Prerequisite

Prerequisites to a course are those courses which must have been taken previously as preparation for the course. To enroll in a class that has a prerequisite, the required preparation must have been completed prior to enrolling in the course. In some instances, **English and math prerequisites** may be met by attaining eligibility through assessment. All **course prerequisites** listed must be completed with a grade of "C" or better, unless otherwise stated.

Corequisite

To enroll in a course that has a corequisite, the corequisite course must be taken concurrently. In some instances, a corequisite may have been taken previously.

Advisory

An advisory to a course is preparation which is highly recommended by faculty teaching the course. Although students may enroll in a course if they do not possess the advisory skills, they are encouraged to abide by an advisory whenever possible.

CHALLENGING PREREQUISITES AND COREQUISITES

If a student believes that any of the following conditions exist with regard to an existing course prerequisite or corequisite, the student may obtain a Petition to Challenge form from the Assessment Center in the Student Services Center.

- The prerequisite or corequisite has not been established in accordance with the College's process for establishing prerequisites and corequisites;
- The prerequisite or corequisite is in violation of State Title 5 regulations;
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; or
- Such other grounds for challenge as may be established by the district governing board.

The student must provide appropriate documentation when filing a challenge with the Director of Assessment and Matriculation.

Documentation may include, but is not limited to, high school or college transcripts, additional test results, work experience, or an on-campus writing sample. Prior enrollment in the course does not exempt a student from the current prerequisite of that course.

section three

Academic Policies and Requirements

ACADEMIC FREEDOM

It is the policy of Mt. San Antonio College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge. In the excercise of this right, the professor may discuss his/her subject or area of competence in the classroom, as well as other relevant matters, including controversial materials, so long as he/she distinguishes between personal opinions and what is contemporarily regarded as factual information by leading academicians in the discipline being discussed.

The professor shall use no material in any teaching assignment nor make any speech in order to incite students or others to unlawful acts or to create a clear and present danger to the students and/or the College and/or the community. Professors may not use the classroom to promote a particular religious belief (see also Board Policy BP 4030, and Administrative Policy AP 4030).

ATTENDANCE AND ENROLLMENT

Attendance

Students are expected to attend all class meetings. It is the students' responsibility to know the attendance and absence policies of their professors.

Professors may take attendance at all class meetings. It is the responsibility of each professor to inform his/her classes of the attendance and absence policies at the beginning of each semester.

It is the student's responsibility to officially drop a class whenever he or she determines that he or she can no longer attend the class. Failure to officially drop a class may result in a failing grade and/or a financial obligation to the college.

Instructors may drop students from their class rolls through the last day of the tenth week of instruction of a regular semester for excessive absence as defined by the instructor or at an earlier date for intersession or short-term classes.

Students will be granted College-authorized absences for participation in the following activities:

1. Player participation in inter-collegiate athletics and activities.
2. Class-planned field trips.
3. Area and State student government conferences.
4. Class-planned and sponsored speech, art, drama, and music programs.

Auditing Courses

Students may not audit courses at Mt. San Antonio College. All students must be officially enrolled in a course in order to attend that course.

Dropping Courses and Withdrawing from the College

For 16-week classes, students who drop a class, withdraw from College, or are dropped from a class by the professor during the first three (3) weeks of a regular semester will receive no mark(s) or notation(s) on their permanent record.

Students who drop a class, withdraw from the college, or are dropped by the professor after the course has met for 30 percent of the its total minutes (end of the fourth week for sixteen-week courses) will receive a mark of "W" withdrawal on their permanent record.

Professors may not drop students from class, and students may not drop class(es) or withdraw from College after the last day of the tenth week in a regular semester. All students enrolled after the tenth week shall receive an academic grade (A, B, C, D, F, P, NP) or an incomplete mark for the course.

In short-term courses, students who withdraw or are dropped from class during the first 30% of the course will receive no notation on their permanent record. Students may drop short-term courses only through 60% of the course.

A "W" withdrawal mark shall not be assigned to any student enrolled after the last day to drop except in the case of an approved petition because of extenuating circumstances. A "W" withdrawal remains a permanent part of a student's academic record.

Student Unit Limits

Without petitioning, students may enroll in up to 18 units each semester and up to seven units each summer and winter session. Students who have completed a minimum of 15 college units in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum.

Students may be required to see a counselor as part of the petition process. Petitions are available in the Counseling Office, located on the upper level of the Student Services Center.

Repeatable Courses

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) To determine whether a course is repeatable, refer to Section 10, Course Descriptions, in this *Catalog*.

Repeating Courses Previously Passed

State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of "A," "B," "C," "Credit" or "Pass." Students with extenuating circumstances may file a Petition for Exceptional Action in the Admissions Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Limitations on Repeating Courses

Beginning with the Fall 2009 semester, students who have recorded a substandard grade of either "D," "F," "No Credit" or "No Pass" will only be allowed to repeat the same course two times, for a total maximum enrollment of three times. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. Unit credit is only allowed once when repeating a D grade.

Withdrawals without a mark of "W" are allowed during the first 3 weeks of a 16-week class in a semester or within the first 20 percent of a short-term course. Students shall be allowed a maximum of three withdrawals for a given course where a mark of "W" is posted for all three withdrawals. In cases in which the student's grade and/or withdrawal was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal.) Extenuating circumstances are verified accidents, illnesses or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the highest grade and credit earned (if any) shall be disregarded in computing the student's grade point average each time the course is repeated. Participation in an intervention program may be required.

Petitions for Exceptional Action

Student *Petitions for Exceptional Action* forms are available from the Counseling Office, Student Life, and Admissions and Records Office in the Student Services Center. Students may complete these forms and submit them to Admissions and Records. Subsequent action on a petition will be taken either by the appropriate administrator or the Board of Appeals.

Definitions

Primary Term: A primary term is either the Fall or Spring semester. In contrast, both Winter and Summer intersessions are not considered to be primary terms

Continuing Student:

- A continuing student is one who enrolls in at least one credit course and receives a grade, including a W in any term during the academic year.
- A continuing student retains rights to follow graduation and/or certificate requirements for the year they entered or any catalog thereafter, as long as the student maintains continuous enrollment.

Catalog Rights

- A student may use that initial catalog year or any subsequent catalog until the student's petition for graduation, if the student has remained in continuous attendance.
- Continuous attendance is enrollment and attendance in a class (past the census date) in one of the immediate prior two semesters.
- In order to maintain catalog rights at Mt. SAC, based on the initial semester of enrollment, a student may:
  1. Attend another regionally accredited post-secondary institution.
  2. Maintain "continuous attendance" at a regionally accredited post-secondary institution while away from Mt. SAC.
  3. Not be absent from Mt. SAC for four or more regular terms (two years).

CREDITS AND GRADES

Definition of a Unit of Credit

The standard "unit" represents one hour in class recitation and two hours of outside preparation per week or its equivalent for one semester. By this definition, "unit" is synonymous with "semester lecture hour." In laboratory work and certain activity courses such as physical education, choir, drafting, etc., a greater number of in class hours per week is required for each unit of credit. In summer sessions, one unit of credit represents three hours of lecture per week.

Classification of Students

Students at Mt. San Antonio College are classified as follows:

- **Full-time** — enrolled in 12 or more units in a fall or spring semester, or four or more units during a six-week summer or winter session.
- **Part-time** — enrolled in less than 12 units during the fall or spring semester or less than 4 units during a six-week session or less than nine units during a nine-week summer or winter session.
- **Freshman** — a student who has completed less than 30 units of credit.
- **Sophomore** — a student who has completed 30 units of credit or more.

Grading System

Scholastic grades showing the academic achievement of students are issued at the end of each semester. Any student enrolled as of the first day of the fourth week in a full semester course for any semester shall receive one of the marks listed below on his/her permanent records.

GRADING SCALE

Evaluative Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing (*less than satisfactory*)	1
F	Failing	0
Pass	Passing (at least equivalent to a "C" grade. Units awarded are not counted in determining the student's grade point average).	
NP	Not Passing (Equivalent to a "D" or "F" grade. No units awarded,and units are not counted in determining grade point average. No-Credit grades will be considered in probation and dismissal procedures.)	

Incomplete

A student may file a petition for an incomplete or the instructor may initiate the petition on behalf of the student who is currently passing the class under the following circumstances: verifiable illness or emergency or verifiable work conflict. Incompletes may only be issued for requirements missed commencing the fourteenth (14) week of a regular semester class or after 85% of a short-term or summer session or winter intersession class. Re-enrollment in the same course for purposes of making up the incomplete is prohibited. The petition is subject to the approval of the instructor. If the petition is granted, the student must complete all outstanding course requirements (stipulated on the Petition to Request Incomplete form) within one year, or the incomplete will be come a letter grade assigned by the instructor.

IP — In Progress: The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

RD — Report Delayed: The "RD" symbol may be assigned only by the Admissions and Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W — Withdrawal: Withdrawal from a class or classes shall be authorized through the last day of the 10th week of instruction of a regular semester-length class. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three weeks of a regular semester-length class. Withdrawal between the first day of the 4th week and the last day of the 10th week of instruction shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures. Withdrawal from short term classes of less than semester length, but greater than six weeks, is authorized for a period of time through 61% of the course, and a mark of "W" shall be made on the student's academic record. Students are allowed no more than two "W"'s in a class. After earning two "W"'s in a class, students wanting to repeat a class must petition using the process described under "Limitations on Repeating Courses." No notation shall be made on the academic record of a student who withdraws from a short term class of less than semester length, but greater than six weeks, provided the student withdraws no later than the end of the first 30% of the course.

MW — Military Withdrawal: The "MW," military withdrawal, mark shall be assigned only for students who are members of an active or reserve military unit, and who receive orders compelling a withdrawal from courses. Upon verification of such order, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The "MW" shall not be counted in determining registration priority, progress probation, and dismissal calculations. A "W" previously incurred commencing January 1, 1990, and which meets the definition of "MW" may be changed to "MW."

Final Examinations

A final examination shall be administered in all classes in compliance with the Final Exam Schedule prepared each term. If a student is unable to attend a scheduled final examination, he/she must contact his/her instructor to make other arrangements. A student who does not take a final examination and who does not qualify for an "Incomplete" (see Grading-Incomplete), shall be assigned the grade "F" or "Zero" for the examination, and this grade shall be averaged in determining the final course grade. When a grade of "Incomplete" has been given, a copy of the final examination must be filed in the appropriate division office at the close of the semester.

Pass/No Pass Grades

Some courses offered at Mt. San Antonio College are available to students on two different grading options: letter grade (A, B, C, D, F) or Pass/No Pass (Pass = A, B, or C; NP = D, F). A few classes are offered for Pass/No Pass only. These courses are designed to encourage students to explore areas outside their major field of study in order to broaden and enrich their collegiate experience, and to afford an opportunity for departments to offer courses in which there is diminished emphasis on grades. The Pass/No Pass grading option is no longer available for General Education courses.

In courses offering the grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student can make the changes on their student portal or in person with a picture ID at the Admissions and Records Office in the Student Services Center. The grading option may not be changed at a later date. Students enrolled in short-term courses of less than semester length, but greater than six weeks, must determine their grading option no later than the end of the first 30% of the course or 30% of the required hours of instruction listed in the description for an open-entry/open-exit course. In any short-term course of less than six weeks, students must determine their grading option at the time of registration.

Credit toward graduation by using Pass/No Pass classes is limited to a maximum of 16 units. Courses taken for Pass/No Pass are not counted in calculating grade point average, nor in determining eligibility for the Dean's List or President's List, but such courses are considered in progress probation and dismissal procedures.

Students are cautioned that upon transfer to baccalaureate institutions, "NP" grades typically are considered to be "F" grades.

Credit by Examination

The general philosophy of Mt. San Antonio College is that the interaction which takes place between the student and professor is of critical importance to the learning process. However, quality instruction places a premium on meeting individual student needs. Therefore, Mt. San Antonio College provides for Credit by Examination enabling the student to accelerate his/her educational program by providing opportunity to obtain credit in those fields in which he/she has already achieved proficiency independently or by informal means.

Pursuant to Section 55050 of Title 5 of the California Administrative Code, students at Mt. San Antonio College may apply for Credit by Examination and such unit credit may be granted subject to the following rules and regulations:

Rules and Regulations

1. Credit by Examination will be granted only for those courses which have been so designated by the departments.
2. Any grade received for Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam."

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Exam	CSU GE Breadth Units	CSU Units	IGETC Units	UC Units
Art History	3 semester (Area C1 *or* C2)	6 semester	3 semester (Area 3A *or* 3B)	8 quarter / 5.3 semester
Art (Studio) [8]	N/A	3 semester	N/A	8 quarter / 5.3 semester
Biology	4 semester (Area B2 *and* B3)	6 semester	4 semester (Area 5B *with lab*)	8 quarter / 5.3 semester
Calculus AB [1,8,9]	3 semester (Area B4)	3 semester	3 semester (Area 2A)	4 quarter / 2.7 semester
Calculus BC [1,8,9]	3 semester (Area B4)	6 semester	3 semester (Area 2A)	8 quarter / 5.3 semester
Chemistry [2]	4 semester (Area B1 *and* B3)	6 semester	4 semester (Area 5A *with lab*)	8 quarter / 5.3 semester
Chinese Language & Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Computer Science A [1,8]	N/A	3 semester	N/A	2 quarter / 1.3 semester
Computer Science AB [1,8]	N/A	6 semester	N/A	4 quarter / 2.7 semester
Economics — Macroeconomics	3 semester (Area D2)	3 semester	3 semester (Area 4B)	4 quarter / 2.7 semester
Economics — Microeconomics	3 semester (Area D2)	3 semester	3 semester (Area 4B)	4 quarter / 2.7 semester
English — Language & Composition [8]	3 semester (Area A2)	6 semester	3 semester (Area 1A)	8 quarter / 5.3 semester
English — Literature & Composition [8]	6 semester (Area A2 *and* C2)	6 semester	3 semester (Area 1A *or* 3B)	8 quarter / 5.3 semester
Environmental Science [3]	4 semester (Area B1 *and* B3)	4 semester	3 semester (Area 5A *with lab*)	4 quarter / 2.7 semester
French Language [4]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
French Literature [5]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
German Language [4]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Government & Politics — Comparative	3 semester (Area D8)	3 semester	3 semester (Area 4H)	4 quarter / 2.7 semester
Government & Politics — U.S.	3 semester (Area D8 *and* US 2)	3 semester	3 semester (Area 4H)	4 quarter / 2.7 semester
History — European	3 semester (Area C2 *or* D6)	6 semester	3 semester (Area 3B *or* 4F)	8 quarter / 5.3 semester
History — U.S.	3 semester (Area C2 *or* D6 and US 1)	6 semester	3 semester (Area 3B *or* 4F)	8 quarter / 5.3 semester
History — World	3 semester (Area C2 *or* D6)	6 semester	3 semester (Area 3B *or* 4F)	8 quarter / 5.3 semester
Human Geography	3 semester (Area D5)	3 semester	3 semester (Area 4E)	4 quarter / 2.7 semester
Italian Language & Culture [6]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Japanese Language & Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Latin — Vergil	3 semester (Area C2)	3 semester	3 semester (Area 3B *and* 6A)	4 quarter / 2.7 semester
Latin — Literature [5]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	4 quarter / 2.7 semester
Music Theory [5,8,10]	3 semester (Area C1)	6 semester	N/A	8 quarter / 5.3 semester
Physics B [7,8]	4 semester (Area B1 *and* B3)	6 semester	4 semester (Area 5A *with lab*)	8 quarter / 5.3 semester
Physics C — Mechanics [7,8]	4 semester (Area B1 *and* B3)	4 semester	3 semester (Area 5A *with lab*)	4 quarter / 2.7 semester
Physics C — Magnetism [7,8]	4 semester (Area B1 *and* B3)	4 semester	3 semester (Area 5A *with lab*)	4 quarter / 2.7 semester
Psychology	3 semester (Area D9)	3 semester	3 semester (Area 4I)	4 quarter / 2.7 semester
Spanish Language [4]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Spanish Literature [4]	3 semester (Area C2)	6 semester	3 semester (Area 3B *and* 6A)	8 quarter / 5.3 semester
Statistics	3 semester (Area B4)	3 semester	3 semester (Area 2)	4 quarter / 2.7 semester

1) If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
2) Students who pass AP Chemistry earn 6 units of credit. Tests prior to Fall 2009 may apply 4 units to area B1+B3 of GE Breadth. Tests after Fall of 2009 may apply 6 units to area B1+B3.
3) Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 09 or later, those credits may only apply to B1+B3.
4) Students who pass AP French Language, German Language, Spanish Language, and Spanish Literature earn 6 units of credit. Tests prior to Fall 2009 may apply 6 units to area C2 of GE Breadth. Tests after Fall 2009 may apply 3 units to area C2.
5) Students seeking certification in GE Breadth prior to transfer must have passed the test before Fall 2009.
6) Students seeking certification in GE Breadth prior to transfer must have passed the test before Fall 2010.
7) If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth. Students who pass AP Physics B earn 6 units of credit. Tests prior to Fall 2009 may apply 6 units to area B1+B3 of GE Breadth. Tests after Fall of 2009 may apply 4 units to area B1+B3.
8) At all UC Campuses, a maximum of 8 quarter units are allowed in each of the following areas: Art (Studio), English, Mathematics, Music and Physics. A maximum of 4 quarter units are allowed in Computer Science.
9) Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive UC credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination
10) The UC will grant credit for the full Music Theory exam. Students who earn only a subscore will not receive exam credit.

INTERNATIONAL BACCALAUREATE CREDIT FOR GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

IB Examination	Number of Units Awarded to Mt. SAC General Education
Biology	5 semester units toward Area B2
Business Management	NA
Chemistry	5 semester units toward Area B1
Classical Languages	5 semester units toward Area C2
Computer Science	NA
Dance	5 semester units toward Area C1
Design Technology	NA
Economics	5 semester units toward Area D2
Film	5 semester units toward Area C2
Geography	5 semester units toward Area D2
History	5 semester units toward Area C2 or D2
History of Islamic World	5 semester units toward Area C2 or D2
Language A1	
English	5 semester units toward Area A1
French	5 semester units toward Area C2
Language A2/B	5 semester units toward C2
Mathematics	5 semester units toward Math Proficiency
Music	5 semester units toward Area C1
Philosophy	5 semester units toward Area C2
Social and Cultural Anthropology	5 semester units toward Area D2
Theatre Arts	5 semester units toward Area C1
Visual Arts	5 semester units toward Area C1

3. A student may petition for Credit by Examination provided:
   a. The student has been registered at Mt. San Antonio College.
   b. The student has not already received credit nor is currently enrolled beyond six weeks in the same course or in a more advanced course (except for Advanced Placement Course Credit).
   c. The student has at least a 2.0 grade point average. This includes transfer/new students.
4. The student may obtain the petition for Credit by Examination from the Division Office.
5. The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
6. The Department will assign a grade depending on the results of the examination and submit the form "Petition for Credit by Examination" to Admissions and Records.
7. The student may not use Credit by Examination to satisfy the residency requirement for the degree.

A list of courses for Credit by Examination is available at each Division Office, the Instruction Office, or through Counseling Center.

Advanced Placement Examinations in CSU General Education – Breadth Certification

Advanced Placement examinations may be incorporated into certification of completion of CSU General Education–Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed on page 13 to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education–Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education–Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements. See the table above for specific AP Subjects.

International Baccalaureate Credit for Mt. SAC General Education Requirements for the Associate Degree

Students completing all or portions of the International Baccalaureate (IB) program at their high school may petition to utilize the results of their IB examinations to meet Mt SAC general education requirements in the areas identified below. Only IB certificate examinations with scores of 5, 6 or 7 on will be honored.

Students who have both a qualifying Advanced Placement (AP) test score (3 or above) and a qualifying IB certificate exam score (5 or above) in the same examination area, or who have completed a college level course for credit, will only have the first completion counted for credit.

Both UC and CSU stipulate that IB students who complete an IB diploma are eligible to receive 30 units of credit towards graduation. These are unspecified units (electives) and do not meet specific general education requirements at the university. Mt. SAC will not honor such requests by diploma students. Only individual IB exams will be eligible to receive academic credit.

Credit for Extra Institutional Learning

Philosophical Basis

This policy of granting credit for extra-institutional learning is provided for students under special conditions in recognition of learning that has been attained outside the sponsorship of legally authorized and accredited post-secondary institutions.

General Policy Statement

Credit for extra-institutional learning will be awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-secondary institutions.

The College will accept the recommendations of the American Council on Education in reference to the guide to the Evaluation of Educational Experience Experiences in the Armed Forces and the National Guide to Credit Recommendation for Non-collegiate courses; the College Entrance Examination board in reference to its recommendation of Advanced Placement Examinations, and credit recommendations from other similar nationally recognized academic institutions, including Mt. San Antonio College's policy for comprehensive examinations.

Policy Regulations

- Of the 60 units required for the Associate Degree, at least twenty-four (24) units must be earned in courses that contribute to the grade point average.
- Extra-institutional learning credit will normally not be evaluated unless the credit is necessary for graduation.
- Credit for non-collegiate courses will be awarded only for work applicable toward the Associate Degree. Credit may be granted for upper division courses provided the student has earned less than 60 units at the time the upper division work is attempted.
- To petition for extra-institutional learning credit, a student must have at least a 2.0 grade point average, not be on probation, and be in good standing.

- The permanent academic record shall be annotated in such a manner to insure that a true and complete history of extra-institutional learning credit has been granted.
- In cases where a student is seeking a degree/certificate from the College, all standard graduation and residency requirements apply and must be met by completing a minimum of 12 units earned from Mt. SAC courses.

Credit for Current License Holders

Mt. San Antonio College may grant units of credit toward an associate's degree to current license holders in the following areas: Emergency Medical Technology (Paramedics), Psychiatric Technology, and Radiologic Technology. The total number of units granted will be equal to the current total unit requirement for the equivalent program certificate. License holders must meet the college's residency requirements and complete an application to the college before the request for extra-institutional learning credits may be made. The application date will determine the catalog year.

The Department Chair from the appropriate program will validate the license and its currency. Admissions and Records will certify that the requirements have been met, grant the appropriate number of units, and apply extra-institutional learning credit toward the degree.

Credit for Military Training

Mt. San Antonio College will grant four units of Baccalaureate level elective credits for military experience without regard to the field of service. Additional credit may be allowed for specific programs of training and credits earned through the United States Armed Forces Institute.

HONORS

Academic Honors

President's List

The President's List is an honors list comprised of those students who have achieved a 3.50 or better grade point average in a minimum of twelve (12) letter-graded Associate Degree applicable units per semester at Mt. San Antonio College.

Dean's List

The Dean's List is an honors list comprised of those students who have achieved between a 3.0 to 3.49 grade point average in a minimum of twelve (12) letter-graded Associate Degree applicable units per semester at Mt. San Antonio College.

Graduation Honors

Graduation honors are awarded as follows:

Academic Distinction

The "Academic Distinction Honor" designation is placed on the transcript and degree of the graduate who has achieved an overall grade point average (GPA) of 4.00.

Scholastic Honor

The "Scholastic Honor" designation is placed on the transcript of the graduate who has achieved an overall grade point average (GPA) of 3.90 through 3.99.

With Honors

The "With Honors" designation is placed on the transcripts and degree of the graduate who has achieved an overall grade point average (GPA) of 3.75 through 3.89.

Honors Program

Mt. San Antonio College offers an Honors Program for students who have demonstrated academic excellence. Honors courses are specially designed sections of transferable general education courses and, with a few exceptions, are part of the IGETC requirement list.

Completion of the Honors Program makes a student eligible for guaranteed priority admission to the following universities: UCLA, UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, Pepperdine University, Pitzer College, Pomona College, and Occidental College. In addition to an enhanced curriculum for motivated students, Honors Program students receive library privileges at UC Irvine, UCLA, and UC Riverside; and an Honors Certificate and pin upon honors certification.

Entrance Requirements

- **High School Students** — Eligibility for ENGL 1A; 1,000 composite SAT2 score; 3.5 GPA
- **Mt. San Antonio College Students** — Nine transferable units; Eligibility for ENGL 1A; 3.5 GPA (*Waivers can be obtained through the Honors Program Office for highly motivated students with a competitive GPA and an in-progress grade report and professor recommendation.*)

Requirements for "Honors Scholar" Designation

- Complete six [6] honors courses (18 units) with a minimum 3.2 GPA for honors certification
- Maintain a 3.2 GPA

For additional information about Mt. SAC's Honors Program, contact the Honors Program Director at Ext. 4528.

Alpha Gamma Sigma

Mt. San Antonio College sponsors the Zeta Chapter of Alpha Gamma Sigma, the statewide scholastic honorary organization for California Community Colleges. There are three categories of membership eligibility. Only degree appropriate courses/units (those that grant credit for an Associate or Bachelor's degree) may be used to establish eligibility for membership (Exception: Temporary Membership).

1. **Temporary:** (First college semester only) Must hold a California Scholastic Federation (CSF) Life Membership OR be a high school graduate with a cumulative grade point average of 3.5 or higher. This membership is intended as an introduction to Alpha Gamma Sigma and is not to be considered as an initial membership.
2. **Initial:** (First time membership) Must have completed 12 degree-appropriate units in a maximum of three (3) semesters with a degree appropriate cumulative grade point average of 3.0 or higher.
3. **Continuing:** (Previous membership) Must have achieved for the previous semester a degree appropriate grade point average of 3.0 or higher OR have maintained a degree appropriate cumulative grade point average of 3.0 or higher.

Part-time students are eligible for membership. Membership requires campus and community involvement (service hours).

Applications are available in Student Life, Building 9C-1. For further information and review of academic eligibility, students should consult an Alpha Gamma Sigma Officer or an Alpha Gamma Sigma Advisor. Scholarships provided by Zeta Chapter and the State Alpha Gamma Sigma Organization are available to actively involved members. Some baccalaureate granting institutions provide scholarship assistance which is limited to Alpha Gamma Sigma members. For details, consult with an Alpha Gamma Sigma Advisor.

Permanent membership in Alpha Gamma Sigma is an honorary lifetime AGS title for students who have completed 60 degree appropriate units; a minimum of 30 of the total 60 units must have been completed at Mt. SAC. A permanent membership application must be submitted by the graduation petition deadline. To apply students must: a) have a cumulative G.P.A of 3.25 or higher for 60 completed degree appropriate units and, b) complete a minimum of two semesters as an active or inactive member. Only permanent members receive recognition at graduation.

Phi Theta Kappa

Mt. SAC sponsors the Alpha Omega Alpha Chapter of Phi Theta Kappa, an international scholastic honorary organization for America's two-year colleges, including Canada, Germany, Puerto Rico, Panama and American Samoa. Eligibility for membership is established for the following:

1. Full and part-time students who have completed 12 appropriate degree units with a 3.5 grade point average at an accredited institution.
2. Students who have maintained a 3.5 grade point average while a member.

For further information and review of academic eligibility, students should consult a Counselor or a Phi Theta Kappa advisor. Currently, some 70 U.S. colleges and universities offer scholarships to members. There are several advantages which accompany this honor, including recognition at graduation. Applications are available at the Honors Program office in 26A-1680.

ACADEMIC STANDARDS

Probation and Dismissal

There are two forms of probation: Academic Probation and Progress Probation.

Academic Probation

A student is placed on Academic Probation when the student has:

1. attempted at least 12 units, and
2. earned a cumulative grade point average (GPA) below 2.00.

Progress Probation

A student is placed on Progress Probation when the student has:

1. enrolled in a total of at least 12 units, and
2. the cumulative percentage of all units in which the student has enrolled for which entries of "W," "I" and "NP" are recorded reaches or exceeds fifty percent.

Upon recording of Academic or Progress Probation, a student shall have their registration restricted, be required to participate in a prescribed counseling intervention and be limited to enroll in a maximum of 12 units in subsequent semesters, and 4 units in a winter or summer session, while on probation.

Clearing Probation

1. Academic Probation - The student shall be cleared from Academic Probation when the student's cumulative grade point average is 2.0 or higher.
2. Progress Probation - The student shall be cleared from Progress Probation when the student's cumulative percentage of units with "W", "I" and "NP" drops below fifty percent.

Probation and Dismissal Status

1. Probation
   a. Academic Probation - occurs at the end of that first semester in which the student has attempted at least 12 units and has earned a cumulative grade point average below 2.0, or
   b. Progress Probation - occurs at the end of that first semester in which the student has attempted at least 12 units and the cumulative percentage of all units in which the student has enrolled for which entries of "W", "I" and "NP" are recorded reaches or exceeds fifty percent.
2. Continued Probation
   a. Continued Academic Probation - occurs when the student in their second consecutive semester continues to have a cumulative grade point average below 2.0, or
   b. Continued Progress Probation - occurs when the student in their second consecutive semester continues to have a cumulative percentage of all units enrolled recorded as "W", "I" and "NP" at fifty percent or higher.
3. Dismissal occurs after three consecutive semesters of Academic or Progress Probation. *The student shall be dismissed for at least one semester.* If the student has enrolled in the subsequent semester before the Dismissal status has been determined through the posting of the previous semester's grades, the student shall be dropped from all classes.

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not equal two primary terms or more.

Appeal of Dismissal

A student who is subject to dismissal may request an appeal of dismissal through the Counseling Department by the stated deadline prior to the beginning of the following semester. If approved, the student shall be required to participate in a prescribed counseling intervention and complete a contract, which shall include the number of units in which the student shall enroll. If the student chooses not to make the request, or the request is denied, the student shall be dismissed for at least one semester.

Reinstatement after Dismissal

A dismissed student may request reinstatement *through the Counseling Center* after an interval of one semester. Requests must be made NO LATER THAN TWO WEEKS BEFORE the beginning of the semester. Requests for reinstatement will not be allowed thereafter. If approved, the reinstated student shall be required to participate in a prescribed counseling intervention and complete a contract for reinstatement, which shall include the number of units in which the student shall enroll.

A reinstated student shall remain on a probationary, reinstated status until clearance of probation. A reinstated student shall also remain on contract until clearance of probation. Failure to comply with the terms and conditions of the contracts may result in subsequent dismissal.

RECORDS

Definition of Educational Records

Educational records consist of those files maintained by the following offices: Admissions and Records, Counseling, Assessment, Financial Aid, and those files maintained for individual students by departments.

Challenge of Educational Records

1. Any student may file a written request with the Records Officer of the District (Dean, Enrollment Management) to remove information recorded in the student's records which is alleged to be: 1) inaccurate; 2) an unsubstantiated personal conclusion or inference; 3) a conclusion or inference outside of the observer's area of competence; or 4) not based on the personal observation of the named person with the time and place of the observation of the named person with the time and place of the observation noted.
2. If the student is not satisfied with the determination made by the Dean, Enrollment Management, the student may utilize the existing college student grievance process (p. 259).

Academic Renewal

The Academic Renewal Policy is provided for students in specific circumstances where previously recorded, substandard academic performance is not reflective of the student's present demonstrated ability. Academic renewal applies only to substandard coursework completed at Mt. SAC. Students with substandard coursework at other colleges/universities need to contact those institutions to see if they are eligible for academic renewal under the provisions of academic renewal of said institution.

A. A maximum of twenty-four units may be alleviated.
B. Since completion of the work to be disregarded, the student's cumulative grade point average for all units completed at the time of adjustment must be at least 3.0 for 18 semester units, 2.5 for 24 semester units, or 2.0 for 30 units. The cumulative grade point average may include course- work completed at Mt. San Antonio College and/or other accredited colleges or universities. Courses used to qualify for Academic Renewal which were completed at another college or university must be verified by official college transcripts.
C. A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.
D. Academic renewal will apply only to substandard grades: D, F, and NP.
E. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
F. Mt. San Antonio College does not guarantee that academic renewal will be honored by institutions outside of the District. This determination will be made by the transfer institution.
G. Students requesting academic renewal should consult with a counselor to file a petition.

Transcripts

Official transcripts of work completed at Mt. San Antonio College may be obtained by submitting a written request to Admissions and Records located on the lower level of the Student Services Center. The first two requests for transcripts are free, subsequent requests are $2.00 each. Unofficial/student copies of transcripts may be obtained at ***http://my.mtsac.edu.***

section four

Student Services and Student Life

STUDENT SERVICES

Mt. San Antonio College provides a wide range of support services which are essential for success to assist a diverse student population in achieving their educational, career, personal and social goals.

Admissions and Records
Student Services Center, Ext. 4415

Admissions and Records, located on the lower level of the Student Services Center, provides a variety of services to students. It is usually the first office prospective students visit, and the last office students visit before transferring or graduating. The following are some of the services provided:

1. All students must submit an application for admission in order to attend Mt. San Antonio College. The admissions application generates a Permit to Register and establishes a historical student record for each student. Also, transcripts from other colleges must be submitted for prerequisite eligibility checks.
2. All registration is done online via the web at ***my.mtsac.edu***. Registration instructions can be found in the latest *Schedule of Classes* or online at ***my.mtsac.edu***.
3. Other services provided by Admissions and Records include maintaining student demographic information such as name, address and Mt. SAC student identification numbers, maintaining student academic history, issuing I-20's for International Students, processing Petitions for Exceptional Action, processing transcript and enrollment verification requests, processing graduation and certificate petitions and distributing diplomas and certificates. Admissions and Records is the official custodian of student records.
4. The Admissions and Records Office also provides computers located in the Student Services Building. These computers provide access to the student portal where students can print their unofficial transcripts, final grades, and copies of the Permit to Register. All services are also available at ***my.mtsac.edu***. To use this service, students must have their Mt. SAC Student username.

The ASPIRE Program, Ext. 6396

The ASPIRE Program is an academic student success program designed to enhance success among African-Americans and other students enrolled at Mt. San Antonio College. The program strives to achieve equity among African-American and other students in academic success, access, retention, degree completion, and transfer.

The program aims to: develop a sense of community among African-American students, other students, faculty, staff and administrators; demonstrate culturally relevant connections between African-American students and the college; assist students in achieving academic success through progress monitoring, study groups, tutoring, counseling and advisement; and promote awareness of student services, and leadership opportunities. The ASPIRE Learning Community classes provides a combination of English, reading and/or counseling courses for students seeking a unique learning experience and provides a strong sense of community.

Assessment Center
Student Services Center, Ext. 4265

The Assessment Center administers the College's placement and career assessment program. Services offered are as follows:

1. Placement testing (English, Math, and Reading) measures students' readiness for appropriate course placement.
2. Career Assessments measure student interests, abilities, work values, and experience to help students with career planning.

To make an appointment for testing or for further information, call or visit the Assessment Center, located on the lower level of the Student Services Center.

The Bridge Program, Ext. 5392

The Bridge program is a learning community designed to increase students' academic and personal success through the structuring of a personalized learning environment.

Admission to the program is based on academic need. Students participating in Bridge are enrolled in linked classes that are taught in a cooperative environment between instructors. In this group setting students have an opportunity to learn about being successful college students and how to utilize college services. In addition, students are supported by Bridge Program staff and counselors, financial aid advisors, as well as by transfer and advising specialists.

The Bridge Program is the right choice for students who find themselves undecided on career choices, who have apprehensions about the transition to college, and who would like to make new friends. Bridge students share particular educational goals, common interests, and similar backgrounds.

As part of the Bridge Program, students can choose to be part of the Summer Bridge, English Bridge, Math Bridge and Reading Bridge.

Bursar's Office and Photo ID, Ext. 4960

The Bursar's Office, located in Building 9A, is responsible for the collection of credit registration fees and other campus fees including parking permits, transcripts, enrollment verification and production cards. Student fees may be paid via the web at my.mtsac.edu or in person at the Bursar's Office, Building 9A. The office also processes photo ID cards and refunds for credit classes.

Career and Transfer Services
Student Services Center, Ext. 4510

Career and Transfer Services helps students get from Mt. SAC to the next step in their educational journey whether that is a great career or a great four-year university. We provide a variety of services, activities, events and resources to help students transfer to universities, solidify their career goals, sharpen their job acquisition skills, and acquire part- and full-time employment.

Career Services include:

- Job and internship referrals
- Career fairs
- Career acquisition skills workshops
- Mock interview sessions
- 1-on-1 assistance with resume preparation, interviewing techniques, and general job search

Transfer Services include:

- Career and college guidebooks and university catalogs library
- Workshops on transfer topics
- University representative visits and appointments
- College fairs
- University tours
- Walk-in transfer advising
- Computers for career and transfer research, applications and more!

While Mt. SAC graduates may return to Career and Transfer Services for employment assistance, current students are strongly encouraged to visit Career and Transfer Services while they are still attending.

Counseling Center
Student Services Center, Ext. 4380

Students can take advantage of educational planning, career exploration and decision-making, and other services offered through the Counseling Center on the second floor of Building 9B.

Counselors are available to assist students who:

- are undecided about their major or career direction;
- need information about their career and transfer options;
- are having difficulty in their courses;
- need assistance with personal problems.

It is highly recommended that students see a counselor during their first semester at Mt. SAC to develop a student educational plan.

Counselors and educational advisors can also provide:

- information on course selection and planning for degree or certificate completion;
- information about major and transfer requirements to CSU, UC and private universities;
- general information about the college.

An appointment can be scheduled by calling **(909) 274-4380**.

Disabled Student Programs & Services (DSP&S), Student Services Center, Ext. 4290

The DSP&S office provides services to students who have professionally documented disabilities or medical conditions, and need special services to successfully attend classes at Mt. SAC. Students who suspect they might have a disability are welcome to apply for services and an eligibility determination will be made.

To take advantage of the wide array of special programs and services we offer, written documentation of disability must be provided by a physician or appropriate professional; the disability must present a limitation to a successful education; the student must demonstrate the ability to benefit from higher education; and self-management skills (mobility, eating and using restrooms without assistance) must be adequate, unless a personal care attendant is utilized. The College does not provide personal care attendants.

Participation in DSP&S and all student disability-related information is confidential. Services offered are based on disability-related needs. Some of the services DSP&S offers are:

- Access to a computer lab with adaptive hardware and software
- Sign language interpreters
- Notetakers in the classroom
- Tram service on campus
- Priority registration
- Classroom testing accommodations
- Equipment loan
- Specialized counseling and advising
- Academic and career strategies classes
- Print material in alternate formats (i.e. Braille, e-text)

If students have a doctor's verification that requires them to park in zones designated as "handicapped parking," they are required to apply for a state "Disabled Person" permit and placard from the Department of Motor Vehicles, if they don't already have one. If students have a current "Disabled Person" permit and placard or a "DP" license plate from the State of California Department of Motor Vehicles, they are not required to purchase a student parking permit. They are allowed to park in any parking space designated as "handicapped parking," any metered space (at no cost), or any time limited space (without having to observe the time limit specified). Students must ensure that the placard or license plate is displayed properly.

DSP&S highly recommends that students visit our Department to determine if there are services that may be of assistance to them while attending Mt. San Antonio College. We invite and encourage all students to visit Disabled Student Programs and Services, located on the lower level of the Student Services Center.

CalWORKs (California Work Opportunities and Responsibility to Kids)

The CalWORKs Programs at Mt. SAC was designed to provide educational support for single or married parents who are recipients of Temporary Assistance to Needy Families (TANF) benefits. In order to receive services students must receive TANF benefits for themselves. The CalWORKs Office assists students in meeting their Welfare to Work 32/35 hour participation requirements while achieving their personal and educational goals. A variety of support services are provided to facilitate students' achievement of their AA degree or a professional certificate.

Support services include:

- education planning
- counseling
- case management
- tutoring
- personal development workshops
- job development/placement assistance
- advocacy
- liaison between student and GAIN Services Workers and Eligibility Worker at County Office
- payment for required books and supplies
- work-study*
- childcare*

**Based upon adequate funding*

For more information, visit ***www.mtsac.edu/students/calworks***

CARE (Cooperative Agencies Resources for Education), Ext. 4392

CARE (*Cooperative Agencies Resources for Education*) is a support program for EOPS students who are single head of household parents receiving TANF benefits — and provides additional assistance to students who are:

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Currently receiving AFDC/TANF assistance, with at least one child under 14 years of age
- At least 18 years old, single head of household
- Have applied for financial aid
- Pursuing a program at Mt. SAC which will lead to a certificate, degree or transfer

Students who believe they qualify for the program should visit the EOPS Office.

Extended Opportunity Programs and Services (EOPS), Student Services Center, Ext. 4500

Extended Opportunity Programs and Services (EOPS), located on the lower level of the Student Services Center, provides access to higher education for students with academic and financial disadvantages. The services offered are:

- Counseling
- Educational Planning
- Peer Advising
- Instructional Development and Services
- Tutoring
- Book Service Program
- Financial Assistance

To be eligible for the EOPS program, a student must:

- Be a California resident
- Be enrolled as a full-time student (*12 units or more*)
- Have fewer than 70 degree applicable units
- Qualify to receive a Board of Governors Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

Financial Aid
Student Services Center, Ext. 4450

Financial aid is available for students to assist with the costs associated with attending college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Most financial aid programs were established to provide assistance for students with documented financial need.

The College provides financial assistance in the form of grants, loans, scholarships, and part-time employment for students who meet financial aid program eligibility requirements. Student financial aid awards are contingent upon continued funding from Federal and State government agencies. Students eligible for financial aid typically receive a "package" of aid from two or more financial aid programs offered.

All students may be eligible for some form of assistance based on their financial need. The Financial Aid Office, located on the upper level of the Student Services Center building, administers aid programs for eligible applicants. Eligibility criteria for financial aid programs are subject to frequent change. Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) form. A FAFSA worksheet is available in the Financial Aid Office for students interested in filing online at ***www.fafsa.gov***. For any questions or further information, contact the Financial Aid Office, **ext. 4450.**

The information reported on the FAFSA may be verified by the Financial Aid Office using a parent's and/or student's Internal Revenue Services Forms 1040, 1040A or 1040EZ. Other documents may also be requested such as a copy of the Social Security card, Alien Registration card *(if applicable)* or other types of documents needed to verify or resolve conflicting data.

Recipients of aid from Federal and State funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer. In addition to financial need, other eligibility requirements for most Federal and State programs include:

1. Having a high school diploma or equivalent. This requirement can be met by demonstrating the ability to benefit by passing a federally approved Ability to Benefit test or by completing six degree/certificate applicable units. For more information on Ability to Benefit, contact the Financial Aid Office.
2. Being a U.S. Citizen or eligible non-citizen.
3. Maintaining satisfactory progress in accordance with the standards.
4. Not be in default on a federal loan or grant overpayment.
5. Be registered with the selective service, if required.
6. Have a valid social security number.

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) or the renewal application. These applications are usually available beginning in January for the following academic year. If a student is interested in a State of California Grant, the FAFSA and a GPA verification form must be completed. The Cal Grant program deadline is March 2nd of each year. For students who miss this deadline, there is a second opportunity only for community college students to apply for Cal Grants. The deadline for this is September 2nd. Additional information and eligibility requirements are available at the Financial Aid Office.

The FAFSA is the application for the following Federal and State programs:

- Federal Perkins Loans
- Board of Governors Fee Waiver
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Need-based scholarships
- State CAL Grants
- Chafee Grant (for Foster youth)
- Federal William D. Ford Direct Loan Program

Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester are subject to the Return of Title IV funds requirements and will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they have received. At Mt. SAC a student's withdrawal date is determined as follows:

1) the date the student officially notified the Admissions Office of his or her intent to withdraw, or
2) the midpoint of the semester for a student who leaves without notifying the college, or
3) the student's last date of attendance at a documented academically-related activity, or
4) the date posted by the instructor indicating last day of attendance

The California Community College Board of Governors Fee Waiver program is available to qualified California residents. Only the enrollment fee is waived, and the student is responsible for paying the additional fees assessed. There are three methods to qualify for a Board of Governors Fee Waiver: (1) Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Relief recipient, or (2) Household size/family income, or (3) Financial need as determined by filing the Free Application for Federal Student Aid (FAFSA). Applications for this program are available in the Financial Aid office. In addition to the three methods, there are special classifications that qualify for an enrollment fee waiver, which is subject to certification and/or documentation. Refer to the BOG Fee Waiver application for a list of these classifications.

In addition, the college administers a variety of scholarship programs. Information about the College Scholarship Program can be obtained in the Financial Aid Office.

International Student Programs
Student Services Center, Ext. 4415

Mt. San Antonio College annually welcomes hundreds of international students on F-1 visas to pursue a higher education. International students must complete and submit additional application materials and pay non-resident fees to study at the College. Specialized counseling assistance is available. Staff in Admissions and Records are also available to assist international students.

Re-Entry Services
Student Services Center, Ext. 4392

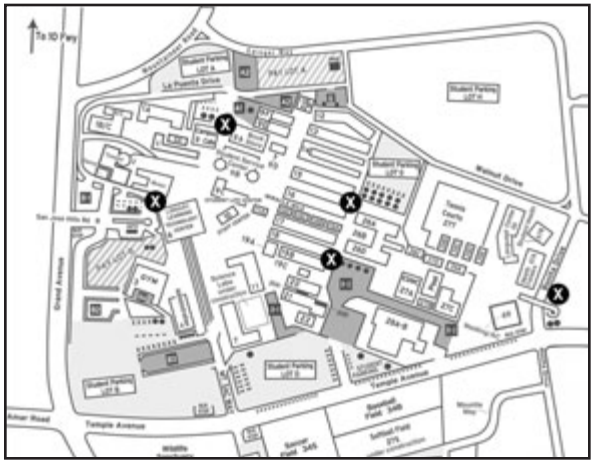
(See Extended Opportunity Programs and Services – EOPS)

Security Escort Service, Ext. 4233

Mt. San Antonio College offers a security escort service from 6:30 p.m. to 10:10 p.m. Monday through Thursday. Students can request an escort by calling Ext. 4233. Please refer to the Escort map below to identify the locations. Escorts can be identified by their yellow jackets and ID badges. Escorts are employed under the jurisdiction of the Public Safety Department.

Escort Location Map

Campus escort locations are indicated on the map below with a white X.



Student Health Services
Building 67B, Ext. 4400

Medical, chiropractic, personal counseling, nursing and health education services are provided. Additional services include laboratory tests, tuberculosis screening, limited prescription medication, immunizations, pregnancy testing and referrals. All credit students who are currently enrolled and attending classes are eligible. Part-time faculty are eligible for select services. Some fees may apply. Professional health services are provided primarily on an appointment basis. Same-day appointments are also available; call between 8:00 and 8:30 a.m. First aid services are provided for all student, employees and guests of the College.

Veterans Services Center
Student Services Center, Ext. 4520

The Veterans Services Center, located on the upper level of the Student Services Center, provides Veterans and dependents seeking educational and/or vocational training under Title 38, United States Code.

Veterans are urged to take advantage of the counseling service and educational programs offered by Mt. San Antonio College. The College cooperates with the Veterans' Administration and with the California State Bureau of Vocational Rehabilitation in helping Veterans.

Veterans and dependents are required to comply with all applicable regulations that pertain to required attendance and progress that the student (*Veteran or dependent*) must meet in order to receive educational benefits under Title 38, United States Code.

The Veterans' Administration requires all entering Veterans to be formally evaluated for military experience to prevent future interruption of educational benefits. All prior transcripts (*College or Service*) must be received and evaluated by our Admissions and Records Office as soon as possible. All transcripts must be evaluated prior to the start of the students third semester, per the Veterans Administration. Also, a complete and signed educational plan must be submitted to the Veterans Service Center in order to receive benefits. Students should visit the Counseling Center for assistance in completing their educational plan. For step-by-step instructions in claiming and utilizing educational benefits at Mt. SAC, Veterans and eligible dependents should download the "Veterans Packet" and all required forms at www.mtsac.edu/students/veterans/.

Satisfactory progress of Veterans or eligible dependents is measured by the successful completion of the number of units enrolled. "W's," "NC," and "F" grades are considered punitive grades. "F" grades may cause an overpayment if the Veteran does not take his/her final. Please refer to Mt. San Antonio College's Probation and Dismissal Policies in this *Catalog*.

A 2.0 GPA must be maintained in order to receive an Associate Degree. Should a Veteran fail to make satisfactory progress for two semesters, benefits will be terminated. The Veteran will be contacted and an appointment must be made with a counselor. Upon satisfactory completion of one semester of approved courses, benefits will be reinstated.

The Veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify the Veterans' Services Office of any change in status that would affect the collecting of veteran's benefits. Additions, drops, withdrawals, and last day of attendance must be reported at once.

The College maintains the Veterans Services to assist veterans and/or dependents in all matters pertaining to veteran's benefits. Veterans and/or eligible dependents must apply each semester for their Veterans Administration educational assistance allowance through the Veterans Services Center.

STUDENT LIFE

Student Life provides opportunities for participation in leadership programs, student government, student clubs, and other social, personal growth and development experiences.

Student Life Office/Student Center
Building 9C, Ext. 4525

The Student Life Office is responsible for student involvement and leadership programs, and serves as the hub for student activities at Mt. SAC. Information regarding the LEAD (Leadership Education and Development) Program, student leadership conferences, volunteer opportunities and other involvement opportunities that are available in Student Life. This office also handles lost and found items, approves and enforces all on-campus postings, and assists in contacting students in emergency situations.

Students who are involved in co-curricular activities are encouraged to complete the Activities Transcript (available online), which complements their academic transcript and verifies the student's involvement in service and leadership activities outside of the classroom.

The Director of Student Life serves to counsel and discipline students based upon the College's Student Discipline Policy. Students are assisted in understanding their due process rights and grievance procedures. The office responds to disciplinary issues and advises faculty and staff on issues related to discipline. Students who have complaints regarding their final grades or their experiences on campus can receive assistance in the Student Life Office.

The Associated Students (AS) Government offices are located here as well as club mailboxes.

Student Life Center
Building 9C, Ext. 5959

The Student Life Center provides a relaxing area to lounge, watch TV, play foosball, ping pong or a variety of board games. Students also have access to free wireless Internet with their laptop. The Student Center creates an environment for students to socialize and connect with other students as well as serves as a meeting place for events, activities, clubs and student government. The Student Center is also the place to find information about off-campus housing.

Associated Students (A.S.) Student Government
Building 9C, Ext. 4525

Student Government serves as the representative voice for students on all College issues and provides students with an opportunity to develop leadership skills. There are eight executive officer positions and twenty Senate positions available to students interested in becoming involved in making a positive difference on campus. The Senate allocates monies to support various College programs, events, and services. There are also opportunities for students to serve on College-wide committees to influence College policies and decision making. Associated Students meetings are held every Tuesday in the Student Center, Building 9C, Room 5 from 3:00 p.m. - 5:00 p.m. The Student Activities Fee funds many A.S. sponsored events and initiatives which support student clubs, programs, projects, and services throughout the year. The SacBookRac sells A.S. discount amusement park and movie tickets.

A.S. Student Activities Fee

The Student Activities Fee is an $11 fee that is collected every Fall and Spring Semester to provide you with various programs and services on campus. Including book grants, scholarships, cultural programs, speakers, social Activities, and discounted amusement park and movie tickets. This fee is optional and refunds will NOT be issues after the second weeks of the semester. Waiving this fee will exclude you from taking advantage of the benefits listed above. Applications for waivers are available on your Student Portal under Financial Services or in the Student Life Office (Bldg. 9C) for the first two weeks of the semester.

Campus Clubs and Organizations
Building 9C, Ext. 4525

There are many opportunities for students to join a variety of more than 50 student clubs: cultural, social, academic, religious and recreational. Students can also start a new club through the Student Life Office. The Inter-Club Council (ICC) consists of one representative from each student club. ICC meets weekly on Mondays from 1:00 p.m. - 2:00 p.m. to discuss club activities and formulate procedures to better serve the campus community. Join-A-Club is a three-day event that takes place at the beginning of each semester to inform students about student club involvement opportunities. A current listing of all student clubs and organizations is available in the Student Life Office.

section five

Instruction and Learning Resources

INSTRUCTION

Distance Learning Program

What is Distance Learning?

It means taking classes that are conducted partially or entirely off-campus, "at a distance." Students and professors communicate with each other using a variety of technologies.

Distance Learning (DL) courses have the same content and academic rigor as regular courses; the only difference is the delivery method. Students should expect to spend as much time, sometimes more depending on the subject matter, reading, writing, and studying for DL courses as they would in regular courses.

In addition, students who manage their time well, log into DL courses regularly, and submit completed work on time, and meet courses expectation would do well in any course, but especially in DL courses. Communicating with the professor in a timely manner when there are questions or problems is also critical to student success.

Online Classes

Classes are delivered via the Internet, and students must attend a mandatory on-campus orientation meeting typically during the first week of classes. Students who cannot attend this meeting must contact their professors before the starting classes each term.

Hybrid Classes

These classes have both on-campus class meetings and online class hours off-campus. The number of on-campus meetings is determined by the professor.

For further information about the Distance Learning Program, contact the Dean, Library & Learning Resources at **(909) 594-5611,** Ext. 5658.

Work Experience Education

Occupational work experience education is supervised work activity extending classroom-based occupational learning at an on-the-job learning station (work site) relating to the student's occupational goal. This is guided by a written agreement between the College, the work site, and the student, providing the learner with adequate equipment, materials, and facilities to support the learning objectives specified within the agreement.

Student Qualifications

Students participating in Work Experience must:

1. Have the approval of the assigned work-experience Instructor/Coordinator.
2. Have an occupational or educational goal to which, in the opinion of the Instructor/Coordinator, the work-experience chosen will contribute.
3. Pursue a planned program of work-experience education based on written, measurable learning objectives which are directly related to the student's educational program and which, in the opinion of the Instructor/Coordinator, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not permit continued eligibility for the program.
4. Meet the following condition if self-employed: Identify a person who is approved by the Instructor/Coordinator to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:
   a. Assist the student in identifying new or expanded on-the-job learning objectives.
   b. Assist in the evaluation of the student's identified on-the-job learning objectives.
   c. Validate hours worked.

Credits

For the satisfactory completion of work-experience education, the College will grant credit to a student in an amount not to exceed four (4) units per semester, with a maximum total of sixteen (16) units during the student's enrollment at the College. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester of supervised work is required for each one unit of credit.

The students must be, as verified by the supervising instructor, enrolled in an occupational program directly related to the work experience assignment.

The student enrolled in the work-experience program shall assume and comply with the following responsibilities:

1. Unless otherwise determined, develop measurable learning objectives approved by the Instructor/ Coordinator and work-site supervisor.
2. If under the age of 18, obtain the written permission of their parents.
3. Faithfully discharge the duties of the on-the-job assignment.
4. Notify the Instructor/Coordinator of any work-site problems or change in status of duties.
5. Try at all times to represent themselves and the College positively while at the work site.
6. If, prior to enrolling in work-experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.

The Writing Center, Building 26B, Room 1561A

The Writing Center offers free services to all students. The Center provides one-on-one tutoring in writing for any course at the College; CRLA certified tutors and at least one English instructor are present at all times. In addition, the Writing Center offers a variety of workshops to help students with common writing issues, such as sentence level errors, thesis statements, essay planning and organization, and beginning college research. The Center also houses a computer lab that is available for student use to work on papers, conduct library and internet research, and develop their grammar and writing skills using self-directed educational software. Professional software is on all the computers to allow students to create presentations, and printing (regular and color), scanning and technical assistance is also available.

Math Activities Resource Center (MARC), Building 61, Room 1318

Offers free tutoring to Mt. SAC students currently enrolled in Math 50 through Math 71. Resources for checkout include videos, calculators, textbooks and solutions manuals.

Transfer Math Activities Resource Center (T-MARC), Building 61, Room 1314

The T-MARC offers free math tutoring to Mt. SAC students currently enrolled in Math 100 and above. A variety of resources for in-lab use and for take-home use are available.

Tech Ed Resource Center (TERC), Building 28B, Room 108

The Tech Ed Resource Center offers basic math, reading and writing assistance to all students enrolled in any technology or health course within the Technology and Health Division. Students are encouraged to drop in and receive assistance with instructors and tutors or study independently. In-center check out materials include: text books, calculators, rulers and paper supplies.

Additional support services include:

- Computer use
- Study groups
- Career workshops
- Priting capability
- Assessment testing
- Individualized Education Plans
- Applied activies
- And more!

For additional information, please contact TERC at ext. 4597.

LIBRARY AND LEARNING RESOURCES

Learning Assistance Center, Building 6, South Entrance, Lower Level, Learning Technology Center

The Learning Assistance Center (LAC) helps students succeed in college. The LAC offers instruction to review pre-collegiate skills in math, reading, and writing. Courses in study techniques are also available. Tutorial Services in the Learning Assistance Center provides free tutoring to all Mt. San Antonio College students on a drop-in basis, in study groups, and by appointment. Tutors assist students with their course work in most subject areas and with their study skills. The Learning Lab computers and audio-visual materials are available to all students in the community. Students can use the Learning Lab for research, word processing, multimedia assignments, online course work, and to supplement what they are learning in the classroom.

Bailey Smith, *Director*
Learning Assistance Center
Ext. 5669

Library, Building 6, North Entrance, Upper Level, Learning Technology Center

The Library offers students, faculty, and staff a wide variety of information resources for their research needs. In addition to the thousands of books already in circulation, the Library is in the process of making hundreds of closed-captioned DVDs available for circulation as well, to allow students easier access to the Library's media collection. Beyond traditional resources such as books, journals, newspapers, videos, career guides, and college catalogs, researchers may also search numerous full-text article databases and access to nearly 25,000 full-text books. Reserves allows faculty to provide continuous access to course materials free of charge to students.

Professional librarians are available days and evenings to teach library research techniques to entire classes by appointment and to individuals at the reference and information desk. The librarians at the library information desk are particularly helpful in assisting with all aspects of the research process from choosing a topic to searching for and evaluating information in print and electronic formats.
view the videos in the Media Services center.

COMPUTER AIDED GRAPHICS, VISUAL ARTS AND DESIGN PROGRAMS

Mt. San Antonio College offers many computer courses, majors, and certificates. Each of these has a special emphasis. The brief descriptions that follow are intended to help students select the correct computer specialization for their interests. Students planning to transfer to four-year institutions should consult the catalog of the school to which they plan to transfer for specific lower division requirements.

ARCHITECTURE & ENGINEERING DESIGN TECHNOLOGY DEPARTMENT

Architectural Technology — **A.S. Degree & Certificates**

Prime Focus: This is both a professional and vocational program that offers the full range of design and technical aspects of architecture, preparing students for employment, skill upgrade or transfer to universities. The program utilizes conventional and current computer graphics/design applications.

Job Market: Career opportunities include Architect, Architectural Designer, Drafter, CADD Operator, Model Builder, and Illustrator. (*See Sections 7 and 8*)

Engineering Design Technology — **A.S. Degrees & Certificates**

Prime Focus: This course of study prepares students for Computer-Aided Design and Drafting careers in technical fields, including Engineering Drafting and Design Technologies in Electro Mechanical, Civil, and Mechanical Design. An A.S. Degree is offered in Engineering Design Technology and 3 level certificates.

Job Market: The curriculum is designed to prepare students in computer-aided drafting and design (CADD) for careers in technical fields such as: Mechanical Design, Engineering, Engineering Technology, Manufacturing, Civil Design, and Aerospace. (*See Sections 7 and 8*)

COMMERCIAL AND ENTERTAINMENT ARTS DEPARTMENT

Advertising Design & Illustration — **A.S. Degree**

Prime Focus: Builds upon the core art foundations to provide students with the skills and design concepts utilized in the visual communication industries.

Job Market: Advertising Design & Illustration focuses on the visual communication and design skills that are employed in graphic design, illustration, animation, multimedia and entertainment arts industries.

Aesthetics for Technology — **Certificate**

Prime Focus: Provides fundamental design skills and concepts related to art and technology-related industries.

Job Market: Skills acquired in this program may be utilized in a variety of visual communication industries including Art, Advertising, and Multimedia.

Animation— (Traditional, 2-D, and 3-D Digital Animation) — **A.S. Degree & Certificates**

Prime Focus: An integrated program of Traditional and Digital Animation providing skills for the entertainment arts.

Job Market: Supplies skills for a variety of entertainment arts careers including Traditional and Digital Animation, Motion Graphics, Gaming, Special Effects, and Web Animation.

Web Page Design — **Certificate**

Prime Focus: To provide students with a course of study that includes the use of technology and design issues in a comprehensive way.

Job Market: Web design skills are used any time an organization, business, or individual utilizes the internet for marketing or advertising or as a promotional tool.

COMMERCIAL AND ENTERTAINMENT ARTS DEPARTMENT (CONT.)

Computer Graphic Design/Photography — **A.S. Degree & Certificate**

Prime Focus: Offers the full range of introductory to advanced courses in computer graphic design and photography. This program focuses on the application of the principles of visual communication design, and provides technical training in computer generated image production, manipulation, formatting and layout. The focus is on development, refinement and enhancement of visual design and technical skills.

Job Market: Free-Lance or Corporate Graphic Design; Marketing Photography; Advertising Design; Photojournalism; Commercial or Industrial Photography; Broadcast, Entertainment or Software Graphic Design. (*See Sections 7 and 8*)

Photography — **A.S. Degree & Certificates**

Prime Focus: Offers the full range of introductory to advanced courses. As both an art and technical craft, photography offers a dynamic set of creative challenges to both the person behind the camera and a wide range of technical specialist in related disciplines. The program focuses on development, refinement and enhancement of visual imaging.

Job Market: Freelance or Corporate Photographer, Studio or Location Photographer, Art/Gallery Photographer or Archivist, Photographic Developing/Printing Technician, Digital Photo Assistant, and Digital Editing Technician (*See Sections 7 and 8*)

COMPUTER PROGRAMMING, COMPUTER SECURITY, AND COMPUTER SERVICING

Mt. SAC offers many courses, certificates, and majors in the areas of computer programming, security, and servicing. Each of these has a special emphasis. The brief descriptions that follow are intended to help students select the correct computer specialization for their interests. Students planning to transfer should consult the catalog of the school to which they plan to transfer for specific lower division requirements.

Departments offering programs in computer programming, security, and servicing are:

- Computer Information Systems Department
- Electronics and Computer Technology Department
- Mathematics, Computer Science Department

Computer Information Systems — **A.S. Degrees & Certificates**

Prime Focus: The curriculum of the CIS program covers such areas as basic computer literacy, microcomputer applications, the Internet, telecommunications, software development, computer networks, and operating systems. Software development incorporates creating graphical interfaces, client/server applications, object-oriented programming techniques, and web-based applications.

Course offerings include introduction to information systems, microcomputer applications which include the Microsoft Office suite of applications, relational database design in Microsoft Access, SQL Server, MySQL and Oracle. Other course offerings include systems analysis and design, telecommunications and networking, Windows, Mac OS, and Linux operating systems, information systems security, client/server side web programming and software development courses in: Visual Basic, Java, PHP, JavaScript, C++ and C#.

COMPUTER INFORMATION SYSTEMS DEPARTMENT (CONT.)

Mt. SAC's Regional Information Systems Security Center (RISSC) has developed these new computer security courses to assist students with job-related and personal computer security demands:

- CISS 11 – Practical Computer Security
- CISS 13 – Principles of Information Systems Security
- CISS 15 – Operating Systems Security
- CISS 21 – Networking Vulnerabilities
- CISS 23 – Network Analysis, Intrusion Detection/Prevention Systems
- CISS 25 – Network Security and Firewalls
- CISS 27 – Defending Computer Systems Hands-On
- CISS 29 – CNASM Service Learning

These above security courses meet the Committee on National Security Systems (CNSS) National Training Standards for Information Systems Security Professionals, NSTISSI No. 4011.

Job Market: Applications Developer/Programmer, Computer Consultant, Computer Marketing/Sales Rep, Computer Network Technician, Network Specialist, Help Desk Support Person, Web Page Designer, Webmaster, Information Systems Specialist, Network Administrator, Microcomputer Trainer, Office Systems Manager, On-line Publisher, Programmer, Software Engineer, Software Testing/Quality Assurance Specialist, Tech Support/Customer Service Support. (*See Sections 7 and 8*)

ELECTRONICS & COMPUTER TECHNOLOGY DEPARTMENT

Electronics and Computer Engineering Technology — **A.S. Degree & Certificate**

Prime Focus: The Electronics Technology Programs prepare the student for a career as an electronic technician in manufacturing and service-based electronic and computer companies. Several computer-based courses are included in the program curricula.

Job Market: Career opportunities include Service Technician, Production Technician, Engineering Technician, Electronics Communication Technician, Computer Repair Technician, Networking Technician, and Assembler. (*See Sections 7 and 8*)

MATHEMATICS DEPARTMENT

Computer Science/Mathematics — **Transfer**

Prime Focus: Offers a full range of introductory to advanced courses in Computer Science, from fundamentals to data structures and algorithms. A variety of courses in Computer Science theory, as well as programming languages such as C/C++, and Assembly prepare students for a successful career in software development and programming.

Job Market: Entry level positions in software development as programmers, software engineers, systems analysts, and applications software programmers. The Computer Science program is also a transfer program designed to fulfill the requirements for the first two years of a B.S. Degree in Computer Science. (*See Sections 7 and 8*)

section six

Campus Facilities

CAMPUS FACILITIES

Art Gallery
Building 1B, Ext. 4328

The Mt. San Antonio College Art Gallery has a long history of outstanding Gallery Exhibitions highlighting prominent international and national artists as well as its outstanding faculty and students.

The Gallery offers four to five exhibitions per year. Among these are the Faculty Exhibition featuring the works of Mt. San Antonio College faculty artists and the annual Student Exhibition featuring student work from the fine arts, animation, advertising design, illustration, computer graphics and photography.

For information on Gallery Exhibition dates and times, contact the Art Gallery office at **(909) 274-4328**

Athletic Facilities, Ext. 4630

Hilmer Lodge Stadium, a 15,000-seat football and track facility, is located in the southeast section of the College campus. This is the home of the world famous "Mt. SAC Relays." Other athletic facilities include tennis courts, and volleyball courts, as well as a cross-country course, baseball field, softball field, soccer field, a 1,470-seat gymnasium, wrestling gym, strength-training facilities, an Olympic size swimming pool, and an Exercise Science/Wellness Center.

Auxiliary Services, Building 9D, Ext. 4470

The Auxiliary Services/Accounting Office serves students, faculty, staff, and the campus community. The following services are provided by this office:

- administration and supervision of the fiscal operations of the Associated Students
- accounting for Mt. SAC Relays, the Cross Country Invitational Meet and the AAF Youth Days
- accounting for campus clubs and trusts
- administration of the Athletic Services Fund
- accounting for the bookstore, Dining Services, and Performing Arts
- administration of contracts
- ticket sales for student events
- limited cashing of personal checks with campus ID
- ordering and distributing faculty caps and gowns
- billing for catering from Dining Services
- payroll/Human Resources for all areas of the enterprise
- processing of purchase orders and checks for all areas of the enterprise.
- preparing daily change funds for all areas of the enterprise
- processing vending machine refunds
- selling Foothill and Metro bus passes

Bookstore (SacBookRac)
Building 9A, Ext. 4475

The bookstore, "SacBookRac," is located in Building 9A on the north end of the campus.

Students are encouraged to buy books early, especially if they are interested in purchasing used books (first-come/first-served). In addition to basic textbooks, general trade and paperback books, sundries, greeting cards, soft goods, and gifts are also available.

Refund Policy

Students must purchase their own textbooks and supplies. Expenses for books and supplies for full-time students average about $300-$350 per semester, depending upon the program of study selected.

Refunds are allowed within a certain limited time period when classes are changed and officially dropped. The refund policy is posted and available in the bookstore and printed on a bookmark given at the time of purchase.

Child Development Center and Laboratory School
Building 9E, Ext. 4920

Admission Policy

Early care and education services for children from 3 months through 5 are provided between the hours of 6:30 a.m. and 7:00 p.m., Monday through Thursday and 6:30 a.m. until 5 p.m. on Fridays for student/parent, staff, and community parents (*community children on a space available basis only*). The Child Development Center welcomes all children regardless of sex, ethnicity, religion, or physical handicap. A child must be in good health and parents must meet eligibility requirements. A student/parent must be enrolled in 6 or more units of credit coursework in order to be accepted into the program..

State Preschool Program

A State Preschool Program is available for eligible student/ parents of 3- and 4-year-old children (*4-year-old children have priority*). There may be a minimum daily fee for this program.

General Childcare Funding

This program is available on a limited basis for eligible student/parents. There may be a minimum daily fee for this program depending on the family's gross monthly income.

Child Care Access Grant Funding

Parents who receive or are eligible for a Pell grant may qualify for this program funding.

Fee Program

Children not qualified or accepted into any center funded program may enroll in the Fee-based program. The fee schedule is available by contacting the Child Development Center.

Enrollment

Formal application must be made in person at the Child Development Center, Building 9E, located North of the campus bookstore (SacBookRac). Final acceptance into the program will be determined when eligibility has been decided, all paperwork has been completed, and all required fees are paid. State Law requires that an oral interview/orientation be completed.

For information concerning registration dates and times, those interested should consult the latest Mt. San Antonio College *Schedule of Classes* or contact the Child Development Center at Ext. 4920.

Exercise Science/Wellness Center,
Building 27A, North Door, Ext. 4625

This modern, multi-dimensional facility offers health and lifestyle screening; health, fitness, and performance physical fitness assessments; all levels of aerobic exercise (including step aerobics); circuit/strength training; and cardiorespiratory exercise.

Programs and services include: stress management, nutrition, diet/weight control, metabolic testing, athletic performance testing, individual health/fitness programming and injury prevention/ rehabilitation. Activities are offered for all age groups.

The Center is open for a fee to Mt. San Antonio College students, staff, and surrounding community. The Center also provides corporate employee wellness programs on campus and at business work sites. For further information, contact the Exercise/Wellness Center at Ext. 4625.

Farm, Ext. 4540

The Farm, serving as a laboratory and as a supervised farm for students, offers an unrivaled opportunity for learning. Students interested in stock breeding, veterinary science, agri-business, horse production, field crop production, horticulture, floral design, or farm products may gain valuable experience in these fields by working with their own animals and crops while attending college. Contact the College's Campus Events office at Ext. 4794 for information on guided tours.

Food Services

The Food Services Department provides the campus community with a cafeteria, coffeehouse, fast food restaurant, and four convenience stores.

Campus Café
Building 8, Ext. 4105

The Campus Café, located on the west side of campus next to the SacBookRac, features homemade, fresh cafeteria-style dining. Catering is available for small meetings up to large banquets.

Common Grounds
Building 8, Ext. 4180

Common Grounds, located inside the Campus Café, features Starbucks coffees, wireless Internet access, and Wednesday evening poetry readings.

Mountie Grill
Building 19C, Ext. 4624

The Mountie Grill, located on the southern portion of the campus, is a fast food restaurant providing a variety of food items.

Convenience Stores

All stores offer a variety of snack foods, cold and hot beverages, and school and test supplies.

Mountie Stop
Building 9A, Ext. 4497

Express Stop
Building 16A, Ext. 4142

Prime Stop
Building 61

Short Stop
Building 66

Vending Machines
Buildings 4, 7, 9C, 26, 28, 30, 40, 45

Performing Arts Center

The Mt. San Antonio College Performing Arts Center is a 66,770 square foot facility that provides instructional and performance accommodations to the three main discipline areas of Theatre, Music, and Dance. The Performing Arts Center was designed as a technological, state-of-the-art instructional facility to prepare Mt. San Antonio College students for careers in the performing arts.

The **Sophia B. Clarke Theater** is a formal 415-seat, full proscenium theater that wraps the audience around a performance. By providing a circular form and box seats at the perimeter, audience intimacy with the stage is maximized. The stage and fly tower are at a professional scale and contain equipment equal to the finest state-of-the-art theaters both regionally and internationally.

The **Music Recital Hall** provides for intimate musical performances. The Recital Hall is a 250-seat acoustical space richly articulated with reflective surfaces of maple wood and acoustical plaster; it is acoustically shaped with a 43' high ceiling. Sound reflectors above the stage further support acoustical distribution.

The **Studio Theater** adjacent to the Clarke Theater is surrounded by a scene shop, costume shop, dressing rooms, and faculty offices. The 40' x 50' x 40' theater allows for total dramatic performance flexibility. An 18' lighting grid allows light and scene flexibility. The Studio Theater is such a flexible facility that it can accommodate most any seating and scene configuration.

The **Dance Studio** is a 56' x 85' x 30' high mirrored room that allows for a grand level of physical movement. With its ceiling and upper walls painted white and bathed in natural lighting, it is an appealing and brilliant space.

Each of the three venues was designed to provide state-of-the-art acoustical quality and technical performance capabilities that put the Mt. SAC Performing Arts Center on a level with the finest theaters in the region.

Performing Arts Center Box Office

Box Office Phone: (909) 468-4050
Box Office Fax: (909) 468-4031

The Mt. San Antonio College Performing Arts Center Box Office is located in the Performing Arts Center Complex (off Grand Avenue) adjacent to the Sophia B. Clarke Theater. The Box Office is open Monday - Friday from 12:00 p.m. to 5:00 p.m. and two hours prior to a scheduled performance. The current season's brochure of events is available through the Box Office.

Ticket orders are accepted over the telephone, through the mail, in person, or by fax. Mastercard, Visa, Discover, and American Express are accepted. All phone-in and mail-in orders are subject to a $3.00 service charge.

Tickets may be exchanged for another performance of the same production up to 24 hours before the performance. If patrons are unable to attend a performance, tickets may be returned and the college will issue a receipt for a tax-deductible donation. All tickets are non-refundable.

Planetarium, Ext. 4425

The planetarium offers instructional support for college classes, as well as a wide variety of public programs on a regular basis. For more information, please contact the Natural Science Division Office at Ext. 4425.

Wildlife Sanctuary, Ext. 4425

This ten-acre parcel, located on the southwestern portion of the Mt. San Antonio College campus includes a stream, lake, pond, swamp, meadow, and woodland. The sanctuary has been set aside as a place where plants and animals exist in a natural balance. Paths through the sanctuary provide access for visitors. For guided tours, contact the College's Campus Events office at Ext. 4794.

section seven

Programs of Study Leading to a Certificate

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

Mt. San Antonio College offers two different types of certificates for credit programs of study:

- "Certificates of Achievement" are awarded for completion of an approved program of study meeting certain requirements of the California Community College Chancellor's Office in terms of total unit values and other criteria. The possession of such a certificate is favorably recognized by business and industry and is frequently a requirement for professional advancement. Included in the Certificates of Achievement are a wide variety of occupational certificates as well as two certificates designed to reflect completion of general education requirements for students preparing to transfer to a California State University campus [CSU General Education Breadth] or to a campus of the University of California or CSU [Intersegmental General Education Transfer Curriculum (IGETC).] The awarding of all Certificates of Achievement is noted on a student's official transcript.
- "Skills Certificates" are lower-unit certificates in various occupational areas. Although the awarding of Skills Certificates is not noted on a student's official transcript, the student may apply for and receive a documentation certificate from the college that may be of value in documenting knowledge and skills to potential employers. In many cases, entry-level Skills Certificates may be part of a ladder-track of increasing levels of preparation in an occupational area, and courses used to complete them may form a core of requirements that are augmented as students pursue higher levels of proficiency toward a Certificate of Achievement.

Note: The unit requirement for Skills Certificates is below that required for some forms of financial aid eligibility. Students should consult with the Financial Aid Office to determine whether a particular program of study qualifies for financial aid.

Students who desire help in planning for a vocation or profession, or to prepare for transfer to a four-year institution, should seek the advice of a counselor.

Requirements for all certificates include the following:

- At least 1/2 of the credits earned toward the certificate must be completed at Mt. San Antonio College
- A grade of "C" or better must be earned in each course to be applied to the certificate
- For certificates in CSU General Education Breadth and IGETC only, students must submit an Application for Certificate form in the Admissions Office during the last semester of the certificate program

Note: Completion of a Certificate of Achievement for a CSU General Education Breadth or IGETC is not the same as CSU or IGETC Certification for transfer. For more information on certification, see pages 102-110 of this catalog.

Mt. San Antonio College also awards Certificates of Competency for certain non-credit programs of study. Information on these certificates may be found on pages 216-224.

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Aircraft Powerplant Maintenance Technology – Evening 33
Airframe Maintenance Technology – Day 34
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Animation – 3-D and CG Gaming 35
Animation – Traditional 35
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Architectural Technology – Design Concentration Level III 36
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Business: Human Resource Management – Level III 37
Business: International – Level II 37
Business: International – Level III 37
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Business: Management – Level III 38
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Business: Retail Management – Level III 38
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Escrow Management 44
Family Child Care 45
Fashion Design Level I 45
Fashion Design Level II 45
Fashion Merchandising – Level I 45
Fashion Merchandising – Level II 45
Fire Technology 46
Horse Ranch Management 46
Hospitality: Catering 46
Hospitality: Hospitality Management – Level II 46
Hospitality: Restaurant Management – Level II 46
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CERTIFICATES OF ACHIEVEMENT (*continued*)

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Landscape Design and Construction 48
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Law Enforcement 48
Livestock Management 48
Manufacturing Technology 49
Marketing Management 49
Mental Health
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Microcomputer Productivity Software 50
Nursery Management 50
Park Management 50
Pet Science 50
Photography 50
Programming in C++ 51
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Radio Broadcasting: Behind the Scenes 51
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Real Estate 51
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School Age Child – Specialization 52
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Sports Turf Management 52
Television Production 52
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Water Technology 53
Web Page Design 53
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Welder: Automotive
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Accounting

Accounting and Management Department
Certificate T0502

The Accounting Certificate incorporates various accounting courses that prepare the student for entry-level positions and/or professional advancement in a wide variety of accounting jobs. These jobs include general accounting, cost accounting, payroll, inventory management, asset management, credit and collections, financial analysis, etc.

Requirements for the Certificate

Required courses:
Completion of the Accounting:
Financial Planning coursework (21 Units) or Accounting:
Managerial coursework (19 Units) as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSA 8	Principles of Accounting - Managerial	5.0	CSU,UC
BUSA 21	Cost Accounting	4.0	
	or		
BUSA 58	Federal Income Tax Law	3.0	
BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

BUSA 21	Cost Accounting, or	4.0	
BUSA 58	Federal Income Tax Law	3.0	
BUSA 52	Intermediate Accounting	3.0	
BUSA 70	Payroll and Tax Accounting	3.0	
BUSM 20	Principles of Business	3.0	CSU,UC
	Total Units	**30.0 - 32.0**	

Option BUSA 21 or BUSA 58: Take whichever course you have not previously taken.

Accounting - Computerized

Accounting and Management Department
Certificate L0503

The Accounting - Computerized Certificate provides the student with basic accounting skills and knowledge together with additional training in computer applications common to the accounting industry. This certificate program prepares the student for an entry-level position as a computerized accounting clerk. Common duties performed in this field are utilization of accounting software programs for posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting, and account analysis.

Requirements for the Certificate

Required courses:
Completion of the Accounting - Bookkeeping Certificate (9-10 Units) as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSA 53	Ten-Key Calculations	2.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English	3.0	
	or		
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC

PLUS
Select 3.5 Units from:

BUSA 81	Work Experience in Accounting	1.0	
CISB 11	Computer Information Systems	3.5	CSU,UC
CISB 13	Microsoft Windows	2.0	CSU
CISB 21	Microsoft Excel	4.0	
CISW 11	Internet Technologies	4.0	CSU
COMP 11	Internet Research for Business	2.0	CSU
COMP 20	Microsoft Word	4.0	
	Total Units	**18.5 - 19.5**	

Accounting - Financial Planning

Accounting and Management Department
Certificate L0599

The Accounting - Financial Planning Certificate provides the student with basic accounting skills combined with specialized training in financial planning. Students completing this certificate can assist companies within the areas of budgeting, tax, and financial planning.

Requirements for the Certificate

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSA 8	Principles of Accounting - Managerial	5.0	CSU,UC
BUSA 58	Federal Income Tax Law	3.0	
BUSA 71	Financial Planning	3.0	
BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 25	Business Communications	3.0	CSU
	Total Units	**21.0**	

Accounting - Managerial

Accounting and Management Department
Certificate L0533

The Accounting - Managerial Accounting Certificate provides basic accounting skills and knowledge concentrating in the area of managerial accounting. This prepares the student for entry-level positions within the managerial accounting segment. Common duties performed in this field include cost analysis, budget preparation, variance analysis, expense reporting, account analysis and preparation of various internal reports to help management make decisions.

Requirements for the Certificate

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSA 8	Principles of Accounting - Managerial	5.0	CSU,UC
BUSA 21	Cost Accounting	4.0	
BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 25	Business Communications	3.0	CSU
	Total Units	**19.0**	

Administrative Assistant - Level II

Computer Information Systems Department
Certificate L0594

The Level II Certificate prepares students for clerical positions where office organization and transcription skills are needed.

Requirements for the Certificate

Required courses:
Completion of the Administrative Support - Level I coursework (13 units) as follows:

BUSO 5	Business English	3.0	
CISI 11	Computer Keyboarding	3.0	CSU
	or		
CISI 11A	Computer Keyboarding and	1.5	CSU
CISI 11B	Computer Keyboarding	1.5	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISI 41	Office Management Skills	3.0	

Plus the following Level II coursework as follows:

BUSO 25	Business Communications	3.0	CSU
CISI 12	Intermediate Computer Keyboarding	3.0	
CISB 31	Microsoft Word	4.0	
	Total Units	**22.0**	

Administrative Assistant - Level III

Computer Information Systems Department
Certificate T0517

The Level III Certificate prepares students for administrative assistant positions where a variety of skills are needed.

Requirements for the Certificate

Required courses:
Completion of the Administrative Assistant - Level I coursework (13 units) as follows:

BUSO 5	Business English	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISI 11	Computer Keyboarding	3.0	CSU
	or		
CISI 11A	Computer Keyboarding	1.5	CSU
	and		
CISI 11B	Computer Keyboarding	1.5	CSU
CISI 41	Office Management Skills	3.0	

Required courses:
Completion of the Administrative Assistant - Level II coursework (13 units) as follows:

BUSO 25	Business Communications	3.0	CSU
CISB 31	Microsoft Word		3.0
CISI 12	Intermediate Computer Keyboarding	4.0	

Plus the following courses:
Level III as follows:

BUSO 26	Oral Communications for Business	3.0	
BUSO 96A	Business Vocabulary	1.5	
CISB 51	Microsoft PowerPoint	3.0	CSU
CISB 61	Desktop Publishing Software	4.0	CSU
CISW 15	Web Site Development	4.0	CSU
	Total Units	**33.5 - 35.5**	

Air Conditioning and Refrigeration

Air Conditioning, Water & Welding Technologies
Certificate T0909

This program is designed to prepare the student for employment in the broad field of air conditioning, heating, and refrigeration. It leads to occupations in design, manufacturing, operation, sales, distribution, installation, maintenance, and repair. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration	2.0
AIRC 11	Welding for Air Conditioning and Refrigeration	2.0
AIRC 12	Air Conditioning Codes and Standards	3.0
AIRC 20	Refrigeration Fundamentals	4.0
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5.0
AIRC 26	Gas Heating Fundamentals	2.0
AIRC 30	Heat Load Calculations	4.0
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4.0
AIRC 32A	Air Properties and Measurement	1.5
AIRC 34	Advanced Mechanical Refrigeration	4.0
	Total Units	**31.5**

Aircraft Powerplant Maintenance Technology - Day

Aircraft Maintenance Technician & Manufacturing Technology
Certificate T0982

This program prepares students to enter employment as a certified powerplant technician in the aircraft maintenance industry. Training is given in the overhaul of various powerplants and their components. Completion of this program leads to an Associate in Science Degree or a Certificate. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 65A and 65B are equivalent to evening program courses AIRM 95A, 95B, 96A, 96B, 97A, 97B, 98A, and 98B. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B.

Successful completion of this program enables students to take the FAA examination in General and Powerplant. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician which is required for employment in this field. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRM 65A	Aircraft Powerplant Maintenance Technology	13.0	CSU
AIRM 65B	Aircraft Powerplant Maintenance Technology	13.0	
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 71	Aviation Maintenance Science	6.0	
AIRM 72	Aviation Materials and Processes	1.5	
AIRM 73	Aviation Welding	1.5	
	Total Units	41.0	

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
AIRM 81	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Aircraft Powerplant Maintenance Technology - Evening

Aircraft Maintenance Technician & Manufacturing Technology
Certificate T0952

This program prepares students to enter employment as a certified powerplant technician in the aircraft maintenance industry. Training is given in the overhaul of various powerplants and their components. Completion of this program leads to an Associate in Science Degree or a Certificate. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 65A and 65B are equivalent to evening program courses AIRM 95A, 95B, 96A, 96B, 97A, 97B, 98A, and 98B. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B.

Successful completion of this program enables students to take the FAA examination in General and Powerplant. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician which is required for employment in this field. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 71	Aviation Maintenance Science	6.0
AIRM 72	Aviation Materials and Processes	1.5
AIRM 73	Aviation Welding	1.5
AIRM 95A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 95B	Aircraft Powerplant Maintenance Technology	3.0
AIRM 96A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 96B	Aircraft Powerplant Maintenance Technology	3.0

AIRM 97A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 97B	Aircraft Powerplant Maintenance Technology	3.0
AIRM 98A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 98B	Aircraft Powerplant Maintenance Technology	3.0
	Total Units	**39.0**

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
AIRM 81	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Airframe Maintenance Technology - Day

Aircraft Maintenance Technician & Manufacturing Technology

Certificate T0991

This program prepares students to enter employment as a certified airframe technician in the aircraft maintenance industry. Training is given in the overhaul of various airframes and their components. Completion of this program leads to an Associate in Science Degree or a Certificate. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B.

Successful completion of this program enables students to take the FAA examinations in Airframe and General. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician which is required for employment in this field. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRM 66A	Airframe Maintenance Technology	13.0	CSU
AIRM 66B	Airframe Maintenance Technology	13.0	
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 71	Aviation Maintenance Science	6.0	
AIRM 72	Aviation Materials and Processes	1.5	
AIRM 73	Aviation Welding	1.5	
	Total Units	**41.0**	

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Airframe Maintenance Technology - Evening

Aircraft Maintenance Technician & Manufacturing Technology

Certificate T0981

This program prepares students to enter employment as a certified airframe technician in the aircraft maintenance industry. Training is given in the overhaul of various airframes and their components. Completion of this program leads to an Associate in Science Degree or a Certificate. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B.

Successful completion of this program enables students to take the FAA examinations in Airframe and General. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician which is required for employment in this field. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 71	Aviation Maintenance Science	6.0
AIRM 72	Aviation Materials and Processes	1.5
AIRM 73	Aviation Welding	1.5
AIRM 90A	Airframe Maintenance Technology	3.0
AIRM 90B	Airframe Maintenance Technology	3.0
AIRM 91A	Airframe Maintenance Technology	3.0
AIRM 91B	Airframe Maintenance Technology	3.0
AIRM 92A	Airframe Maintenance Technology	3.0
AIRM 92B	Airframe Maintenance Technology	3.0
AIRM 93A	Airframe Maintenance Technology	3.0
AIRM 93B	Airframe Maintenance Technology	3.0
	Total Units	**39.0**

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Alcohol/Drug Counseling

Public Services Department

Certificate T2101

Upon completion of the required courses with a grade of "C" or better, a Certificate in Alcohol/Drug Studies will be awarded by the Technology and Health Division.

Requirements for the Certificate

Required core courses:

AD 1	Alcohol/Drug Dependency	3.0	CSU
AD 2	Physiological Effects of Alcohol/Drugs	3.0	CSU
AD 3	Chemical Dependency: Intervention, Treatment and Recovery	3.0	CSU
AD 4	Issues in Domestic Violence	3.0	
AD 5	Chemical Dependency: Prevention and Education	1.5	CSU
AD 6	Dual Diagnosis	3.0	CSU

Required skill courses:

AD 8	Group Process and Leadership	3.0
AD 9	Family Counseling	3.0
AD 10	Client Record and Documentation	1.5
AD 11	Techniques of Intervention and Referral	3.0

Required field work courses:

AD 13	Internship/Seminar	4.0	CSU
AD 14	Advanced Internship/Seminar	4.0	CSU

PLUS

Select two (2) courses from:

CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
	or		
SOC 1	Sociology	3.0	CSU,UC
	or		
SOC 1H	Sociology - Honors	3.0	CSU,UC
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
	or		
PSYC 1AH	Introduction to Psychology - Honors	3.0	CSU,UC
PSYC 19	Abnormal Psychology	3.0	CSU,UC
SOC 14	Marriage and the Family	3.0	CSU,UC
SOC 15	Child Development	3.0	CSU,UC
	Total Units	**41.0**	

Selection Procedure

All classes are open to all students who meet admission requirements and course prerequisites.

Special Instructions

Restricted Electives must be taken prior to enrollment in Field Experience and can be taken in conjunction with core and skills courses.

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission, students are encouraged to be able to speak, write and read English to complete classes successfully and to ensure safety for themselves and others.

Animation – 2D Multimedia

Commercial and Entertainment Arts
Certificate T0301

The Digital 2-D Multimedia certificate provides training for creative careers that integrate animation with video, audio, graphics and special effects for Websites, broadcast, film, presentation or mobile content.

The Animation Program offers an integrated/interdisciplinary approach to prepare students to meet current and future job market demands. The student will be given a balanced blend of art and technology-based skills which are essential for today's careers in animation. The program offers an A.S. degree and three certificates. Course content is driven by industry needs in order to provide the student with the best possible preparation for a career in animation.

Requirements for the Certificate
Required courses:

ANIM 101A	Drawing - Gesture and Figure	3.0	CSU
ANIM 104	Drawing Fundamentals	3.0	CSU
ANIM 108	Principles of Animation	3.0	CSU
ANIM 115	Storyboarding	3.0	
ANIM 116	Character Development	1.5	
ANIM 120	Script Development for Animation	3.0	
ANIM 130	Introduction to 3-D Computer Animation	3.0	
ANIM 131	Introduction to Gaming	3.0	
ANIM 172	Motion Graphics, Compositing and Visual Effects	3.0	
ANIM 175	Web Animation with Flash	3.0	
ARTC 290	Portfolio	3.0	
ARTC 100	Graphic Design 1	3.0	
	Total Units	**34.5**	

Recommended Electives:

ANIM 109	Advanced Principles of Animation
ANIM 121	Nature and History of Animation
ANIM 137A	Work Experience in New Digital Media
ANIM 148	Demo-Reel
ARTD 16	Drawing: Perspective
ARTD 17A	Drawing: Life
ARTD 20	Design: Two Dimensional
PHOT 10	Basic Digital and Film Photography

Animation – 3D and CG Gaming

Commercial and Entertainment Arts
Certificate T0302

The Animation – 3D and CG Gaming Certificate provides training in 3-D animation including character modeling, lighting, texture, environment and special effects that lead to creative careers in film, television and the video game industry.

The Animation Program offers an integrated/interdisciplinary approach to prepare students to meet current and future job market demands. The student will be given a balanced blend of art and technology-based skills which are essential for today's careers in animation. The program offers an A.S. degree and three Certificates. Course content is driven by industry needs in order to provide the student with the best possible preparation for a career in animation.

Requirements for the Certificate
Required courses:

ANIM 101A	Drawing - Gesture and Figure	3.0	CSU
ANIM 104	Drawing Fundamentals	3.0	CSU
ANIM 108	Principles of Animation	3.0	CSU
ANIM 115	Storyboarding	3.0	
ANIM 116	Character Development	1.5	
ANIM 130	Introduction to 3-D Computer Animation	3.0	
ANIM 131	Introduction to Gaming	3.0	CSU
ANIM 132	Modeling, Texture Mapping and Lighting	3.0	
ANIM 134	Visual Effects I: Dynamics	1.5	
ANIM 135	Visual Effects II: Particle Systems	1.5	
ANIM 136	Animation Environment Layout	3.0	
ANIM 148	Demo-Reel	1.5	
ANIM 172	Motion Grading, Compositing And Visual Effects	3.0	
ARTC 100	Graphic Design 1	3.0	

PLUS one of the following courses:

ANIM 145	Advanced 3-D Modeling	3.0 or
ANIM 146	3-D Animation	3.0
	Total Units	**39.0**

Recommended Electives:

ANIM 107	Figure in Motion
ANIM 109	Advanced Principles of Animation
ANIM 120	Script Development for Animation
ANIM 121	Nature and History of Animation
ANIM 137A	Work Experience in New Digital Media
ANIM 175	Web Animation with Flash
ARTC 66	Portfolio
ARTD 17A	Drawing: Life
ARTD 20	Design: Two Dimensional
PHOT 10	Basic Digital and Film Photography

Animation - Traditional

Commercial and Entertainment Arts
Certificate T1010

The Traditional Certificate provides training based around the principles of storytelling and animation. These skills lead to careers in television, film, Internet and gaming as an animator, character designer, storyboard artist, layout artist or director.

The Animation Program offers an integrated/interdisciplinary approach to prepare students to meet current and future job market demands. The student will be given a balanced blend of art and technology-based skills which are essential for today's careers in animation. The program offers an A.S. degree and three Certificates. Course content is driven by industry needs in order to provide the student with the best possible preparation for a career in animation.

Requirements for the Certificate
Required courses:

ANIM 101A	Drawing - Gesture and Figure	3.0	CSU
ANIM 104	Drawing Fundamentals	3.0	CSU
ANIM 108	Principles of Animation	3.0	CSU
ANIM 109	Advanced Principles of Animation	3.0	
ANIM 111A	Animal Drawing	1.5	
ANIM 115	Storyboarding	3.0	
ANIM 116	Character Development	1.5	
ANIM 117	Animation Background Layout	3.0	CSU
ANIM 120	Script Development for Animation	3.0	
ANIM 175	Web Animation with Flash	3.0	
ARTC 66	Portfolio	3.0	
ARTC 100	Graphic Design 1	3.0	
ARTD 16	Drawing: Perspective	3.0	CSU,UC
ARTD 17A	Drawing: Life	3.0	CSU,UC
ARTD 23A	Drawing: Head and Hands	1.5	CSU,UC
	Total Units	**40.5**	

Recommended Electives:

ANIM 107	Figure in Motion
ANIM 130	Introduction to 3-D Computer Animation
ANIM 121	Nature and History of Animation
ANIM 131	Introduction to Gaming
ANIM 137A	Work Experience in New Digital Media
ANIM 172	Motion Graphics, Compositing and Visual Effects
ARTS 22	Design: Three-Dimensional
PHOT 10	Basic Digital and Film Photography

Architectural Technology - Level I

Architecture and Engineering
Design Department
Certificate T0291

This multi-level certificate program prepares students to enter the field of architecture and related areas. The student is provided with an option of direct employment in the field or preparation or transfer to the professional school of architecture. The Level I certificate provides a broad overview of the fundamental skills essential to the field, suitable for entry-level employment as an office assistant.

Requirements for the Certificate
Required courses:

ARCH 10	Design I - Elements of Design	3.0	CSU
ARCH 11	Architectural Drawing	3.0	CSU,UC
ARCH 12	Architectural Materials and Specifications	3.0	CSU
ARCH 16	Basic CAD and Computer Application	4.0	CSU,UC

Plus the following courses:

ENGL 68	Preparation for College Writing	4.0	
MATH 51	Elementary Algebra	4.0	
	Total Units	**21.0**	

Architectural Technology - Technology Concentration Level II

Architecture and Engineering Design Department

Certificate T0203

This Level II Technology Concentration Certificate focuses upon the preparation of architectural construction documents, with emphasis on computer-aided design (CAD) applications. Regulatory requirements and an overview of construction practices are also included. The student will prepare a portfolio of CAD documentation, including 2-D and 3-D projections. The Level II Technology Concentration Certificate prepares students for employment as a beginning CAD draftsman or production specialist.

Requirements for the Certificate

Required courses:

Completion of the Architectural Technology Level I coursework (21) units.

PLUS

ARCH 14	Building and Zoning Codes	3.0	
ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 18	Architectural Computer Aided Design Elements	3.0	
ARCH 26	Architectural CAD Working Drawings	3.0	
EDT 20	Technical Descriptive Geometry	3.0	CSU
INSP 70	Elements of Construction	3.0	CSU

PLUS

Select one (1) course from:

PHYS 1	Physics	4.0	CSU,UC
	or		
PHYS 2AG	General Physics	4.0	CSU,UC
	Total Units	**43.0**	

Architectural Technology - Technology Concentration Level III

Architecture and Engineering Design Department

Certificate T0204

The Level III Technology Concentration Certificate provides additional expertise in advanced CAD applications and professional practice. The Level III Technology Concentration Certificate prepares students for employment as an intermediate CAD operator or production specialist.

Requirements for the Certificate

Required courses:

Completion of the Architectural Technology Level I and II coursework (43) units.

PLUS

ARCH 14	Building and Zoning Codes	3.0	
ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 18	Architectural Computer Aided Design Elements	3.0	
ARCH 26	Architectural CAD Working Drawings	3.0	
EDT 20	Technical Descriptive Geometry	3.0	CSU
INSP 70	Elements of Construction	3.0	CSU

Plus the following courses:

ARCH 28	Architectural CAD Illustration and Animation	3.0	CSU
ARCH 29	Design IV - Advanced Project	3.0	CSU

PLUS

Select one (1) course from:

ARCH 13	Architectural Illustration	3.0	CSU,UC
ARCH 21	Design II - Architectural Design	3.0	CSU
ARCH 23	Architectural Presentations	3.0	CSU
ARCH 31	World Architecture I	3.0	CSU,UC
ARCH 32	World Architecture II	3.0	CSU,UC
ARCH 89	Architectural Work Experience	1.0 – 2.0	
EDT 26	Civil Engineering Technology and CAD	3.0	CSU
INSP 71	Construction Estimating	3.0	CSU
	Total Units	**50.0 - 52.0**	

Architectural Technology - Design Concentration Level II

Architecture and Engineering Design Department

Certificate T0205

This Level II Design Concentration Certificate focuses upon studio design, drawing, and presentation skills, including model-making, sketching and computer applications. The student will prepare a portfolio of creative design assignments. The Level II Design Concentration Certificate prepares students for employment as a design assistant or presentation specialist.

Requirements for the Certificate

Required courses:

Completion of the Architectural Technology Level I coursework (21) units.

PLUS

ARCH 13	Architectural Illustration	3.0	CSU,UC
ARCH 21	Design II - Architectural Design	3.0	CSU
ARCH 23	Architectural Presentations	3.0	CSU
ARCH 31	World Architecture I	3.0	CSU,UC
ARCH 32	World Architecture II	3.0	CSU

PLUS

Select one (1) course from:

ARCH 15	Architectural Working Drawings - I	3.0	CSU
	or		
ARCH 18	Architectural Computer Aided Design Elements	3.0	

PLUS

Select three (3) units from:

ARTD 15A	Drawing: Beginning	3.0	CSU,UC
ARTD 20	Design: Two Dimensional	3.0	CSU,UC
ARTS 22	Design: Three-Dimensional	3.0	CSU,UC
	Total Units	**42.0**	

Architectural Technology - Design Concentration Level III

Architecture and Engineering Design Department

Certificate T0206

The Level III Design Concentration Certificate provides additional expertise in portfolio development and professional practice. The Level III Design Concentration Certificate prepares students for employment as an intermediate design assistant or presentation specialist.

Requirements for the Certificate

Required courses:

Completion of the Architectural Technology Design Concentration coursework (42) units.

Plus the following courses:

ARCH 27	Design III - Environmental Design	3.0	CSU, UC
ARCH 29	Design IV - Advanced Project	3.0	CSU

PLUS

Select one (1) course from:

ARCH 14	Building and Zoning Codes	3.0	
ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 18	Architectural Computer Aided Design Elements	3.0	
ARCH 26	Architectural CAD Working Drawings	3.0	
ARCH 28	Architectural CAD Illustration and Animation	3.0	CSU
ARCH 89	Architectural Work Experience	1.0 – 2.0	
INSP 70	Elements of Construction	3.0	CSU
	Total Units	**51.0**	

Building Automation

Air Conditioning, Welding and Water Technologies

Certificate T0309

This program is designed to prepare the student for a career in the fields of Building Automation, Energy Management, and Green Building Technologies. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

AIRC20	Refrigeration Fundamentals	3.0
AIRC25	Electrical Fundamentals for A/C & Refrigeration	4.0

AIRC31	Commercial Electrical for A/C & Refrigeration	4.0
AIRC34	Advanced Mechanical Refrigeration	4.0
AIRC61	Building Automation Fundamentals	2.5
AIRC63	Building Control Networks	3.0
AIRC65	Building Automation Network & Programming	3.0
AIRC67	Energy Management	4.0
CISN11	Telecommunications/Networking	4.0
CISW41	XML Secure Programming	3.0
CISW49	Service Oriented Architecture Concepts & Practice	3.0
	Total Units	**37.5**

Business: Human Resource Management - Level II

Accounting and Management Department
Certificate L0534

This certificate builds upon the Level I Certificate to provide students with specific knowledge of human resource management functions. HR law, compensations systems, and an understanding of human motivation provide the student with a solid foundation from which to build a career in human resources. Completion of the Business: Human Resource Management - Level I coursework (9 Units).

Requirements for the Certificate

Required courses:

Level I as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	

Plus the following courses:

Level II as follows:

ANTH 22	General Cultural Anthropology	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSO 25	Business Communications	3.0	CSU
	Total Units	**18.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Human Resource Management - Level III

Accounting and Management Department
Certificate L0535

Students completing the Level III Certificate will have knowledge and practical experience in business communications and computer use. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern human resource management. Completing the advanced certificate will help those working in the human resource field to prepare for professional certification by the Human Resource Certification Institute.

Requirements for the Certificate

Required courses:

Completion of Human Resource Management - Level I and Level II coursework (18 Units) as follows:

Level I as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	

Required courses:

Level II as follows:

ANTH 22	General Cultural Anthropology	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

Level III as follows:

BUSA 70	Payroll and Tax Accounting	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**25.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: International - Level II

Accounting and Management Department
Certificate L0597

In the Business: International - Level II Certificate student will learn methods and approaches to managing the complexities of doing business in an international environment. Students acquire both theoretical knowledge and practical skills related to managing and marketing within the global arena. Students active in the workforce will acquire new skills that are highly desirable in a fast-paced dynamic global environment, with an emphasis on the small business perspective.

Requirements for the Certificate

Required courses:

Completion of the Business: International - Level I coursework (9 units) as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 51	Principles of International Business	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Plus the following courses:

Level II as follows:

BUSM 61	Business Organization and Management	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU

PLUS

Select one (1) course from:

BUSS 70	International Marketing Concepts	3.0	
CHIN 1	Beginning Chinese	4.0	CSU,UC
FRCH 1	Elementary French	4.0	CSU,UC
GERM 1	Elementary German	4.0	CSU,UC
ITAL 1	Elementary Italian	4.0	CSU,UC
JAPN 1	Elementary Japanese	4.0	CSU,UC
SPAN 1	Elementary Spanish	4.0	CSU,UC
	Total Units	**18.0 - 19.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: International - Level III

Accounting and Management Department
Certificate L0528

Upon completion of the Business: International Level III Certificate, students will have acquired the specific skills needed to successfully complete international business transactions. Students will gain a practical, hands-on perspective of how to compete in a global system of conflicting laws, regulations, and requirements.

Completion of the Business: International - Level I and II coursework (18 Units) as follows:

Requirements for the Certificate

Required courses:

Level I as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 51	Principles of International Business	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Required courses:

Level II as follows:

BUSM 61	Business Organization and Management	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU

PLUS

Select one (1) course from:

BUSS 70	International Marketing Concepts	3.0	
CHIN 1	Beginning Chinese	4.0	CSU,UC
FRCH 1	Elementary French	4.0	CSU,UC
GERM 1	Elementary German	4.0	CSU,UC
ITAL 1	Elementary Italian	4.0	CSU,UC
JAPN 1	Elementary Japanese	4.0	CSU,UC
SPAN 1	Elementary Spanish	4.0	CSU,UC

PLUS

Additional required courses:

Level III as follows:

BUSL 20	International Business Law	3.0	
BUSM 50	World Culture: A Business Perspective	3.0	CSU
	or		
ANTH 22	General Cultural Anthropology	3.0	CSU,UC
BUSM 52	Principles of Exporting and Importing	3.0	CSU
	Total Units	**27.0 - 28.0**	

Recommended Electives:

BUSM 81	Work Experience in Business
BUSM 85	Special Issues in Business
BUSS 85	Special Issues in Marketing

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Management - Level II

Accounting and Management Department
Certificate L0586

This certificate builds upon the Level I Certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate.

Requirements for the Certificate

Required courses:
Completion of Business: Management Level I coursework (9 units) as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Plus the following courses:
Level II as follows:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 62	Human Resource Management	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**19.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Management - Level III

Accounting and Management Department
Certificate T0526

Upon completion of the Business: Business Management - Level III Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing business environment. Students will have a strategic perspective of production, marketing, accounting, international business and human resources. Completion of the Business: Management - Level III Certificate will lead to new opportunities and provide students with a solid foundation upon which to build a management career.

Requirements for the Certificate

Required courses:
Completion of the Business: Management - Level I and Level II coursework (18.5 Units) as follows:
Level I as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Required courses:
Level II as follows:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 62	Human Resource Management	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC

Plus the following courses:
Level III as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
BUSM 51	Principles of International Business	3.0	CSU
	Total Units	**30.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Retail Management - Level II

Accounting and Management Department
Certificate L0591

This intermediate certificate builds upon the Level I Certificate to expose students to the various functions of managers in retail positions. Fundamentals of business organization, retail marketing and staffing provides the student a solid foundation from which to build a career in retail management.

Requirements for the Certificate

Required courses:
Completion of the Retail Management - Level I coursework (9.5 Units) as follows:

BUSO 25	Business Communications	3.0	CSU
BUSS 50	Retail Store Management and Merchandising	3.0	
	or		
FASH 62	Retail Store Management and Merchandising	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC

Plus the following courses:
Level II as follows:

BUSA 11	Fundamentals of Accounting	3.0	
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**22.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Retail Management - Level III

Accounting and Management Department
Certificate T0521

Introductory statement: Students completing the advanced Level III Certificate will have knowledge and practical experience in business communication, leadership and financial controls. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern retail management.

Requirements for the Certificate

Required courses:
Completion of the Retail Management - Level I coursework (9.5 Units) as follows:

BUSO 25	Business Communications	3.0	CSU
BUSS 50	Retail Store Management and Merchandising	3.0	
	or		
FASH 62	Retail Store Management and Merchandising	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC

Required courses:
Completion of the Retail Management - Level II coursework (21.5 Units) as follows:

BUSA 11	Fundamentals of Accounting	3.0	
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSS 36	Principles of Marketing	3.0	CSU

Plus the following courses:
Level III as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSO 26	Oral Communications for Business	3.0	
	Total Units	**33.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Small Business Management - Level II

Accounting and Management Department
Certificate L0588

The Business: Small Business Management - Level II Certificate provides students with practical small business tools. This certificate focuses on issues such as motivation, teamwork, and leadership skills that lead to enhanced productivity through the development of people. Completion of this certificate will lead to new career opportunities for those currently employed in the small business arena.

Requirements for the Certificate

Required courses:
Completion of Business: Small Business Management - Level I coursework (9 Units) as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Plus the following courses:
Level II as follows:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
	Total Units	**18.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Small Business Management - Level III

Accounting and Management Department
Certificate T0590

Upon completion of the Business: Small Business Management - Level III Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing small business environment. Computer skills applicable to small business will be developed. Students will have a strategic perspective across all small business functions. Students will acquire the skills and abilities necessary to build a successful small business career.

Requirements for the Certificate

Required courses:
Completion of Business: Small Business Management Level I and II coursework (18.5 Units) as follows:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

Required courses:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	

Plus the following courses:
Level III as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**30.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Children's Program Certificate: Administration

Child Development
Certificate T1313

The Children's Program Certificate: Administration Specialization is designed for the student who desires general knowledge about Early Childhood Development and skills in administering programs for young children. This certificate meets or exceeds Title 22 education requirements for Center Director. Direct experience with children is highly recommended to complete preparation to be an effective administrator.

Requirements for the Certificate

Required courses:
Completion of the Children's Program Certificate: General as follows:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 68	Children with Special Needs	3.0	CSU
CHLD 84	Guidance and Discipline in Child Development Settings	1.0	CSU

PLUS
Select three (3) courses from:

CHLD 61	Language Arts & Art Media for Young Children	3.0	
CHLD 62	Music and Motor Development for Young Children	3.0	CSU
CHLD 63	Creative Sciencing and Math for Young Children	3.0	
CHLD 73	Infant/Toddler Care and Development	3.0	CSU

PLUS
Additional required courses:

CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 71A	Administration of Child Development Programs	3.0	CSU
CHLD 71B	Management/Marketing/ Personnel for ECD Programs	3.0	
CHLD 75	Supervising Adults in Early Childhood Settings	2.0	

PLUS
Select four (4) units from:
Note: Your four (4) unit selection should not include any course you have previously taken.

BUSM 66	Small Business Management	3.0	CSU
CHLD 72	Teacher, Parent and Child Relationships	3.0	
CHLD 73	Infant/Toddler Care and Development	3.0	CSU
CHLD 82	Advocacy in Early Childhood Development	1.0	
CHLD 83	Current Issues in Child Development	1.0	
	Total Units	**43.0**	

Children's Program Certificate: General - Level II

Child Development
Certificate L1328

This certificate enhances the student's knowledge beyond Level I, providing additional skills in working with your children.

Requirements for the Certificate

Required courses:
Completion of the Children's Program work: General - Level I, as follows:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC

Plus the following courses:
Level II as follows:

CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 68	Children with Special Needs	3.0	CSU
CHLD 84	Guidance & Discipline in Early Childhood Settings	1.0	CSU
	Total Units	**19.0**	

Children's Program Certificate: General - Level III

Child Development
Certificate L1327

This third level of the Children's Program Certificate: General is expected to meet or exceed Title 5 education requirements for Assistant Teacher, Associate Teacher, and Teacher (with 16 units of G.E.)

Requirements for the Certificate

Required courses:
Completion of the Children's Program coursework: General - Level I, as follows:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC

Plus the following courses:
Level II as follows:

CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 68	Children with Special Needs	3.0	CSU
CHLD 84	Guidance & Discipline in Early Childhood Settings	1.0	CSU

PLUS
Select three (3) courses from:
Level III as follows:

CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 61	Language Arts & Art Media for Young Children	3.0	
CHLD 62	Music and Motor Development for Young Children	3.0	CSU
CHLD 63	Creative Sciencing and Math for Young Children	3.0	
CHLD 73	Infant/Toddler Care and Development	3.0	CSU
	Total Units	**28.0**	

Children's Program Certificate: Small Business Management

Child Development
Certificate T1311

The Children's Programs Small Business Management Certificate provides information for operating or owning a preschool.

Requirements for the Certificate

Required courses:

BUSM 60	Human Relations in Business	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU
BUSO 5	Business English	3.0	
CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 71A	Administration of Child Development Programs	3.0	CSU
CHLD 71B	Management/Marketing/ Personnel for ECD Programs	3.0	
FCS 41	Life Management	3.0	CSU
	Total Units	**33.0**	

Recommended Electives:

BUSA 70	Payroll and Tax Accounting
	or
BUSA 71	Financial Planning
BUSL 18	Business Law
	or
BUSL 18H	Business Law - Honors
BUSM 20	Principles of Business
BUSM 61	Business Organization and Management
BUSO 25	Business Communications
BUSS 33	Advertising and Promotion
BUSS 36	Principles of Marketing
CISB 11	Computer Information Systems

Children's Program Certificate: Teaching

Child Development
Certificate T1312

The Children's Program Certificate: Teaching Specialization is designed for the student who desires knowledge about Early Childhood Development and skills for teaching young children. This certificate meets or exceeds Title 22 education requirements for fully qualified teachers and is expected to meet or exceed Title 5 education requirements for Teacher Level (with 16 units of G.E. English, math or Science, Social Science and Humanities).

Requirements for the Certificate

Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 68	Children with Special Needs	3.0	CSU
CHLD 84	Guidance and Discipline in Child Development Settings	1.0	CSU

Plus the following courses:

CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 66	Early Childhood Development Observation	2.0	CSU
CHLD 66L	Early Childhood Development Observation Laboratory	1.0	CSU
CHLD 67	Early Childhood Development Participation	2.0	CSU
CHLD 67L	Early Childhood Development Participation Laboratory	1.0	CSU
CHLD 69	Early Childhood Development Field Work Seminar	2.0	CSU
CHLD 75	Supervising Adults in Early Childhood Settings	2.0	
CHLD 91	Early Childhood Development Field Work	1.0	CSU

PLUS
Select two (2) courses from:

CHLD 51	Early Literacy in Child Development	3.0	
CHLD 61	Language Arts & Art Media for Young Children	3.0	
CHLD 62	Music and Motor Development for Young Children	3.0	CSU
CHLD 63	Creative Sciencing and Math for Young Children	3.0	
	Total Units	**39.0**	

Computer and Networking Technology - Level I

Electronics and Computer Technology Department
Certificate L0795

The Computer and Networking Technology Level I and II certificate programs prepare students to become computer and networking service technicians. Courses required for the Level I certificate provide foundations in basic electricity and electronics, operating systems, computer service and troubleshooting, and preparation for the A+ certification examination sponsored by CompTIA and offered at testing centers throughout the country. Level I certificate students learn to install, configure, maintain, troubleshoot, and repair computers and networks. With further preparation leading to the Level II certificate, students will ready themselves for the CompTIA Network+, Server+, and Security+ certification tests. These industry certifications are recognized worldwide as benchmarks for the computer and networking technician. Further, students will have requisite skills upon which to seek additional I.T. certifications available for the computer and networking fields.

Requirements for the Certificate

Required courses:

CNET 50	PC Servicing	4.0	
CNET 52	PC Operating Systems	4.0	
CNET 54	PC Troubleshooting	4.0	
CNET 60	A+ Certification Preparation	2.0	
ELEC 11	Technical Applications in Microcomputers	3.0	CSU
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 56	Digital Electronics	4.0	CSU
	Total Units	**29.0 -30.0**	

Computer and Networking Technology - Level II

Electronics and Computer Technology Department
Certificate T0726

The Computer and Networking Technology Level I and II certificate programs prepare students to become computer and networking service technicians. Courses required for the Level I certificate provide foundations in basic electricity and electronics, operating systems, computer service and troubleshooting, and preparation for the A+ certification examination sponsored by CompTIA and offered at testing centers throughout the country. In addition to the Level I certificate requirements, students seeking the Level II certificate cover computer networks, servers, and customer relations, and will take preparatory courses for the CompTIA Network+, Server+, and Security+ certification exams. These industry certifications are recognized worldwide as benchmarks for the computer and networking technician. Further, students will have requisite skills upon which to seek additional I.T. certifications available for the computer and networking fields.

Requirements for the Certificate

Required courses:
Completion of the Computer and Networking Technology - Level I coursework, as follows:

CNET 50	PC Servicing	4.0	
CNET 52	PC Operating Systems	4.0	
CNET 54	PC Troubleshooting	4.0	
CNET 60	A+ Certification Preparation	2.0	
ELEC 11	Technical Applications in Microcomputers	3.0	CSU
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 56	Digital Electronics	4.0	CSU

Plus the following courses:
Level II as follows:

CNET 56	Computer Networks	4.0	
CNET 62	Network+ Certification Preparation	2.0	
CNET 64	Server Certification Preparation	2.0	
CNET 66	Security Certification Preparation	2.0	
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**43.0 - 44.0**	

Recommended Electives:

ELEC 51	Electronic Devices
ELEC 74	Microprocessor Systems
EST 54	Cabling and Wiring Standards

Computer Graphic Design/Photography

Commercial and Entertainment Arts
Certificate L1005

The Computer Graphics Certificate will enable the student to develop specific computer skills needed for employment subsequent to completion of the required courses. The Computer Graphics Certificate is an option under the existing Photography program. Those anticipating a Baccalaureate Degree should be guided in their selection of lower-division courses by an advisor of the catalog of the institution they expect to enter.

Requirements for the Certificate

Required courses:

GRAP 1	Computer Graphics Lab	1.0	
GRAP 10	Photo Editing with Photoshop	3.0	
GRAP 12	Advanced Photo Editing with Photoshop	3.0	
GRAP 14	Digital Color Management	3.0	
GRAP 16	Digital Image Design with Illustrator & Freehand	3.0	
GRAP 20	Applying Photos and Images in Multimedia	3.0	
GRAP 28	Digital Portfolio	2.0	
PHOT 10	Beginning Photography	3.0	CSU,UC
PHOT 17	Photocommunication	3.0	
	Total Units	**24.0**	

Recommended Electives:

AHIS 1	Understanding the Visual Arts	
	or	
ARTB 1	Understanding the Visual Arts	
COMP 10	Operating the Macintosh Computer	
GRAP 18	Advanced Image Design - 3D Modeling Techniques	
GRAP 24	Work Experience in Computer Graphics	
PHOT 1	Laboratory Studies: Black and White Photography	
PHOT 2	Laboratory Studies: Color Photography	
PHOT 4	Digital Cameras and Composition	

Computer Systems Technology

Electronics and Computer Technology Department
Certificate L0924

In addition to courses in electronics fundamentals, the Computer Systems Technology certificate encompasses advanced coursework in computer systems circuitry, including microcontrollers and microprocessors. This advanced certificate is one of three available for students who do not complete all second-year systems courses at once, or who complete them one at a time. Two other certificate programs are also available: a one-year certificate in Electronics Technology, and a two-year certificate having the same title as the A.S. degree. A.S. degree recipients are automatically eligible to receive, without further examination, a 3rd class Technician License from the National Association of Radio and Telecommunications Engineers (N.A.R.T.E.), while students completing certificate programs are automatically eligible for the N.A.R.T.E. 4th Class Technician license.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
ELEC 74	Microprocessor Systems	4.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**29.0**	

Construction Inspection

Architecture and Engineering Design Department
Certificate L0920

This program is intended to prepare students for employment following completion of courses. Students desiring a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses

Requirements for the Certificate

Required courses:

ARCH 12	Architectural Materials and Specifications	3.0	CSU
ARCH 14	Building and Zoning Codes	3.0	
INSP 17	Legal Aspects of Construction	3.0	CSU
INSP 70	Elements of Construction	3.0	CSU
INSP 71	Construction Estimating	3.0	CSU
INSP 87	Fundamentals of Construction Inspection	3.0	
MATH 51	Elementary Algebra	4.0	
	Total Units	**22.0**	

Recommended Electives:

ARCH 11	Architectural Drawing
ARCH 15	Architectural Working Drawings - I
EDT 26	Civil Engineering Technology and CAD
INSP 67	Reading Construction Drawings

Consumer Services

Consumer Science and Design Technologies
Certificate L1321

This program provides semi-professional training for those who seek immediate employment with the public sector or business establishments such as finance, retail, utilities and telecommunications. Students desiring a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

The possession of a certificate of proficiency is favorably recognized by government, business, and industry and is frequently a requirement for professional advancement. Additional courses beyond those required will enhance student's knowledge in a specialty area. Consult with a professor of Family and Consumer Sciences for further information.

Certificate requirements state that at least half of the required number of units be taken at Mt. San Antonio College and that in each course taken toward a certificate, a grade of "C" or better must be earned. Students who are in the last semester of a certificate program must complete an Application for Certificate form, available at the Admissions and Records Office, in order to be awarded the Certificate.

Requirements for the Certificate

Required courses:

BUSL 18	Business Law, or	3.0	CSU,UC
BUSL 18H	Business Law - Honors	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
FCS 41	Life Management	3.0	CSU
FCS 80	Financial Planning	3.0	CSU
	or		
BUSA 71	Financial Planning	3.0	CSU
FCS 91	Work Experience in Family and Consumer Sciences	1.0	
	or		
BUSL 36	Paralegal Internship	1.0	

PLUS

Select two (2) courses from:

BUSO 5	Business English	3.0	
BUSO 25	Business Communications	3.0	CSU
COMP 12	Office Computer Applications	4.0	CSU,UC
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**19.0 - 20.0**	

Correctional Sciences

Public Services Department
Certificate T2103

Correctional Sciences is the application of law, social, and natural sciences to the social phenomenon of crime and delinquency. The discipline addresses definitions, causation, prevention, discovery, procedures, treatment and rehabilitation, quantification, and research in both criminal and civil aspects. This program is intended to prepare students for employment following graduation. Students desiring a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

ADJU 68	Administration of Justice Report Writing	3.0	
CORS 10	Introduction to Correctional Sciences	3.0	CSU
CORS 15	Control and Supervision of the Offender	3.0	
CORS 20	Correctional Law	3.0	
CORS 25	Probation and Parole	3.0	
CORS 30	Ethnic Relations in Corrections	3.0	

PLUS

Select four (4) courses from:

ADJU 1	The Administration of Justice System	3.0	CSU,UC
ADJU 2	Principles and Procedures of the Justice System	3.0	CSU
ADJU 20	Principles of Investigation	3.0	CSU
ADJU 38	Narcotics Investigation	3.0	
ADJU 59	Gangs and Corrections	3.0	CSU

CORS 35	Interviewing and Counseling in Corrections	3.0
CORS 40	Crime and Delinquency	3.0
CORS 45	The Violent Offender	3.0
	Total Units	**30.0**

Recommended Electives:

PE-F 50	Physical Skills Preparation for Law Enforcement and Fire Science
PE-F 51	Agility Testing Preparation for Law Enforcement and Fire Science
PE-F 52	Fitness and Conditioning for Law Enforcement, Fire Science and Forestry
SPAN 66	Spanish for Fire and Police Personnel

Digital Photographic Technician

Commercial and Entertainment Arts Department

Certificate L0300

This certificate program is designed to give students specific skills to prepare them for employment in the commercial photographic industry as a digital technician, digital assistant, digital imaging specialist, or photography assistant.

Requirements for the Certificate

GRAP 9	Digital Color Management	3.0
GRAP 10	Photo Editing with Photoshop	3.0
PHOT 10	Basic Digital and Film Photography	3.0
PHOT 11	Professional Photography	4.0
PHOT 14	Commercial Lighting	3.0
PHOT 20	Color Photography	3.0
PHOT 30	Commercial/Illustrative Photography	3.0
	Total Units	**25.0**

Recommended Electives:

CISB 16	Macintosh Applications
GRAP 12	Photoshop Imagery Extended
PHOT 1	Laboratory Studies: Black and White Photography
PHOT 29	Studio Business Practices for Commercial Artists

Electronic Systems Technology - Level II

Electronics and Computer Technology Department

Certificate L0928

The Level II certification (12-13 units) adds customer relations skills and the installation, calibration, setup maintenance and troubleshooting of home theater, home automation, and home security systems. Either a course on preparing for the C-7 license or troubleshooting digital TV with LCD, plasma and DLP video displays is included.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
EST 50	Electrical Fundamentals for Cable Installations	4.0	
EST 52	Fabrication Techniques for Cable Installations	4.0	
EST 54	Cabling and Wiring Standards	4.0	

Plus the following courses:

EST 56	Home Theater, Home Integration, & Home Security Systems	4.0
EST 62	Electronic Troubleshooting - I	4.0
TECH 60	Customer Relations for the Technician	1.0

PLUS

Select one (1) course from:

EST 64	Electronic Troubleshooting - II	4.0
EST 70	C-7 Low Voltage Systems License Preparation	2.0
	Total Units	**26.0 - 29.0**

Recommended Electives:

ELEC 61	Electronic Assembly and Fabrication
ELEC 62	Advanced Surface Mount Assembly and Rework

Electronics and Computer - Engineering Technology

Electronics and Computer Technology Department

Certificate T0906

The Electronics and Computer Engineering Technology (ECET) certificate program prepares individuals either for initial employment or for enhancement of existing skills in the electronics field, or for transfer into B.S. programs in Electronics Technology or Industrial Technology offered in the CSU system. Required courses for the certificate — many of which articulate directly to their equivalents at the CSUs — are the same as for the ECET A.S. degree program except for the college General Education requirement. In addition to exposing students to core topics such as components and circuits, the program includes coursework in advanced areas including microcontrollers and interfacing, communications, and industrial electronic controls. Nearly all laboratories have new, state-of-the-art equipment to provide students with quality, hands-on learning experiences.

Students completing the ECET certificate program possess ample skills to make them versatile employees. Typical technician-level job classifications include field service technician, field engineer, computer service technician, customer service technician, communications technician, maintenance technician, and electronics technician. All students completing the certificate program are automatically eligible to receive, without further examination, the 4th class technician license from the National Association of Radio and Telecommunications Engineers (N.A.R.T.E.).

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 53	Communications Circuits	4.0	
ELEC 54A	Industrial Electronics	4.0	CSU
ELEC 54B	Industrial Electronic Systems	3.0	CSU
ELEC 55	Microwave Communications	4.0	
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
ELEC 74	Microprocessor Systems	4.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**44.0**	

Recommended Electives:

CISP 11	Programming in Visual Basic
EDT 11	Technical Engineering Drawing I
ELEC 62	Advanced Surface Mount Assembly and Rework
ELEC 76	Radio Telephone Communications
PHYS 2AG	General Physics

Electronics Communications

Electronics and Computer Technology Department

Certificate T0904

In addition to courses in electronics fundamentals, the Electronics Communications certificate program encompasses the study of both wire-based and wireless forms of analog and digital communications systems. Among the topics covered are amplitude and frequency modulation, multiplexing, antennas, transmission lines, and radio-wave propagation, as well as microwave systems, including radar and satellite operations.

This advanced certificate is one of three available for students who do not complete all second-year systems courses at once, or who complete them one at a time. Two other certificate programs are also available: a one-year certificate in Electronics Technology, and a two-year certificate having the same title as the A.S. degree. A.S. degree recipients are automatically eligible to receive, without further examination, a 3rd class Technician License from the National Association of Radio and Telecommunications Engineers (N.A.R.T.E.), while students completing certificate programs are automatically eligible for the N.A.R.T.E. 4th Class Technician license.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 53	Communications Circuits	4.0	
ELEC 55	Microwave Communications	4.0	
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**33.0**	

Electronics Technology

Electronics and Computer Technology Department

Certificate L0905

This one-year program covers the fundamentals of electronics technology. These core courses provide the necessary skills for those seeking entry-level employment as electronics technicians without areas of specialization. Also included is a course in customer-relations training.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**25.0**	

Electronics: Industrial Systems

Electronics and Computer Technology Department

Certificate T0908

In addition to courses in electronics fundamentals, the Industrial Systems curriculum encompasses advanced coursework in industrial electronics, including electronic devices for industrial and motor controls. The curriculum culminates in the study of programmable logic controls (PLCs) using the Allen-Bradley series of PLCs running Windows ladder logic software.

This advanced certificate is one of three available for students who do not complete all second-year systems courses at once, or who complete them one at a time. Two other certificate programs are also available: a one-year certificate in Electronics Technology, and a two-year certificate having the same title as the A.S. degree. A.S. degree recipients are automatically eligible to receive, without further examination, a 3rd class Technician License from the National Association of Radio and Telecommunications Engineers (N.A.R.T.E.), while students completing certificate programs are automatically eligible for the N.A.R.T.E. 4th Class Technician license.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 54A	Industrial Electronics	4.0	CSU
ELEC 54B	Industrial Electronic Systems	3.0	CSU
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**32.0**	

Emergency Medical Technician - Paramedic (EMT-P)

Medical Services Department

Certificate T1281

This Paramedic Program is accredited by CAAHEP (Committee on Accreditation of Allied Health Education Programs) and approved by the Los Angeles County Department of Health Services as meeting and exceeding the minimum standards as specified in Title 22 of the California Code of Regulations and the federal Department of Transportation national standard curriculum. It is designed to train paramedics to work on ambulances and in the fire service.

The Emergency Medical Technician-Paramedic (EMT-P) is an individual who is educated and trained during an intensive (32-hours per week) didactic program lasting 16 weeks. This is followed by five (5) weeks of Clinical Internship in a hospital (40-hours per week), and then eight (8) weeks of Field Externship as a practicing Paramedic under the guidance and supervision of a Paramedic Field Preceptor.

Requirements for the Certificate

Required courses:

EMS 1	Fundamentals for Paramedics	4.0
EMS 10	Anatomy and Physiology for Paramedics	2.0
EMS 20	Emergency Cardiac Care for Paramedics	1.0
EMS 30	Pharmacology for Paramedics	2.0
EMS 40	Cardiology for Paramedics	5.0
EMS 50	Paramedic Skills Competency	5.0
EMS 60	EMS Theory for Paramedics	8.5
EMS 70	Paramedic Clinical Internship	4.0
EMS 80	Paramedic Field Externship	9.5
	Total Units	**41.00**

Recommended Electives:

ADJU 1	The Administration of Justice System
FIRE 1	Fire Protection Organization
PSYC 1A	Introduction to Psychology
	or
PSYC 1AH	Introduction to Psychology
SOC 1	Sociology
	or
SOC 1H	Sociology

The Emergency Medical Services faculty recommend that you complement your studies with selected elective courses chosen from the list above. You should meet with a professor of Emergency Medical Services to help you determine which of those electives would best suit your career plans.

Special Information:

To remain in the program, students must maintain a grade of "C" (80 percent) or better in all courses and receive a grade of "C" (80 percent) or better on all final exams, per state regulations. Before starting in clinical rotations, students must pass a criminal background check.

Upon successful completion of the required courses, students are given a certificate documenting completion of the Emergency Medical Technician - Paramedic (EMT-P) program. Students are then eligible for licensure by taking and passing both the National Registry Exam and County Paramedic accreditation exam.

EMT Program Readmission Policy

If the student fails any of the co-requisite courses, EMS 10 - EMS 60, he/she will be dropped from the programs. If the student wishes to repeat the program, a *Success Plan and Contract* will be developed with the faculty to increase the student's chances of success prior to re-entry. If the student withdraws or is dismissed from the program a second time, he/she will not be allowed to re-enter the Paramedic Program at Mt. SAC.

Application Requirements and Selection Procedures

Application Requirements:

In addition to meeting the Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

1) Be an EMT-I, currently certified in California.
2) Submit a letter on official stationery from a recognized EMS agency verifying completion of six (6) months of pre-hospital field experience as an EMT-I (approximately 1,200 hours) within the last 2 years.
3) File a College application and be accepted as a student at Mt. San Antonio College.
4) Submit an application for the Paramedic Program to the Health Science Programs Office (909) 594-5611, Ext. 4750. All applications are dated upon receipt in the Health Science Programs Office. The Paramedic Program begins three (3) times per year, in August, January, and May and runs for 29 weeks.
5) Take the AWE (Assessment of Written English), the Mt. SAC Math Placement Test, and the Degrees of Reading Power reading test at least 10 working days before the start of the pre-course (EMS 1). Placement examinations will be individually assessed to determine eligibility. The placement test is administered by the Assessment Center, located in the Student Services Center. If required, arrange with the Center a day and time to take the examination. The Assessment Center (909) 594-5611, Ext. 4265 is open Monday through Friday.
6) Successful completion of EMS 1 - Fundamentals for Paramedics.
7) Forward two (2) official transcripts of all coursework completed (high school, EMT-I, Fire Science, and college work other than Mt. San Antonio College courses). One transcript must be sent to the Health Science Programs Office; the other to the Admissions and Records Office.

   For students who possess a college degree, the English placement examination is not required. However, it will be necessary for students to obtain two (2) official copies of the college transcript showing the degree issued. One official transcript must be sent to the Health Science Programs Office; the other to the Admissions and Records Office.

   NOTE: If the course(s) were taken and/or the degree obtained at Mt. San Antonio College, it is not necessary to request transcripts.

   EXAMPLE: Mt. San Antonio College Technology and Health Division 1100 North Grand Avenue Walnut CA 91789-1399
8) A physical examination, proof of certain immunizations, and a criminal background check are required of all candidates after acceptance to the program and before entrance into the clinical setting. Forms and information will be provided upon acceptance into the program. In addition, drug testing may be required as part of the physical examination and/or requested by the college or one of its agents.

Entrance Procedure:

In determining eligibility, consideration will be given to the following:

1) Completion of all application requirements
2) EMS-related experience
3) Scores on the English assessment and math placement tests
4) Performance in the pre-course, EMS 1— Fundamentals for Paramedics. This course tests prerequisite knowledge base in medical terminology, anatomy and physiology, EMT basic knowledge and basic math skills in preparation for drug calculations.

All Applicants are required to meet the Essential Functions for Success in the Paramedic Program: anatomy and physiology, EMT basic knowledge and basic math skills in preparation for drug calculations.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 125 pounds)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)
- *Distance vision:* ability to see clearly 20 feet or more *Depth perception: ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Handle emergency or crisis situations
- Subject to many interruptions
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Requires decisions/actions related to end of life issues
- Exposure to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission into the nursing program, students are encouraged to be able to speak, write and read English to complete classes successfully and to ensure safety for themselves and for others.

Engineering Design Technology - Level I

Architecture and Engineering Design Department
Certificate L0900

The Engineering Design Technology Level I Certificate is designed to prepare students for entry-level employment in the technical and computer-aided drafting design fields. Upon completion of the Level I Certificate, students will be prepared in fundamental working practices related to the technical design field.

Requirements for the Certificate

Required courses:

EDT 11	Technical Engineering Drawing I	3.0	CSU
EDT 12	Technical Engineering Drawing II	3.0	CSU
EDT 14	Mechanical Design - Geometric Dimensioning and Tolerancing	3.0	CSU
EDT 16	Basic CAD and Computer Applications	4.0	CSU
EDT 18	Engineering CAD Applications	4.0	CSU

PLUS

Select one (1) course from:

ELEC 50A	Electronic Circuits (DC)	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	Total Units	**19.0 - 21.0**	

Special Information:

Students interested in pursuing transfer and a Bachelor's Degree in Engineering or Engineering Technology are advised to verify with each transfer institution specific requirements for transfer and appropriate courses. Requirements vary depending on specialty and institution and may include areas such as math at the levels of calculus or trigonometry at a minimum. See the Mt. SAC catalog under either Engineering or Surveying for a list of transferable engineering courses.

Engineering Design Technology - Level II

Architecture and Engineering Design Department
Certificate T0915

The Engineering Design Technology Level II Certificate is designed to provide focused technical grounding and exposes students to parametric design technology. This certificate enables students to pursue competitive employment in the technical design field, beyond entry level.

Requirements for the Certificate

Required courses:

Level I as follows:

EDT 11	Technical Engineering Drawing I	3.0	CSU
EDT 12	Technical Engineering Drawing II	3.0	CSU
EDT 14	Mechanical Design - Geometric Dimensioning and Tolerancing	3.0	CSU
EDT 16	Basic CAD and Computer Applications	4.0	CSU
EDT 18	Engineering CAD Applications	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	or		
ELEC 50A	Electronic Circuits (DC)	4.0	CSU

Plus the following courses:

EDT 20	Technical Descriptive Geometry	3.0	CSU
EDT 24	Engineering CAD 3-D Solids and Surfaces	3.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	or		
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
	Total Units	**31.0 - 35.0**	

Engineering Design Technology - Level III

Architecture and Engineering Design Department
Certificate T0916

The Engineering Design Technology Level III Certificate focuses on the civil and structural design fields, emphasizing three-dimensional illustration and animation. This certificate allows students to pursue employment in the civil design fields.

Requirements for the Certificate

Required courses:

Level I as follows:

EDT 11	Technical Engineering Drawing I	3.0	CSU
EDT 12	Technical Engineering Drawing II	3.0	CSU
EDT 14	Mechanical Design - Geometric Dimensioning and Tolerancing	3.0	CSU
EDT 16	Basic CAD and Computer Applications	4.0	CSU
EDT 18	Engineering CAD Applications	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	or		
ELEC 50A	Electronic Circuits (DC)	4.0	CSU

Required courses:

Level II as follows:

EDT 20	Technical Descriptive Geometry	3.0	CSU
EDT 24	Engineering CAD 3-D Solids and Surfaces	3.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	or		
ELEC 50A	Electronic Circuits (DC)	4.0	CSU

Plus the following courses:

EDT 26	Civil Engineering Technology and CAD	3.0	CSU
EDT 28	Engineering CAD 3-D Illustration/Animation	3.0	CSU
	Total Units	**37.0 - 41.0**	

Escrow Management

Business Administration Department
Certificate L0511

Requirements for the Certificate

Required courses:

BUSA 11	Fundamentals of Accounting	3.0	
BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 76	Escrow Procedures I	3.0	
BUSR 77	Escrow Procedures II	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**19.0**	

Family Child Care

Child Development
Certificate L1316

The Family Child Care Certificate provides the information necessary for operating or owning a family child care business in the home.

Requirements for the Certificate
Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 92	Family Child Care	3.0	

Plus the following courses:

CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 68	Children with Special Needs	3.0	CSU
CHLD 84	Guidance and Discipline in Child Development Settings	1.0	CSU

PLUS
Select one (1) course from:

CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 66	Early Childhood Development Observation	2.0	CSU
CHLD 66L	Early Childhood Development Observation Laboratory	1.0	CSU
CHLD 72	Teacher, Parent and Child Relationships	3.0	
CHLD 73	Infant/Toddler Care and Development	3.0	CSU
	Total Units	**23.0 - 25.0**	

Fashion Design - Level I

Consumer Science and Design Technologies
Certificate L1397

The Fashion Design: Level I Certificate is designed to introduce the student to the employment opportunities available in both fashion design and costume design. Upon completion of the Fashion Design: Level I Certificate, students may qualify for an entry-level design and pattern making positions in Southern California's diverse apparel industry and the entertainment industry that support the largest number of employees and contributes significantly to the economy of the region.

Requirements for the Certificate
Required courses:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 15	Fashion and Identity	3.0	CSU
FASH 17	Textiles	3.0	
FASH 25	Fashion Computer -Assisted Drawing	3.0	
FASH 30	Fashion Design and Product Development I	3.0	
	Total Units	**18.0**	

Recommended Electives:

FASH 24	Fashion Patternmaking by Computer
FASH 26	Fashion Computer-Assisted Design
FASH 35	Special Topics in Fashion
FASH 81	Work Experience
FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals

Fashion Design - Level II

Consumer Science and Design Technologies
Certificate T1389

The Fashion Design: Level II Certificate builds upon the Level I Certificate to provide students with intermediate skills that will enhance their Fashion Design careers. Students will have a strategic view of historic costume research, and textile attributes and characteristics. Students will be exposed to additional categories and classifications of apparel and will further research and design products for divergent target markets. Students will prepare professional portfolios to strengthen career perspectives. Completion of the Fashion Design: Level II Certificate will lead to new opportunities and provide students with a solid foundation upon which to build a career.

Requirements for the Certificate
Required courses:
Level I as follows:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 15	Fashion and Identity	3.0	CSU
FASH 17	Textiles	3.0	
FASH 25	Fashion Computer -Assisted Drawing	3.0	
FASH 30	Fashion Design and Product Development I	3.0	

Plus the following courses:

FASH 9	History of Costume and Design	3.0	CSU
FASH 12	Clothing Construction II	3.0	
FASH 20	Illustration for Fashion and Costume Design	3.0	
FASH 21	Patternmaking I	3.0	
FASH 22	Fashion Design by Draping	3.0	
FASH 23	Patternmaking II	3.0	
FASH 24	Fashion Patternmaking by Computer	3.0	
FASH 31	Fashion Design and Product Development II	3.0	
FASH 32	Fashion Design and Product Development III	3.0	
	Total Units	**45.0**	

Recommended Electives:

FASH 26	Fashion Computer-Assisted Design
FASH 35	Special Topics in Fashion
FASH 81	Work Experience
FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals

Fashion Merchandising - Level I

Consumer Science and Design Technologies
Certificate L0314

The Fashion Merchandising Level I Certificate prepares the holder for entry-level positions in a variety of retail merchandising, manufacturing, and promotion businesses.

Requirements for the Certificate
Required courses:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 15	Fashion and Identity	3.0	CSU
FASH 17	Textiles	3.0	CSU,UC
FASH 25	Fashion Computer-Assisted Drawing	3.0	
FASH 30	Fashion Design and Product Development I	3.0	
	Total Units	**18.0**	

Recommended Electives:

FASH 81	Work Experience in Fashion
FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals

Fashion Merchandising - Level II

Consumer Science and Design Technologies
Certificate L1303

The Fashion Merchandising Level II Certificate is designated to build upon the Fashion Merchandising - Level I Certificate to provide students with proven business and management tools that will increase their practical understanding of merchandising and marketing. Students will be exposed to projects and visual display simulations that will enhance their merchandising and management career potential.

Completion of the Fashion Merchandising - Level I coursework (18 units) as follows:

Requirements for the Certificate
Required courses:
Level I as follows:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 15	Fashion and Identity	3.0	CSU
FASH 17	Textiles	3.0	CSU,UC
FASH 25	Fashion Computer-Assisted Drawing	3.0	
FASH 30	Fashion Design and Product Development I	3.0	

Plus the following courses:

Level II as follows:

FASH 9	History of Costume and Design	3.0	CSU
FASH 62	Retail Store Management and Merchandising	3.0	CSU
	or		
BUSS 50	Retail Store Management and Merchandising	3.0	CSU
FASH 63	Advertising and Promotion	3.0	CSU
	or		
BUSS 33	Advertising and Promotion	3.0	CSU
FASH 66	Visual Merchandising Display	3.0	CSU
	Total Units	**30.0**	

Recommended Electives:

FASH 81	Work Experience in Fashion
FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals

Fire Technology

Fire Technology Department
Certificate L2105

The Fire Science Certificate has been developed to offer pre-employment education for the undergraduate who desires to enter the field of fire science. It also provides the employed firefighter an opportunity for a professional education. Students intending to pursue a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

FIRE 1	Fire Protection Organization	3.0	CSU
FIRE 2	Fire Prevention Technology	3.0	CSU
FIRE 3	Fire Protection Equipment and Systems	3.0	CSU
FIRE 4	Building Construction for Fire Protection	3.0	CSU
FIRE 5	Fire Behavior and Combustion	3.0	CSU
FIRE 6	Hazardous Materials/ICS	3.0	

PLUS

Select two (2) courses from:

FIRE 7	Fire Fighting Tactics and Strategy	3.0	CSU
FIRE 8	Fire Company Organization and Management	3.0	CSU
FIRE 9	Fire Hydraulics	3.0	CSU
FIRE 10	Arson and Fire Investigation	3.0	CSU
FIRE 11	Fire Apparatus and Equipment	3.0	CSU
FIRE 12	Wildland Fire Control	4.5	CSU
FIRE 86	Basic Fire Academy	14.5	
PE-F 53	Physical Training for the Basic Fire Academy	2.5	CSU
	Total Units	**27.5 - 38.0**	

Recommended Electives:

PE-F 50	Physical Skills Preparation for Administration of Justice and Fire Technology
PE-F 51	Agility Testing Preparation for Administration of Justice and Fire Technology
PE-F 52	Fitness and Conditioning for Administration of Justice, Fire Technology, and Forestry

Horse Ranch Management

Agricultural Sciences Department
Certificate L0102

This certificate program is designed to give students basic skills on horse ranches and agriculture sales and services. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAG 59	Work Experience in Agriculture	1.0 – 4.0	
AGAN 2	Animal Nutrition	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 16	Horse Production	4.0	CSU,UC
	or		
AGLI 18	Horse Ranch Management	4.0	CSU
AGLI 19	Horse Hoof Care	2.0	CSU
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU
AGLI 97	Artificial Insemination of Livestock	2.0	
	Total Units	**21.0 - 24.0**	

Hospitality: Catering

Consumer Science and Design Technologies
Certificate L1395

The Hospitality: Catering Certificate will prepare students for catering and banquet job opportunities in the hospitality industry. The program emphasizes menu planning, food preparation, service and catering management.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 54	Basic Cooking Techniques	3.0	CSU
HRM 61	Menu Planning	3.0	CSU
HRM 62	Catering	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	1.0	CSU
NF 20	Principles of Foods with Lab	3.0	CSU
	Total Units	**20.5**	

Hospitality: Hospitality Management - Level II

Consumer Science and Design Technologies
Certificate L1325

This certificate prepares the holder to enter the hospitality field as a manager-trainee in a hotel or restaurant.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 56	Management of Hospitality Personnel and Operations	3.0	CSU
HRM 64	Hospitality Financial Accounting I	3.0	CSU
HRM 66	Hospitality Law	3.0	CSU
HRM 70	Introduction to Lodging	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	1.0	CSU
	Total Units	**19.0**	

Hospitality: Restaurant Management - Level II

Consumer Science and Design Technologies
Certificate L1319

The Hospitality: Restaurant Management - Level II Certificate prepares the holder to enter the restaurant field as a manager-trainee in a in a food service establishment.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 54	Basic Cooking Techniques	3.0	CSU
HRM 57	Restaurant Cost Control	3.0	CSU
HRM 61	Menu Planning	3.0	CSU
NF 28	Cultural and Ethnic Foods	3.0	CSU,UC
	Total Units	**19.5**	

Infant/Toddler Development

Child Development
Certificate T1318

The Infant/Toddler Certificate (30 units) provides the holder with specialized skills for working with children of that age. This certificate meets or exceeds Title 22 requirements and Title 5 Master Teacher - Infant/Toddler Specialization (with 16 units of general education).

Requirements for the Certificate

Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 73	Infant/Toddler Care and Development	3.0	CSU
CHLD 85	Infants At Risk	3.0	

PLUS

Select four (4) courses from:

CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 61	Language Arts & Art Media for Young Children	3.0	
CHLD 62	Music and Motor Development for Young Children	3.0	CSU
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 72	Teacher, Parent and Child Relationships	3.0	
	Total Units	**30.0**	

Interior Design: Level II

Consumer Science and Design Technologies
Certificate T0304

The Interior Design: Level II Certificate builds upon the Level I coursework to provide students with intermediate skills that will lead to a career in interior design. There is a focus on design process including drawing and presentations skills, model-making, sketching, computer applications, the planning of space and studio design. Students will prepare professional portfolios to strengthen career perspectives. This certificate may aid in the student's search for an entry-level position as an assistant to a designer, library coordinator, or sales personnel for interior design products.

Requirements for the Certificate
Required courses:
Completion of the Interior Design: Level I coursework as follows:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	CSU

Required courses for Level II as follows:

ID 20	Color and Design Theory I	3.0
ID 21	Color and Design Theory II	3.0
ID 22	Design Drawing for Interior Design	3.0
ID 23	Computer Aided Drawing for Interior Design I	3.0
ID 25	Codes and Specifications for Interior Design	3.0
ID 26	Space Planning for Interior Design	3.0
ID 27	Rapid Visualization	3.0
ID 29	Interior Design Studio I	3.0
	Total Units	**33.0**

Elective courses:

ID 50	Interior Design Specialized Studio
ID 52	Interior Design Laboratory Studies

Interior Design: Level III

Consumer Science and Design Technologies
Certificate T0305

The Interior Design: Level III Certificate builds upon the Level II coursework to provide students with advanced skills that will enhance their Interior Design careers. There is a focus on building systems, lighting, advanced computer applications, business practices and studio design. Students will prepare professional portfolios to strengthen career perspectives. This certificate may aid in the student's search for an intermediate position as an assistant to a designer, library coordinator, or a specialization in the field of interior design.

Requirements for the Certificate
Required courses:
Completion of the Interior Design: Level I coursework as follows:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	CSU

And completion of the Interior Design: Level II coursework as follows:

ID 20	Color and Design Theory I	3.0
ID 21	Color and Design Theory II	3.0
ID 22	Design Drawing for Interior Design	3.0
ID 23	Computer Aided Drawing for Interior Design I	3.0
ID 25	Codes and Specifications for Interior Design	3.0
ID 26	Space Planning for Interior Design	3.0
ID 27	Rapid Visualization	3.0
ID 29	Interior Design Studio I	3.0

And completion of the required Interior Design: Level III coursework as follows:

ID 31	Building Systems for Interior Design	3.0	CSU
ID 32	Lighting Design	3.0	CSU
ID 34	Computer Aided Drawing for Interior Design II	3.0	CSU
ID 36	Professional Practices for Interior Design	3.0	CSU
	or		
ID 37	Business Practices for Interior Design	3.0	CSU
ID 38	Internship in Interior Design (1 – 3 unit course, 2 units required)	2.0	CSU
ID 39	Interior Design Studio II	3.0	CSU

Elective courses:

ID 50	Interior Design Specialized Studio	
ID 52	Independent Studies in Interior Design	
	Total Units	**50.0**

Interior Design Kitchen and Bath Specialization

Consumer Science and Design Technologies
Certificate T0306

The Kitchen and Bath Specialization coursework builds upon the Level III Certificate to provide students with specialized skills in the area of Kitchen and Bath Design and is accredited by the national Kitchen and Bath Association. Students will strengthen career perspectives and develop work to incorporate into a professional portfolio. This certificate may aid in the student's search for an intermediate position as an assistant to a Kitchen and Bath Designer. Students completing this certificate and meeting the eligibility requirements will quality to sit for the academic portion of the Certified Kitchen Designer (CKD) and Certified Bath Designed (CBD) upon graduation to earn the Associate Kitchen and Bath Designer (AKBD) designation.

Requirements for the Certificate
Completion of the Interior Design: Level I coursework as follows:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	CSU

And completion of the Interior Design: Level II coursework as follows:

ID 20	Color and Design Theory I	3.0
ID 21	Color and Design Theory II	3.0
ID 22	Design Drawing for Interior Design	3.0
ID 23	Computer Aided Drawing for Interior Design I	3.0
ID 25	Codes and Specifications for Interior Design	3.0
ID 26	Space Planning for Interior Design	3.0
ID 27	Rapid Visualization	3.0
ID 29	Interior Design Studio	3.0

And completion of the required Interior Design: Level III coursework as follows:

ID 31	Building Systems for Interior Design	3.0	CSU
ID 32	Lighting Design	3.0	CSU
ID 34	Computer Aided Drawing for Interior Design II	3.0	CSU
ID 36	Professional Practices for Interior Design	3.0	CSU
ID 37	Business Practice for Interior Design	3.0	CSU
ID 38	Internship in Interior Design (1 – 3 unit course, 2 units required)	2.0	CSU
ID 39	Interior Design Studio II	3.0	CSU

Required courses for Kitchen and Bath Specialization:

ID 40	Kitchen and Bath Studio I	3.0	CSU
ID 41	Kitchen and Bath Studio II	3.0	CSU
ID 48	Internship in Kitchen and Bath (1-3 unit course, 2 units required)	2.0	
	Total Units:	**58.0**	

Elective courses:

ID 50	Interior Design Specialized Studio
ID 52	Independent Studies in Interior Design

Interior Landscaping

Agricultural Sciences Department
Certificate L0106

This certificate program is designed to give students basic skills in the design, installation, and maintenance of interior plants that are used in residences, offices, hotels, malls, restaurants, and other locations. All courses are applicable for degree requirements.

Requirements for the Certificate
Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 13	Landscape Design	3.0	CSU
AGOR 15	Interior Landscaping	3.0	
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 32	Landscaping and Nursery Management	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 64	Landscape Irrigation - Drip and Low Volume	3.0	
	Total Units	**24.0**	

Landscape and Park Maintenance

Agricultural Sciences Department
Certificate T0108

This certificate program is designed to give students basic skills in the maintenance of landscape of parks. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 40	Sports Turf Management	3.0	
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
	Total Units	**30.0**	

Landscape Design and Construction

Agricultural Sciences Department
Certificate L0109

This certificate program is designed to give students basic skills needed in employment for a landscape contractor. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 13	Landscape Design	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 50	Soil Science and Management	3.0	CSU,UC
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
AGOR 72	Landscape Hardscape Applications	3.0	CSU
AGOR 73	Landscaping Laws, Contracting And Estimating	3.0	CSU
	Total Units	**33.0**	

Landscape Equipment Technology

Agricultural Sciences Department
Certificate T0117

This certificate program is designed to give students basic skills to seek employment in equipment repair, golf courses, rental yards, and small equipment repair shops. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 52	Hydraulics	3.0	CSU
AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 54	Small Engine Repair II	3.0	CSU
AGOR 55	Diesel Engine Repair	3.0	CSU
AGOR 56	Engine Diagnostics	3.0	CSU
AGOR 57	Power Train Repair	3.0	
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
AGOR 72	Landscape Hardscape Applications	3.0	CSU
AGOR 91	Work Experience in Nursery Operations	1.0 – 4.0	
	Total Units	**31.0 - 34.0**	

Landscape Irrigation

Agricultural Sciences Department
Certificate L0110

This certificate program is designed to give students basic skills in irrigation design, repair, installation, water management, and troubleshooting. A student could seek employment with a landscape contractor, schools, parks, and cities. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 13	Landscape Design	3.0	CSU
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 50	Soil Science and Management	3.0	CSU,UC
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
AGOR 64	Landscape Irrigation - Drip and Low Volume	3.0	
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
	Total Units	**27.0**	

Law Enforcement

Public Services Department
Certificate T2102

This program is intended to prepare students for employment following graduation. Students desiring a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

ADJU 1	The Administration of Justice System	3.0	CSU,UC
ADJU 2	Principles and Procedures of the Justice System	3.0	CSU
ADJU 3	Concepts of Criminal Law	3.0	CSU,UC
ADJU 4	Legal Aspects of Evidence	3.0	CSU
ADJU 5	Community Relations	3.0	CSU,UC
ADJU 68	Administration of Justice Report Writing	3.0	

PLUS

Select four (4) courses from:

ADJU 6	Concepts of Enforcement Services	3.0	
ADJU 13	Concepts of Traffic Services	3.0	
ADJU 20	Principles of Investigation	3.0	CSU
ADJU 38	Narcotics Investigation	3.0	
ADJU 59	Gangs and Corrections	3.0	CSU
ADJU 74	Vice Control	3.0	
CORS 30	Ethnic Relations in Corrections	3.0	
CORS 40	Crime and Delinquency	3.0	
CORS 45	The Violent Offender	3.0	
	Total Units	**30.0**	

Recommended Electives:

PE-F 50	Physical Skills Preparation for Law Enforcement and Fire Science		
PE-F 51	Agility Testing Preparation for Law Enforcement and Fire Science		
PE-F 52	Fitness and Conditioning for Law Enforcement, Fire Science and Forestry		
SPAN 66	Spanish for Fire and Police Personnel		

Livestock Management

Agricultural Sciences Department
Certificate T0103

This certificate program is designed to give students basic skills in livestock management for employment opportunities on farms, ranches, and agriculture sales and services. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3.0	CSU,UC
AGAG 91	Agricultural Calculations	3.0	
AGAN 1	Animal Science	3.0	CSU,UC
AGAN 2	Animal Nutrition	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 14	Swine Production	3.0	CSU
AGLI 16	Horse Production	4.0	CSU,UC
AGLI 17	Sheep Production	3.0	CSU
AGLI 30	Beef Production	3.0	CSU
AGLI 34	Livestock Judging and Selection	2.0	CSU,UC
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU

PLUS

Select six (6) units from:

AGOR 71	Landscape Construction Fundamentals	3.0	CSU
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
BUSS 35	Professional Selling	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**42.0**	

Manufacturing Technology

Aircraft Maintenance Tech & Manufacturing Dept.
Certificate T0918

The primary purpose of this program is to emphasize the manipulative skills required to enter the field of machine metal worker, machine operator, production machinist, mechanical technician, or machinist.

Requirements for the Certificate
Required courses:

MFG 10	Mathematics and Blueprint Reading for Manufacturing	3.0	
MFG 11	Manufacturing Processes I	2.0	CSU
MFG 12	Manufacturing Processes II	2.0	CSU
MFG 15	AutoCAD 2D	2.0	
MFG 17	3-D CAD - Mechanical Modeling	2.0	
MFG 19	Parametric Solid Modeling for Manufacturing	2.0	
MFG 38	MasterCAM I	2.0	CSU
MFG 38B	MasterCAM II	2.0	CSU
MFG 39	SurfCAM I	2.0	CSU
MFG 39B	SurfCAM II	2.0	CSU
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2.0	CSU

PLUS
Select two (2) courses from:

MFG 25	Advanced Parametric Solid Modeling for Manufacturing	2.0	
MFG 27	Autodesk Inventor	2.0	
WELD 40	Introduction to Welding	2.0	CSU
	Total Units	**27.0**	

Marketing Management

Business Administration Department
Certificate L0510

Requirements for the Certificate
Required courses:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSS 35	Professional Selling	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
BUSS 50	Retail Store Management and Merchandising	3.0	
BUSS 70	International Marketing Concepts	3.0	
BUSS 79	Work Experience in Marketing Management	1.0	
BUSS 85	Special Issues in Marketing	2.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**25.0**	

Mental Health Technology - Psychiatric Technician

Psychiatric Technician Department
Certificate T1279

Upon completion of the required courses, a Certificate in Psychiatric Technician will be awarded. In addition, it prepares the student to take the California State Board Examination for Psychiatric Technicians.

Requirements for the Certificate
Required courses:

MENT 40	Interviewing and Counseling	3.0	
MENT 56	Medical-Surgical Nursing for Psychiatric Technicians	9.0	
MENT 56L	Clinical Experience	4.0	
MENT 58D	Advanced Medical-Surgical Nursing and Pharmacology for PT	4.0	
MENT 58L	Advanced Medical-Surgical Nursing for Psychiatric Technicians Clinical	1.5	
MENT 70	Introduction to Psychiatric Technology	1.5	
MENT 70L	Introduction to Psychiatric Technology Clinical Technicians	2.0	
MENT 72	Nursing Care of the Developmentally Disabled Person	7.0	
MENT 72L	Nursing Care of the Developmentally Disabled Person - Clinical	5.5	
MENT 73L	Psychiatric Nursing for Psychiatric Technicians Clinical	5.5	
MENT 73T	Psychiatric Nursing for Psychiatric Technicians	6.0	
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
	or		
PSYC 1AH	Introduction to Psychology - Honors	3.0	CSU,UC
	Total Units	**51.0**	

Special Information:

To remain in the program, students must maintain a "C" or better grade in all courses.

The student will qualify to take the California State Board Examination upon completion of all the above courses.

Entrance Requirements:

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

a) Be a high school graduate or equivalent. (All students who have taken coursework outside of the United States must have their transcript evaluated. Foreign transcripts will not be accepted without the evaluation.)

b) Be 18 years of age.

c) File a college application and be accepted as a student at Mt. San Antonio College.

d) Submit an application for the Mental Health/Psychiatric Technician Program to the Technology and Health Division Office (909) 594-5611, ext. 4750. All applications are dated upon receipt in the Technology and Health Division Office. A program begins each fall and spring semester.

e) Take the required English Placement Test (AWE). Eligibility for ENGL 68 is advised.

If you have already taken a college placement exam within the past two years at another school, arrange to have your test scores forwarded to the Technology and Health Division Office. (If you were tested at Mt. San Antonio College, the office will obtain the test scores as long as an "Application for Admission" is on file with the Admissions and Records Office.)

Testing is administered by the Assessment Center, located in the Student Services Center. Arrangements should be made with them to schedule a day and time to take the English Placement Test, if required. The Assessment Center is open Monday through Friday. You may contact them at (909) 594-5611, Ext. 4265.

f) Forward two official transcripts of all coursework completed (high school, nursing school, and other than Mt. San Antonio College courses.) One transcript must be sent to the Technology and Health Division Office and the other to the Admissions and Records Office.

g) For students who possess a college degree, the English Placement Test is not required. However, it will be necessary for a student to obtain two official copies of the college transcript showing the degree issued. One transcript must be sent to the Technology and Health Division Office and the other to the Admissions and Records Office.

NOTE: Concerning Entrance Requirements 'e' and 'f', if the course(s) were taken and/or the degree obtained at Mt. San Antonio College, it is not necessary to request transcripts.

Indicate in the mailing address the program for which your transcript is being sent to the Technology and Health Division Office.

EXAMPLE: Mt. San Antonio College Technology and Health Division Psychiatric Technician Program 1100 North Grand Avenue Walnut, CA 91789-1399

h) A physical examination, including specific immunizations, and consent/ disclaimer for Hepatitis A/B vaccine is required of all candidates prior to beginning classes. Students must provide proof that he/she does not have Tuberculosis. These requirements are in accordance with the healthcare agency policy that insures that students are in good health and free from communicable disease and able to perform their training functions. Drug testing may also be required as part of this physical examination. Proof of high school graduation and malpractice insurance are required of all candidates upon acceptance.

i) Certain convictions may prevent a candidate from being licensed as a Psychiatric Technician.

j) All students will be required to pass a background check prior to entering the clinical education phase.

Selection Procedure:

In determining eligibility of an applicant, consideration will be given to satisfactory scores on the English Placement Test.

The College will make every effort to notify the applicant of acceptance by mail no less than two months prior to the beginning of a program. All Applicants are required to meet the Essential Functions for Success in the Mental Health Technology - Psychiatric Technician Program.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 125 pounds)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)

- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposure to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission into the nursing program, students must be able to speak, write and read English to complete classes successfully and to ensure patient safety.

Microcomputer Productivity Software

Computer Information Systems Department
Certificate L0702

This certificate program is intended to prepare students to use the most popular microcomputer productivity software packages and operating systems: DOS, Microsoft Windows, Microsoft Word, Corel WordPerfect, Microsoft Excel or Lotus 1-2-3, and Microsoft Access.

Requirements for the Certificate
Required courses:

CISB 13	Microsoft Windows	2.0	CSU
	or		
CISN 21	Windows Operating System	4.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISB 21	Microsoft Excel	4.0	
CISD 11	Database Management - Microsoft Access	4.0	CSU
CISW 11	Internet Technologies	4.0	CSU
CISB 51	Microsoft PowerPoint	3.0	
	Total Units	**21.0 - 23.0**	

Nursery Management

Agricultural Sciences Department
Certificate L0107

This certificate program is designed to give students basic skills in production and marketing of plants and dry goods in the wholesale and retail nursery industry. All courses are applicable for degree requirements.

Requirements for the Certificate
Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 2	Plant Propagation/Greenhouse Management	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 32	Landscaping and Nursery Management	3.0	CSU
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 64	Landscape Irrigation - Drip and Low Volume	3.0	
	Total Units	**27.0**	

Park Management

Agricultural Sciences Department
Certificate T0186

This certificate program is designed to give students skills required for entry level positions in park management. Emphasis is placed on positions that are at the city and county level. All courses are applicable for degree requirements.

Requirements for the Certificate
Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 4	Park Management	3.0	
AGOR 5	Park Facilities	3.0	
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
AGOR 75	Urban Arboriculture	3.0	
	Total Units	**30.0**	

Pet Science

Agricultural Sciences Department
Certificate T0104

This certificate program is designed to give students basic skills in production and marketing of pets at the wholesale and retail level. All courses are applicable for degree requirements.

Requirements for the Certificate
Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAN 1	Animal Science	3.0	CSU,UC
AGAN 2	Animal Nutrition	3.0	CSU,UC
AGAN 51	Animal Handling and Restraint	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU
AGPE 70	Pet Shop Management	3.0	
AGPE 71	Canine Management	3.0	
AGPE 72	Feline Management	3.0	
AGPE 73	Tropical and Coldwater Fish Management	2.0	
AGPE 74	Reptile Management	2.0	
AGPE 76	Aviculture - Cage and Aviary Birds	3.0	
BUSM 66	Small Business Management	3.0	CSU
	Total Units	**37.0**	

Photography

Commercial and Entertainment Arts
Certificate L1002

This certificate program is designed to prepare students to develop specific skills needed for employment in photography, art, cinema/animation, communications, industrial arts, graphics, and journalism.

Requirements for the Certificate
Required courses:

GRAP 10	Photoshop Imagery	3.0	
PHOT 10	Basic Digital and Film Photography	3.0	CSU,UC
PHOT 11	Professional Photography	4.0	
PHOT 12	Photographic Alternatives	3.0	CSU,UC
	or		
PHOT 21	Exploring Color Photography	3.0	
PHOT 14	Commercial Lighting	3.0	
PHOT 16	Fashion Photography	3.0	
	or		
PHOT 18	Portraiture and Wedding Photography	3.0	
PHOT 17	Photocommunication	3.0	
PHOT 20	Color Photography	3.0	
PHOT 28	Photography Portfolio Development	3.0	
PHOT 29	Studio Business Practices for Commercial Artists	3.0	
PHOT 30	Commercial and Illustrative Photography	3.0	
	Total Units	**34.0**	

Recommended Electives:

AHIS 1	Understanding the Visual Arts		
	or		
ARTB 1	Understanding the Visual Arts		
PHOT 1	Laboratory Studies: Black and White Photography		
PHOT 15	History of Photography		

Programming In C++

Computer Information Systems Department
Certificate L0794

This certificate program is intended to prepare students to use the C++ programming language in a business environment.

Requirements for the Certificate
Required courses:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISD 11	Database Management - Microsoft Access	4.0	CSU
CISM 11	Systems Analysis and Design	3.5	CSU,UC
CISN 21	Windows Operating System	4.0	CSU
CISP 31	Programming in C++	4.0	CSU,UC
CISP 34	Advanced C++ Programming	4.0	CSU,UC
	Total Units	**23.0**	

Programming In Visual Basic

Computer Information Systems Department
Certificate L0789

This certificate is intended to prepare students to work in Visual Basic which is used to develop graphical user interfaces and client/server applications.

Requirements for the Certificate
Required courses:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISD 11	Database Management - Microsoft Access	4.0	CSU
CISM 11	Systems Analysis and Design	3.5	CSU,UC
CISP 11	Programming in Visual Basic	4.0	CSU,UC
CISP 14	Advanced Visual Basic Programming	4.0	CSU,UC
	Total Units	**19.0**	

Radio Broadcasting: Behind-the-Scenes

Commercial and Entertainment Arts
Certificate T0606

The Behind-the-Scenes Radio Broadcasting Certificate is designed to prepare students for careers in the non-performance aspects of the broadcasting industry. The program offers a balanced catalog of classes preparing students for both studio production and the business aspects of a commercial radio station, Internet, and satellite broadcast facilities. Emphasis is placed on solid production skills, creative applications, copywriting, studio producing, promotions, marketing and understanding Federal Communication Commission rules and laws to meet employment opportunities for radio stations, production studios, syndication companies and audio studios. Students will demonstrate an understanding of the production process from the conceptualization phase to the creation of a marketable quality product. Students will demonstrate acquired skills through the creation of various demo-reel pieces for presentation in a professional employment setting. Equipment and software used are industry standard and course content is driven by industry needs. Opportunities available after completion of this program include, but are not limited to, production for radio, commercial voice-overs and syndicated shows, commercial copywriting, station promotions and marketing and show producer.

Requirements for the Certificate
Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 09	Broadcast Sales and Promotion	3.0	
R-TV 10	Radio Management and Programming	3.0	
R-TV 11A	Beginning Radio Production	3.0	CSU
R-TV 11B	Advanced Radio Production	3.0	CSU
R-TV 15	Broadcast Business Practices	3.0	
R-TV 96	Campus Radio Station Lab	1.0 - 2.0	
R-TV 97A	Radio/Entertainment Industry Seminar	1.0	
	and		
R-TV 97B	Radio/Entertainment Industry Internship	1.0	

PLUS
Select six (6) units from:

R-TV 12	Commercial Copywriting	3.0
R-TV 26	Legal Issues in Entertainment Law	3.0
R-TV 31	History of Radio DJ's	3.0
R-TV 32	R-TV Internet Applications	3.0
R-TV 33	Radio Show Producer Techniques and Procedures	3.0
	Total Units	**27.0 - 28.0**

Radio Broadcasting: On-the-Air

Commercial and Entertainment Arts
Certificate T0605

This On-the-Air Radio Broadcasting Certificate is designed for students who are interested in working in the performance side of the industry. Students receive instruction in developing skills needed to work as disc jockeys, newscasters, voice-over artists and in other performance areas of the industry.

Requirements for the Certificate
Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 02	On-Air Personality Development	3.0	CSU
	or		
R-TV 02A	On-Air Personality Development - Spanish Market	3.0	
R-TV 05	Radio-TV Newswriting	3.0	
R-TV 07A	Beginning Commercial Voice-Overs	3.0	
R-TV 11A	Beginning Radio Production	3.0	CSU
R-TV 11B	Advanced Radio Production	3.0	CSU
R-TV 15	Broadcast Business Practices	3.0	
R-TV 96	Campus Radio Station Lab	1.0 - 2.0	
R-TV 97A	Radio/Entertainment Industry Seminar	1.0	
R-TV 97B	Radio/Entertainment Industry Internship	1.0	

PLUS
Select six (6) units from:

R-TV 03	Sportscasting and Reporting	1.5
R-TV 04	Broadcast News Field Reporting	3.0
R-TV 06	Broadcast Traffic Reporting	1.5
R-TV 07B	Advanced Commercial Voice-Overs	3.0
R-TV 09	Broadcast Sales and Promotion	3.0
R-TV 10	Radio Management and Programming	3.0
R-TV 12	Commercial Copywriting	3.0
R-TV 17	Internet Radio and Podcasting	3.0
R-TV 26	Legal Issues in Entertainment Law	3.0
R-TV 31	History of Radio DJ's	3.0
R-TV 32	R-TV Internet Applications	3.0
R-TV 33	Radio Show Producer Techniques and Procedures	3.0
	Total Units	**30.0 - 31.0**

Real Estate

Business Administration Department
Certificate L0512

Prior to applying to take the California Real Estate Salesperson License Exam the applicant must have completed Real Estate Principles (BUSR 50), Real Estate Practice (BUSR 52), and a third elective course in real estate. The certificate in real estate includes these three courses and three additional courses for a total of six of the eight classes needed to satisfy the educational requirements to take the California Real Estate Broker Exam.

Requirements for the Certificate
Required courses:

BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 52	Real Estate Practice	3.0	
	or		
BUSR 52D	Real Estate Practice Work Experience	3.0	
BUSR 53	Real Estate Finance	3.0	
BUSR 81	Appraisal: Principles and Procedures	3.5	

PLUS
Select one (1) course from:

BUSA 11	Fundamentals of Accounting	3.0	
BUSL 18	Business Law	3.0	CSU,UC
BUSR 55	Real Estate Economics	3.0	
BUSR 57	Income Tax Aspects of Real Estate Investments	3.0	
BUSR 59	Real Estate Property Management	3.0	
BUSR 76	Escrow Procedures I	3.0	
	Total Units	**18.5**	

Real Estate Appraisal

Business Administration Department
Certificate L0513

The certificate in Real Estate Appraisal meets all of the educational requirements for Appraiser Trainee, Licensed Appraiser, and depending on the choice of electives may meet the educational requirements for Certified Residential Appraiser.

Requirements for the Certificate

Required courses:

BUSR 81	Appraisal: Principles and Procedures	3.5	
BUSR 82	Uniform Standards of Professional Appraisal Practice	1.0	
BUSR 83	Residential Appraisal	3.5	
BUSR 84	Residential Appraisal: Case Studies	2.5	

PLUS

Select three (3) courses from:

BUSA 11	Fundamentals of Accounting	3.0	
BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 53	Real Estate Finance	3.0	
BUSR 55	Real Estate Economics	3.0	
BUSR 57	Income Tax Aspects of Real Estate Investments	3.0	
BUSR 59	Real Estate Property Management	3.0	
BUSR 76	Escrow Procedures I	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
INSP 70	Elements of Construction	3.0	CSU
	Total Units	**22.5 - 23.5**	

School Age Child - Specialization

Child Development
Certificate T1314

The School Age Child Specialization Certificate (31-33 units) provides the holder with specialized skills for working with children of that age. This certificate meets or exceeds Title 5 Master Teacher - School Age Child Permit Level (with 16 units of general education).

Requirements for the Certificate

Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0	
CHLD 51	Early Literacy in Child Development	3.0	
CHLD 62	Music and Motor Development for Young Children	3.0	CSU
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 74	Program Planning for the School Age Child	3.0	

PLUS

Select one (1) course from:

ENGL 64	Writing Effective Sentences	1.0	
ENGL 65	Grammar Review	1.0	
LIT 40	Children's Literature	3.0	CSU

PLUS

Select three (3) units from:

LERN 49	Math Skills Review	3.0	
MATH 50	Pre-Algebra	3.0	
	Total Units	**31.0 - 33.0**	

Sign Language/Interpreting

Sign Language Department
Certificate T0801

The Mt. San Antonio College Interpreter Training Program is designed to prepare individuals for careers as Sign Language Interpreters. Interpreters are needed wherever communication happens between the hearing community and the Deaf and hard-of-hearing community. There are an endless number of settings in which this communication takes place. Interpreters are employed by school districts, cruiseship companies, corporations, government agencies, hospitals, colleges and universities, and a vast number of other organizations and private businesses.

Program Preparation: Preparation for the program includes fluency in American Sign Language demonstrated by the completion of SIGN 104, American Sign Language 4, (or the equivalent skill) and English fluency demonstrated by the completion of ENGL 1A.

National Certification: There are many specialties within the field of Sign Language Interpreting, but the focus of this program is on preparing the interpreter generalist. Although requiring some type of certification is becoming more common in California, there are still many job opportunities for the precertified interpreter.

Completing the certificate in Sign Language/Interpreting does not make one a "Certified Interpreter"; however, graduates of this program are encouraged to apply for National Interpreting Certification (NIC) through the Registry of Interpreters for the Deaf (RID) at www.rid.org.

Requirements for the Certificate

Required courses:

SIGN 105	American Sign Language 5	4.0	
SIGN 108	Fingerspelling	2.0	
SIGN 201	Deaf Perspectives	3.0	
SIGN 202	American Deaf Culture	3.0	CSU,UC
SIGN 210	American Sign Language Structure	3.0	CSU,UC
SIGN 220	Translation: American Sign Language/English	3.0	CSU
SIGN 223	Principles of Interpreting	3.0	CSU
SIGN 225	Ethical Decision Making for Interpreters	2.0	
SIGN 227	Cognitive Processing for Interpreters	4.0	
SIGN 231	Interpreting	4.0	
SIGN 232	Advanced Interpreting	4.0	
SIGN 239	Practicum	1.0	

PLUS

Select three (3) courses from:

SIGN 99	Special Projects in Sign Language/Interpreting	2.0	
SIGN 238	Oral Transliteration	3.0	
SIGN 240	Vocabulary Building for Interpreters	2.0	CSU
SIGN 250	Interpreting with Classifiers	1.5	
SIGN 260	Video Interpreting	1.5	
SL 2	Linked Service Learning	1.0	CSU
	Total Units	**40.0 - 43.0**	

Sports Turf Management

Agricultural Sciences Department
Certificate L0112

This certificate program is designed to provide skills required for students interested in employment at golf courses, race tracks, athletic fields and stadiums, and other high use turf areas. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 40	Sports Turf Management	3.0	
AGOR 50	Soil Science and Management	3.0	CSU,UC
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
	Total Units	**27.0**	

Television Production

Commercial and Entertainment Arts
Certificate L0602

Students will gain experience in film-style production, remote and studio production. This course of study qualifies the student for a certificate in television production, and is designed to prepare a student for an entry-level job in the industry in a variety of areas. This includes not only skills used in production, but also preproduction, and editing.

Requirements for the Certificate

Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 14	Media Aesthetics	3.0	
R-TV 19A	Beginning Television Production	3.0	CSU
R-TV 19B	Advanced Television Production	3.0	CSU
R-TV 22	Editing for Film and Television	3.0	
R-TV 100	Work Experience in Film and TV	2.0	

PLUS

Select nine (9) units from:

R-TV 18	Writing for Television/Film	3.0	CSU
R-TV 20	Television News Production	3.0	
R-TV 21	Remote Television Production and Engineering	3.0	
R-TV 23	Reality Show Production	3.0	
	Total Units	**26.0**	

Recommended Electives:

ANIM 115	Storyboarding
R-TV 26	Current Issues in Entertainment Law
THTR 17	Acting for the Camera
PHOT 10	Black and White Photography

Tree Care and Maintenance

Agricultural Sciences Department
Certificate L0111

This certificate program is designed to give students basic skills in the repair and maintenance of trees. All courses are applicable for degree requirements.

Requirements for the Certificate

Required courses:

AGOR 1	Horticultural Science	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 32	Landscaping and Nursery Management	3.0	CSU
AGOR 50	Soil Science and Management	3.0	CSU,UC
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 75	Urban Arboriculture	3.0	
	Total Units	**24.0**	

Water Technology

Air Conditioning, Water & Welding Technologies
Certificate L0921

This program is designed to train students who wish to: (1) seek employment in the water treatment industry, or (2) qualify for a specialized position within the water treatment industry. Material covered in the courses will be helpful to students who wish to prepare for Grade I, Grade II, or Grade III Water Treatment Operator certification examinations given by the State of California, Department of Health, and the AWWA Distribution Operation Certification. It also covers the responsibilities of water supply, State Health Department Title 17 Cross-Connections, and Title 22 Water Quality Standards.

Requirements for the Certificate

Required courses:

WATR 60	Introduction to Water Systems	3.0
WATR 61	Water Treatment	3.0
WATR 62	Water Distribution	3.0
WATR 63	Cross Connection Control - Certified Tester	3.0
WATR 64	Cross Connection Control - Certified Specialist	3.0
WATR 65	Water Hydraulics and Instrumentation	3.0
	Total Units	**18.0**

Web Design

Commercial and Entertainment Arts Department
Certificate L0618

This program is designed to provide students with a combination of design and technical skills necessary for entry-level employment as a Web page designer.

Requirements for the Certificate

Required courses:

ANIM 172	Motion Graphics	3.0
ARTC 100	Graphic Design I	3.0
ARTC 120	Graphic Design II	3.0
ARTC 160	Typography	3.0
ARTC 200	Web Design	3.0
ARTC 220	Graphic Design IV	3.0
ARTC 240	Multimedia Design	3.0
ARTD 20	Design: Two Dimensional	3.0
PHOT 4	Digital Cameras and Composition	1.0
	Total Units	**25.0**

Welder - Licensed

Air Conditioning, Water & Welding Technologies
Certificate L0930

This program is designed to prepare students for entry-level employment in the broad field of welding, including manufacturing construction, fabrication and repair. Through theoretical and hands-on skills coursework students prepare for industry licensing with an understanding of current guidelines and standards. Particular emphasis is placed on those competencies required for certification in structural steel welding. Course sequences can be modified to reflect industry experience or other individual needs.

Requirements for the Certificate

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 50	Oxyacetylene Welding	2.0	
WELD 51	Basic Electric Arc Welding	2.0	
WELD 53A	Welding Metallurgy	3.0	CSU
WELD 60	Print Reading and Computations for Welders	3.0	
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
WELD 70C	Certification for Welders	3.0	
WELD 80	Construction Fabrication and Welding	3.0	
WELD 81	Pipe and Tube Welding	3.0	
	Total Units	**27.0**	

Note: Any higher level welding courses may be substituted for WELD 40.

Welder - Automotive Welding, Cutting & Modification

Air Conditioning, Water & Welding Technologies
Certificate T0931

Prepares students for entry-level employment as a licensed welder with additional skills development and theory in automotive welding, cutting and modification. Coursework prepares students for industry licensing with emphasis on competencies required for certification in structural steel welding and specialty skills in automotive welding.

Requirements for the Certificate

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 50	Oxyacetylene Welding	2.0	
WELD 51	Basic Electric Arc Welding	2.0	
WELD 53A	Welding Metallurgy	3.0	CSU
WELD 60	Print Reading and Computations for Welders	3.0	
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
WELD 70C	Certification for Welders	3.0	
WELD 80	Construction Fabrication and Welding	3.0	
WELD 81	Pipe and Tube Welding	3.0	
WELD 91	Automotive Welding, Cutting and Modification	3.0	
	Total Units	**30.0**	

Note: Any higher level welding courses may be substituted for WELD 40.

Welder - Gas Tungsten Arc Welding

Air Conditioning, Water & Welding Technologies

Certificate T0932

Prepares students for entry-level employment as a licensed welder with additional skills development and theory in gas tungsten ARC welding. Coursework prepares students for industry licensing with emphasis on competencies required for certification in aluminum, CRES, mild steel and selected exotic metals with specialty skills in gas tungsten ARC welding.

Requirements for the Certificate

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 50	Oxyacetylene Welding	2.0	
WELD 51	Basic Electric Arc Welding	2.0	
WELD 53A	Welding Metallurgy	3.0	CSU
WELD 60	Print Reading and Computations for Welders	3.0	
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
WELD 70C	Certification for Welders	3.0	
WELD 80	Construction Fabrication and Welding	3.0	
WELD 81	Pipe and Tube Welding	3.0	
WELD 90A	Gas Tungsten Arc Welding	3.0	
	Total Units	**30.0**	

Note: Any higher level welding courses may be substituted for WELD 40.

Welding - Semiautomatic Arc Welding

Air Conditioning, Water & Welding Technologies

Certificate T0933

Prepares students for entry-level employment as a licensed welder with additional skills development and theory in semiautomatic ARC welding. Coursework prepares students for industry licensing with emphasis on competencies required for certification in structural steel welding and specialty skills in semiautomatic ARC welding.

Requirements for the Certificate

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 50	Oxyacetylene Welding	2.0	
WELD 51	Basic Electric Arc Welding	2.0	
WELD 53A	Welding Metallurgy	3.0	CSU
WELD 60	Print Reading and Computations for Welders	3.0	
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
WELD 70C	Certification for Welders	3.0	
WELD 80	Construction Fabrication and Welding	3.0	
WELD 81	Pipe and Tube Welding	3.0	
WELD 90B	Semiautomatic Arc Welding Process	3.0	
	Total Units	**30.0**	

Note: Any higher level welding courses may be substituted for WELD 40.

SKILLS CERTIFICATES

Accounting - Bookkeeping

Accounting and Management Department

Certificate E0504

The Accounting - Bookkeeping certificate provides the student with the basic skills and knowledge for entry-level positions within the clerical/ accounting field. Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting, and account analysis.

Requirements for the Certificate

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSA 53	Ten-Key Calculations	2.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English	3.0	
	or		
BUSO 25	Business Communications	3.0	CSU
	Total Units	**9.0 - 10.0**	

BUSA 7 can be substituted for BUSA 72 for those students pursuing a higher level certificate/degree or plan on taking a course for which BUSA 7 is a prerequisite.

Accounting - Payroll

Accounting and Management Department

Certificate E0505

The Accounting - Payroll Certificate combines accounting skills with specialized training in payroll, preparing the student for entry-level positions within the payroll segment of accounting. Common duties performed include payroll tax reporting, maintenance of payroll accounting systems, and posting payroll transactions to journals/ledgers.

Requirements for the Certificate

Required courses:

Completion of Accounting-Bookkeeping Certificate as follows:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSA 53	Ten-Key Calculations	2.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English	3.0	
	or		
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

BUSA 70	Payroll and Tax Accounting	3.0	
BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
	Total Units	**14.0 - 15.0**	

Administrative Assistant - Level I

Computer Information Systems Department

Certificate E0516

The Level I Certificate prepares students for entry-level clerical positions where keyboarding is the primary function.

Requirements for the Certificate

Required courses:

BUSO 5	Business English	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISI 11	Computer Keyboarding	3.0	CSU
	or		
CISI 11A	Computer Keyboarding	1.5	CSU
	and		
CISI 11B	Computer Keyboarding	1.5	CSU
CISI 41	Office Management Skills	3.0	
	Total Units	**13.0**	

Athletic Trainer Aide I

Physical Education Department
Certificate E0802

The Athletic Trainer Aide I Certificate provides minimal experience necessary to assist High School Athletic Trainers and Athletic Health Care Providers in the community. Students desiring a Bachelor's Degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Certificate
Required courses:

PE 3	First Aid and CPR	3.0	CSU,UC
	or		
PE 5	Advanced First Aid/CPR/ Emergency Response	3.0	CSU
PE 19	Introduction to Care/Prevention of Activity/Sports-Related Injuries	3.0	CSU,UC
PE 34	Fitness for Living	3.0	CSU,UC
PE 92	Work Experience - Athletic Training	2.0	
	Total Units	**11.0**	

Business: Human Resource Management - Level I

Accounting and Management Department
Certificate E0531

This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources. This certificate may aid the student's search for an entry-level job in the business world.

Requirements for the Certificate
Required courses:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
	Total Units	**9.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: International - Level I

Accounting and Management Department
Certificate E0527

This specialized business certificate is intended to prepare the student to work in the unique and dynamic environment of international business. This program also prepares the student as a business management generalist for companies conducting international trade. This program will afford career opportunities for entry-level employment in international sales and marketing.

Requirements for the Certificate
Required courses:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 51	Principles of International Business	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**9.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Management - Level I

Accounting and Management Department
Certificate E0525

The Business Management - Level I Certificate is designed to introduce the student to the role of management in business. Management is the efficient use of human and capital resources to accomplish organizational objectives. Students will be exposed to the terms, trends, organizational structure, and opportunities inherent in business management. Upon completion of the Business: Management - Level I Certificate students may qualify for an entry-level management position in California's diverse economy.

Requirements for the Certificate
Required courses:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**9.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Retail Management - Level I

Accounting and Management Department
Certificate E0500

Introductory statement: This introductory certificate exposes students to the business world and the role of retail distribution. Students become familiar with careers in retail management, as well as the latest trends in this fast changing field. This certificate may aid the student's search for an entry-level job in retail management.

Requirements for the Certificate
Required courses:

BUSO 25	Business Communications	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
FASH 62	Retail Store Management and Merchandising	3.0	CSU
	or		
BUSS 50	Retail Store Management and Merchandising	3.0	
	Total Units	**10.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business: Small Business Management - Level I

Accounting and Management Department
Certificate E0529

Small Business has been described as the engine of change within the economy. The Business: Small Business Management - Level I Certificate exposes students to the fundamentals of managing and planning a small business. Upon completion students may qualify for an entry-level management position in a small business. Entrepreneurs may use this certificate as a means to plan and develop new business ventures.

Requirements for the Certificate
Required courses:

BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**9.0**	

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Children's Program Certificate: General - Level I

Child Development
Certificate E1326

The Children's Program Certificate: General - Level I is designed for the student who desires general knowledge about child development and who has an interest or awareness of teaching young children. This certificate meets Title 22 education requirements for fully qualified teachers.

Requirements for the Certificate
Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
	Total Units	**12.0**	

CIS Professional Certificate in C# Programming

Computer Information Systems Department
Certificate E0722

This certificate is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program prepares the student to develop applications using C# for Windows or Web based programs.

Requirements for the Certificate
Required courses:

CISD 11	Database Management – Microsoft Access	4.0
	or	
CISD 21	Database Management – Microsoft SQL Server	4.0
	or	
CISD 31	Database Management – Oracle	4.0
CISP 10	Principles of Object-Oriented Design	2.0
CISP 41	Programming in C#	4.0
CISP 44	Advanced Programming in C#	4.0
	Total Units	**14.0**

CIS Professional Certificate in Database Management - Microcomputers

Computer Information Systems Department
Certificate E0715

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to work and manage data using a PC-based Database Management System. The program covers the major topics of the Microsoft MOUS certification exam for Access.

Requirements for the Certificate

Required courses:

CISD 11	Database Management - Microsoft Access	4.0	CSU
CISD 14	Advanced Database Management – Microsoft Access	4.0	
CISD 21	Database Management – Microsoft SQL Server	4.0	
CISD 40	Database Design	3.0	
	Total Units	**15.0**	

CIS Professional Certificate in Object-Oriented Design & Programming

Computer Information Systems Department
Certificate E0723

This certificate will provide the basic knowledge for developing a model and creating a design for business application programs using object-oriented approach and UML.

Requirements for the Certificate

Required courses:

CISP 10	Principles of Object-Oriented Design	2.0	
CISP 11	Programming in Visual Basic	4.0	CSU,UC
	or		
CISP 21	Programming in Java	4.0	CSU,UC
	or		
CISP 31	Programming in C++	4.0	CSU,UC
	or		
CISP 41	Programming in C#	4.0	
CISP 14	Advanced Visual Basic Programming	4.0	CSU,UC
	or		
CISP 24	Advanced Java Programming	4.0	
	or		
CISP 34	Advanced C++ Programming	4.0	CSU,UC
	or		
CISP 44	Advanced Programming in C#	4.0	
	Total Units	**10.0**	

CIS Professional Certificate in Windows Operating System Administration

Computer Information Systems Department
Certificate E0720

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to develop skills to install, manage/administer, and troubleshoot Microsoft Windows workstations and server operating system. The courses in this certificate cover the major topics of industry standard certification exams.

Requirements for the Certificate

Required courses:

CISN 21	Windows Operating System	4.0	CSU
CISN 24	Microsoft NT Network System Administration	4.0	CSU
	Total Units	**8.0**	

CIS Professional Certificate in LINUX

Computer Information Systems Department
Certificate E0796

This certificate is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to install, manage, and troubleshoot workstations, servers, and Local Area Networks using the Linux operating system. The certificate covers the major topics of an industry standard certification exam for Linux.

Requirements for the Certificate

Required courses:

CISN 31	Linux Operating System	4.0	CSU
CISN 34	LINUX Networking and Security	4.0	CSU
CISW 31	Web Servers	4.0	
	Total Units	**12.0**	

CIS Professional Certificate in Network Security

Computer Information Systems Department
Certificate E0721

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program is aimed to help students develop skills to design, implement, and maintain secured networks. The courses examine Firewall and VPN in various environments and platforms, use network protocol analyzing technology as a security tool to protect the networks from attacks, and illustrate network vulnerabilities from a hacker's perspective. This program will prepare students to explain fundamental concepts of network security, identify network vulnerabilities and attacks, and use various protocol analyzers to detect network attack and troubleshoot network problems. Individual courses may assist students in preparing for related industry certification exams.

Requirements for the Certificate

Required courses:

CISS 21	Network Vulnerabilities and Countermeasures	4.0	CSU
CISS 23	Network Analysis and NIDS	4.0	CSU
CISS 25	Network Security and Firewalls	4.0	CSU
CISS 27	Defending Computer Systems Hands-On	1.0	
	Total Units	**13.0**	

CIS Professional Certificate in SOA and Web Services

Computer Information Systems Department
Certificate E0724

This certificate is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will help the student understand the concepts and theories underlying service oriented architecture (SOA), XML technologies (DTD, XSD, XLST, XQuery and XPath), and Web services technologies (UDDI, WSDL and SOAP).

Requirements for the Certificate

Required courses:

CISW 41	XML Secure Programming	3.0
CISW 49	Service Oriented Architecture Concepts & Practice	3.0
	Total Units	**6.0**

CIS Professional Certificate in SQL

Computer Information Systems Department
Certificate E0730

This certificate is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to view and update databases, create and maintain database objects, and develop programs to automate database functions.

Requirements for the Certificate

Required courses:

CISD 21	Database Management – Microsoft SQL Server	4.0
CISD 31	Database Management - Oracle	4.0
CISD 40	Database Design	3.0
	Total Units	**11.0**

CIS Professional Certificate in C++ Programming

Computer Information Systems Department
Certificate E0714

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to write applications in C++ and Visual C++ and provide a basic understanding of Object-Oriented Design.

Requirements for the Certificate

Required courses:

CISD 11	Database Management – Microsoft Access	4.0	
	or		
CISD 21	Database Management – Microsoft SQL Server	4.0	
	or		
CISD 31	Database Management – Oracle	4.0	
CISP 10	Principles of Object-Oriented Design	2.0	
CISP 31	Programming in C++	4.0	CSU,UC
CISP 34	Advanced C++ Programming	4.0	CSU,UC
	Total Units	**14.0**	

CIS Professional Certificate in Java Programming

Computer Information Systems Department
Certificate E0700

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to develop applications using Java and includes techniques in Object Oriented Programming, web-based applets, servlets, navigating databases, and JavaBeans.

Requirements for the Certificate

Required courses:

CISD 11	Database Management - Microsoft Access	4.0	CSU
	or		
CISD 21	Database Management – Microsoft SQL Server	4.0	
	or		
CISD 31	Database Management - Oracle	4.0	
CISP 10	Principles of Object-Oriented Design	2.0	
CISP 21	Programming in Java	4.0	CSU,UC
CISP 24	Advanced Java Programming	4.0	
	Total Units	**14.0**	

CIS Professional Certificate in Networking

Computer Information Systems Department
Certificate E0716

This curriculum is designed to help students develop skills to administer and manage the heterogeneous corporate network. The courses examine and illustrate communication protocols with various industrial leading network operating systems. The main objective of the certificate is to integrate and enhance knowledge for network administration. However, individual courses may assist students in preparing for related certification exams.

Requirements for the Certificate

Required courses:

CISN 11	Telecommunications Networking	4.0	CSU
CISN 24	Windows Server Network And Security Administration	4.0	CSU
CISN 34	LINUX Networking and Security	4.0	CSU
CISN 51	Cisco CCNA Networking and Routing	4.0	CSU
	Total Units	**16.0**	

CIS Professional Certificate in Oracle

Computer Information Systems Department
Certificate E0717

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to install, create, manage, administer, and troubleshoot an Oracle database. The program covers the major topics of an industry standard certification exam for Oracle.

Requirements for the Certificate

Required courses:

CISD 31	Database Management	4.0
CISD 32	Oracle Forms and Reports	3.0
CISD 40	Database Design	3.0
	Total Units	**10.0**

CIS Professional Certificate in Telecommunications

Computer Information Systems Department
Certificate E0718

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to develop a fundamental understanding of local area networks, wide area networks, and telecommunications.

Requirements for the Certificate

Required courses:

CISN 11	Telecommunications Networking	4.0	CSU
CISN 24	Windows Network System Administration	4.0	
CISN 51	CISCO Networking Fundamentals and Routing	4.0	
	Total Units	**12.0**	

CIS Professional Certificate in Visual Basic Programming

Computer Information Systems Department
Certificate E0719

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to develop applications using Visual Basic for Windows or Web based systems.

Requirements for the Certificate

Required courses:

CISP 10	Principles of Object-Oriented Programming	2.0	
CISP 11	Programming in Visual Basic	4.0	CSU,UC
CISP 14	Advanced Visual Basic Programming	4.0	CSU,UC
CISD 11	Database Management – Microsoft Access	4.0	
	or		
CISD 21	Database Management – Microsoft SQL Server	4.0	
	Total Units	**14.0**	

CIS Professional Certificate in Web Programming

Computer Information Systems Department
Certificate E0713

This curriculum is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This program will prepare the student to develop programming skills needed to create effective Web pages and websites using various scripting or markup languages like JavaScript, VBScript, HTML, DHTML, and XML. Includes practical knowledge of how to install, manage, and troubleshoot Web servers and access information from a database server. Helps students in obtaining programming jobs with companies with a Web presence.

Requirements for the Certificate

Required courses:

CISW 11	Internet Technologies	4.0	CSU
CISW 24	Advanced Web Programming	4.0	
CISW 31	Web Servers	4.0	
	Total Units	**12.0**	

Coaching

Physical Education Department
Certificate E0804

This certificate program is intended to prepare students for employment as high school (walk-on) coaches, but is appropriate for coaches at various levels.

Requirements for the Certificate

Required courses:

PE 13	Sports Officiating	3.0	CSU,UC
PE 34	Fitness for Living	3.0	CSU,UC
PE 44	Theory of Coaching	3.0	CSU
PE 81	Work Experience for Coaching	2.0	
	Total Units	**11.0**	

Exit Requirement: First Aid and CPR Certification

Computer Graphics Technology Proficiency

Commercial and Entertainment Arts Department
Certificate E0312

The Proficiency Certificate provides students and professionals with a fast-track, 4-course training cluster covering the creation, editing, and application of digital imagery for personal use and interest, updating software skills, career preparation and applications, digital portfolios, or electronic publishing.

Requirements for the Certificate

Required courses:

GRAP 8	Fundamentals of Digital Media	3.0
GRAP 10	Photoshop Imagery	3.0
GRAP 15	InDesign Graphics	3.0
GRAP 16	Illustrator Graphics	3.0
	Total Units	**12.0**

Recommended Electives:

GRAP 18	3D Graphics Imagery
GRAP 20	Multimedia Graphics

Culinary Arts - Level I

Consumer Science and Design Technologies
Certificate E1334

The Culinary Arts - Level I Certificate program will prepare students for food production job opportunities in the food service industry. The program emphasizes basic food preparation, commercial food production, and food safety and sanitation. Six units of elective courses allow the student to tailor the program to meet specific needs.

Requirements for the Certificate

Required courses:

HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 54	Basic Cooking Techniques	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	1.0	CSU
NF 20	Principles of Foods with Lab	3.0	CSU

PLUS

Select six (6) units from:

HRM 61	Menu Planning	3.0	CSU
HRM 62	Catering	3.0	CSU
NF 61	Creative Foods	3.0	
NF 62	Meal Management	3.0	CSU
	Total Units	**14.5**	

Dance Teacher

Dance Department
Certificate E0313

The Dance Teacher Certificate is intended to prepare students for careers as dance instructors in private dance studios, recreation centers and K-12 dance programs. Focus is on the genres of Ballet, Jazz and Modern Dance with pedagogical principles that can be applied to other dance forms. This certificate may aid the student's search for an entry-level job in the dance teaching world.

Requirements for the Certificate

Required courses:

DNCE 2B	Ballet II	0.5
DNCE 4	Choreography	0.5
DNCE 12B	Modern II	0.5
DNCE 14B	Jazz II	0.5
DNCE 24	Dance Production	1.0
DNCE 33	Improvisation	0.5
DNCE 35	Repertory	2.0
DNCE 39A	Alignment and Correctives I	0.5
DN-T 20	History and Appreciation of Dance	3.0
DN-T 38	Dance Teaching Methods	3.0
PE 24	Kinesiology	2.0
	Total Units	**14.0**

Data Entry

Computer Information Systems Department
Certificate E0791

This program is intended to prepare students for employment as data entry operators, customer service representatives, receptionists, or entry-level office support staff positions. Training in a variety of computer skills is emphasized. Students desiring a Bachelor's Degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Certificate

Required courses:

CISB 15	Microcomputer Applications	4.0	CSU,UC
CISI 12	Intermediate Computer Keyboarding	3.0	
CISI 21	Data Entry	3.0	
	Total Units	**10.0**	

Electronic Assembly and Fabrication

Electronics and Computer Technology Department
Certificate E0929

The Electronic Assembly and Fabrication Certificate is intended to prepare students to enter the electronics field as assembly and fabrication technicians. The program provides a series of courses to meet the needs of industry in assembly, soldering/de-soldering skills and fabrication for both through-hole and surface mount devices (SMD). Included are skills for various types of cabling and connections.

Electronic fundamentals (test instruments, basic electrical measurements, color-codes, schematic symbols, device outlines, etc.) are provided in the introductory courses. Complete surface mount technology (SMT) skills are taught with a culmination in the IPC7711/IPC7721 rework and repair of electronic assemblies certification. Recertification is required every two years. ELEC 63 is a prep course for the recertification.

Requirements for the Certificate

Required courses:

ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
	or		
EST 50	Electrical Fundamentals for Cable Installations	4.0	
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
ELEC 62	Advanced Surface Mount Assembly and Rework	2.0	
	Total Units	**13.0**	

Recommended Electives:

ELEC 63	Electronic Assemblies Recertification	

Electronic Systems Technology - Level I

Electronics and Computer Technology Department
Certificate E0990

This is a fast-track certificate program within the fields of information and electronic technology. These fields are growing at rapid rates. The program provides job skills in the areas of low voltage cable and wire installations used in the telephone industry, computer networks (business and home), home theater, home automation, and home security systems (integrated home systems). Typical job titles in these areas are data or cable technician, low-voltage wiring technician, home theatre installer, consumer electronics service technician and security system installer. The program prepares the student for the California State Contractors C-7 Low Voltage Systems license. The program encompasses a total of 27-29 units comprising two levels of certification. The level I certification (15-16 units) develops skills in electrical fundamentals, fabrication techniques, cabling and wiring standards for voice, video and data, and basic computer skills in word processing, spreadsheets, database and the Internet. Level II certification (12-13 units) adds customer relations and advanced skills in the installation, calibration, setup, maintenance, and troubleshooting of home theater systems, home automation, and home security systems. Either a course on preparing for the C-7 license or troubleshooting digital TV with LCD, plasma, and DLP video displays is included.

Requirements for the Certificate

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
EST 50	Electrical Fundamentals for Cable Installations	4.0	
EST 52	Fabrication Techniques for Cable Installations	4.0	
EST 54	Cabling and Wiring Standards	4.0	
	Total Units	**15.0 - 16.0**	

Emergency Medical Technician - Level I

Medical Services Department
Certificate E1212

Approved by the Los Angeles County and State Departments of Health. Emphasizes the development of skills to recognize symptoms of illnesses and injuries as well as the proper procedures of pre-hospital emergency care. Awards an EMT-I Course Completion Certificate necessary for many jobs in emergency care and is prerequisite for entry into a Paramedic program or most fire department jobs.

Requirements for the Certificate

Required courses:

EMT 90	Emergency Medical Technician I	10.5
	Total Units	**10.5**

Special Information:

To remain in the program, students must maintain a grade of "C" or better in the course.

Completion of the required course, which includes both written and practical qualifying examinations, will award the student an EMT-I Course Completion Certificate. Students are then eligible for certification by taking and passing the National Registry EMT-I certifying exam. This course is a prerequisite for the Paramedic Program and is required by most fire departments before the student may be hired as a firefighter.

Application Requirements and Selection Procedures

Aplication Requirements:

a) Applicant must be 18 years of age upon entrance into the course.

b) High school graduate or equivalent.

c) File a College application and be accepted as a student at Mt. San Antonio College.

d) A physical examination, proof of certain immunizations, current certification in CPR, and a criminal background check are required of all students prior to entrance into the clinical setting. Forms and information will be provided upon entry into the course.

Selection Procedure:

The course is open to all students who meet the application requirements. All Applicants are required to meet the Essential Functions in the Emergency Medical Technician Program.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 125 pounds
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposure to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission into the EMT program, students must be able to speak, write and read English to to ensure patient safety and to complete classes successfully.

Fashion Design - Computer-Aided

Consumer Science and Design Technologies
Certificate E1329

The Fashion Design - Computer-Aided certificate builds upon basic skills and provides students with intermediate technical and technological skills in fashion design and patternmaking. With a diversified skill base that includes CAD technology, students will be better prepared for above entry-level positions and/or advancement to new career opportunities.

Requirements for the Certificate

Required courses:

FASH 20	Illustration for Fashion and Costume Design	3.0	
FASH 21	Patternmaking I	3.0	CSU
FASH 24	Fashion Patternmaking by Computer	3.0	
FASH 25	Fashion Computer-Assisted Drawing	3.0	
FASH 26	Fashion Computer Assisted Design	2.0	
	Total Units	**14.0**	

Fitness Specialist/Personal Trainer

Physical Education Department
Certificate E0808

The Fitness Specialist/Personal Trainer Certificate prepares students for careers as personal trainers, health/fitness professionals in corporate fitness facilities, wellness centers and public/private health clubs. The Fitness Specialist/Personal Trainer Certificate curriculum is designed to prepare students who wish to take exams offered by the American Council on Exercise (ACE), the American College of Sports Medicine (ACSM) and other nationally recognized organizations. Technical skills necessary for implementation of a safe, effective and motivational physical fitness program are presented.

Requirements for the Certificate

Required courses:

NF 10	Nutrition for Personal Health and Wellness	3.0	CSU
PE 15	Administration of Fitness Programs	2.0	
PE 24	Kinesiology	2.0	
PE 38	Physiology of Exercise for Fitness	3.0	
PE 39	Techniques of Fitness Testing	2.0	CSU
PE 40	Techniques of Teaching Cardiovascular Exercise	2.0	
PE 41	Techniques of Teaching Weight Training	2.0	
PE 85	Fitness Specialist Internship	1.0	
	Total Units	**17.0**	

Recommended Electives:

DNCE 39A	Alignment and Correctives I		

Gallery Design/Operation and Art Profession

Fine Arts
Certificate E1020

This certificate is designed to provide students with the necessary theoretical and practical knowledge and skills to display an esthetically and conceptually effective art exhibition. Students will acquire the knowledge of various/diverse artistic media and develop a career-oriented artistic perspective.

Requirements for the Certificate

Required courses:

ARTG 20	Art, Artists and Society	3.0	CSU
ARTG 21A	Introduction to Exhibition Production	3.0	CSU
ARTG 21B	Intermediate Exhibition Production	3.0	CSU
ARTG 22A	Exhibition Design and Art Gallery Operation Work Experience (off campus)	1.0	
ARTG 22A	Exhibition Design and Art Gallery Operation Work Experience (on campus)	1.0	
ARTC 100	Graphic Design I	3.0	

PLUS

Select one (1) course from:

AHIS 5	History of Western Art: Renaissance through Modern	3.0	CSU,UC
AHIS 6	History of Modern Art	3.0	CSU,UC
	Total Units	**17.0**	

Hospitality: Food Services

Consumer Science and Design Technologies
Certificate E1390

This certificate prepares the holder to enter the food service field as a skilled food service worker in either food preparation or service.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 53	Dining Room Service Management	3.0	CSU
	Total Units	**7.5**	

Hospitality: Hospitality Management - Level I

Consumer Science and Design Technologies
Certificate E1332

The Hospitality: Hospitality Management - Level I Certificate prepares the holder for an entry-level position within the hospitality industry.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 70	Introduction to Lodging	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	1.0	CSU
	Total Units	**10.0**	

Hospitality: Restaurant Management - Level I

Consumer Science and Design Technologies
Certificate E1333

The Hospitality: Restaurant Management - Level I Certificate prepares the holder for an entry-level position within a restaurant.

Requirements for the Certificate

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	1.0	CSU
	Total Units	**8.5**	

Information and Operating Systems Security

Computer Information Systems Department
Certificate E0731

This certificate will provide the fundamental knowledge needed to analyze the risk to one's network and systems and the steps necessary in order to select and deploy the appropriate countermeasures to reduce the computer's exposure to network threats.

Requirements for the Certificate
Required courses:

CISS 11	Practical Computer Security	2.0
CISS 13	Principles of Information Systems Security	4.0
CISS 15	Operating Systems Security	4.0
	Total Units	**10.0**

Introduction to Computer Information Technology

Computer Information Systems Department
Certificate E0712

This program is designed as a foundational introduction to the computer and informational technology environment. This program will introduce the student to computer concepts, microcomputer applications, web/computer programming, and the Internet.

Requirements for the Certificate
Required courses:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISW 11	Internet Technologies	4.0	CSU
	Total Units	**11.5**	

Interior Design: Level I

Consumer Science and Design Technologies
Certificate B0303

Interior Design: Level I Certificate is designed to prepare students with a broad overview and solid foundation in the area of interior design and related fields. This certificate may lead to new opportunities and provide students with the groundwork upon which to build a career.

Requirements for the Certificate
Required courses:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	CSU
	Total Units	**9.0**	

LVN 30-Unit Option - Career Mobility Track

Nursing Department
Certificate E1202

In keeping with Section 1429 of the Board of Registered Nursing Rules and Regulations, completion of this certificate program entitles the student to apply for examination for licensure as a Registered Nurse in the State of California. This option is specifically designed for California licensees. Other states do not have this provision in their laws; therefore, endorsement for licensure may not be granted.

A certificate documenting completion is awarded at the end of the course of study. The student who elects to complete the 30-Unit Option track is not a graduate of the Associate in Science Degree Nursing Program at Mt. San Antonio College. Individuals who complete this track are not eligible to return to the college at a later date to complete a degree in nursing. LVN applicants must declare their educational goal at the time of application (30-Unit or Associate Degree). This decision is not subject to change at a later date.

Prerequisite Courses:

1. Human Anatomy, including a laboratory component, a minimum of four semester units.
2. Human Physiology, including a laboratory component, a minimum of four semester units.
3. Microbiology, including a laboratory component, a minimum of four semester units.

Non-course requirements:

1. An overall grade point average of 2.5 for the Human Anatomy, Human Physiology, and Microbiology prerequisite courses with no grade less than a "C" for each course and no more than one repetition of any one of these courses.
2. A cumulative grade point average (GPA) of 2.5 for all college coursework completed.
3. Eligibility for Math 51
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. Possess a California Licensed Vocational Nurse license.
6. Criminal background check and drug screening must be completed prior to any patient contact.
7. A physical examination, including specific immunizations is required of candidates prior to the beginning of nursing classes.
8. Current Level C-Provider CPR certification
9. Nursing 70 Role Transition must be completed with a credit grade prior to entrance into the program. (NURS 70, Role Transition - Due to the clinical component of NURS 70, applicants must submit their names to the Nursing Office for approval prior to enrollment in this course. Applicants must have completed all prerequisite courses prior to taking NURS 70. Applicants must provide proof of current Vocational Nurse License, physical, CPR card, Background Check, and drug testing prior to the start of class.)

Requirements for the Certificate
Required courses:

NURS 5	Psychiatric Nursing	3.0	CSU
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5.0	CSU
NURS 9	Leadership in Nursing	1.0	CSU
NURS 10	Medical-Surgical Nursing: Integration/Regulation	4.0	CSU
NURS 11	Preceptorship in Nursing	2.0	CSU
	Total Units	**15.0**	

PSYC 1A must be completed prior to entrance into NURS 5, Psychiatric Nursing.

Selection Process:

Beginning Fall 2006, students applying for admission to the Nursing Program will be required to see either a counselor or educational advisor to verify their eligibility to enter the Nursing program.

Procedure:

Students must complete all course prerequisites prior to requesting an appointment for certifying readiness to enter into the Nursing program. Once eligibility has been established, students will enter on a first come first served basis. The eligibility appointment:

a) Once a student has completed all course prerequisites, the student will then apply to the Nursing Department on an appointment basis.

b) Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:

- Official transcripts of all college work completed at all colleges;
- If the prerequisite courses were completed at another college, a course description and a copy of the course syllabus;
- Students completing college coursework outside of the United States will need to have their transcripts evaluated by an approved international transcript evaluation agency and must bring the final evaluation to their appointment (students may be able to obtain a list of agencies from the Admissions Office).
- Due to specific college deadlines for International Student applications, please inform the Counselor/Educational Advisor that this applies to you.

c) All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States.

APPOINTMENTS FOR ELIGIBILTY VERIFICATION WILL ONLY BE MADE DURING THE FOLLOWING MONTHS:

- September 1 - October 31
- March 1 - April 30

Students should also be aware that once they have been admitted to the Nursing program and before beginning the Clinical portion of the program, they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or Social Security fraud, as well as testing negative for drug use.

ALL APPLICANTS ARE REQUIRED TO MEET THE ESSENTIAL FUNCTIONS FOR SUCCESS IN THE NURSING PROGRAM.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more)
- Perform considerable reaching, stooping, bending, kneeling, and crouching.

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices).
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposure to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission into the nursing program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Machine Operator

Aircraft Maintenance Technician & Manufacturing Technology

Certificate E0956

This certificate provides a foundation of basic skills for employment in a variety of entry-level manufacturing positions.

Requirements for the Certificate

Required courses:

MFG 10	Mathematics and Blueprint Reading for Manufacturing	3.0	
MFG 11	Manual and CNC Manufacturing Essentials	2.0	CSU
MFG 12	Advanced Manufacturing Processes	2.0	CSU
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2.0	CSU

PLUS

Select one (1) course from:

MFG 38	MasterCAM I	2.0	CSU
MFG 39	SurfCAM I	2.0	CSU
	Total Units	**11.0**	

MasterCAM

Aircraft Maintenance Technician & Manufacturing Technology

Certificate E0927

This certificate provides a strong background in MasterCAM 2-D, 3-D, and Solids packages along with the necessary machine shop theory and practice to input sound functional data into the CAD/CAM system.

Requirements for the Certificate

Required courses:

MFG 11	Manufacturing Processes I	2.0	CSU
MFG 38	MasterCAM I	2.0	CSU
MFG 38B	MasterCAM II	2.0	CSU
MFG 85	Manual Computerized Numerical Controls(CNC) Programming	2.0	
	Total Units	**8.0**	

Nutrition Program Assistant - Level I

Consumer Science and Design Technologies

Certificate E1331

This certificate prepares students to work for community agencies and programs as nutrition assistants.

Requirements for the Certificate

Required courses:

HRM 52	Food Safety and Sanitation	1.5	CSU
NF 20	Principles of Foods with Lab	3.0	CSU
NF 25	Essentials of Nutrition	3.0	CSU,UC
	or		
NF 25H	Essentials of Nutrition - Honors	3.0	CSU,UC
	or		
NF 10	Nutrition for Personal Health and Wellness	3.0	CSU
NF 28	Cultural and Ethnic Foods	3.0	CSU,UC
	Total Units	**10.5**	

Nutrition Program Assistant - Level II: Child Program Emphasis

Consumer Science and Design Technologies

Certificate E1335

This certificate prepares students to work for community agencies such as the Federal Supplemental Nutrition Program for Women, Infants and Children (WIC), Head Start, and School Food Service as nutrition assistants. Coursework is designed to provide basic skills and knowledge necessary to entry-level positions in nutrition programs that serve children.

Requirements for the Certificate

Required courses:

Level I as follows:

HRM 52	Food Safety and Sanitation	1.5	CSU
NF 20	Principles of Foods with Lab	3.0	CSU
NF 25	Essentials of Nutrition	3.0	CSU,UC
	or		
NF 25H	Essentials of Nutrition - Honors	3.0	CSU,UC
	or		
NF 10	Nutrition for Personal Health and Wellness	3.0	CSU

Plus the following courses:

NF 28	Cultural and Ethnic Foods	3.0	CSU,UC
CHLD 10	Child Growth and Development	3.0	CSU,UC
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
	Total Units	**16.5**	

Nutrition Program Assistant - Level II: Weight Management Program Emphasis

Consumer Science and Design Technologies

Certificate E1336

This certificate prepares students to work as nutrition assistants in the public or private sector. Coursework is designed to provide the basic skills and knowledge necessary for entry-level positions in a variety of businesses, agencies and programs that focus on weight management.

Requirements for the Certificate

Required courses:

Level I as follows:

HRM 52	Food Safety and Sanitation	1.5	CSU
NF 20	Principles of Foods with Lab	3.0	CSU
NF 25	Essentials of Nutrition	3.0	CSU,UC
	or		
NF 25H	Essentials of Nutrition - Honors	3.0	CSU,UC
	or		
NF 10	Nutrition for Personal Health and Wellness	3.0	CSU
NF 28	Cultural and Ethnic Foods	3.0	CSU,UC

Plus the following courses:

NF 81	Cooking for Your Heart and Health	1.0	
PE 34	Fitness for Living	3.0	CSU,UC
SPCH 26	Interpersonal Communications	3.0	
	Total Units	**17.5**	

Parametric Solid Modeling

Aircraft Maintenance Technician & Manufacturing Technology

Certificate E0923

With the strong relationship between AutoCAD and Manufacturing, this mini certificate glides the student through AutoDesk's 2-D, 3-D, Mechanical Desktop, and Inventors packages and relates them to real-life industrial usage.

Requirements for the Certificate

Required courses:

MFG 15	AutoCAD 2D	2.0
MFG 17	3-D CAD - Mechanical Modeling	2.0
MFG 19	Parametric Solid Modeling for Manufacturing	2.0
MFG 25	Advanced Parametric Solid Modeling for Manufacturing	2.0
MFG 27	Autodesk Inventor	2.0
	Total Units	**10.0**

Pilates Professional Teacher Training Phase I: Mat and Reformer

Dance Department

Certificate E0315

The Pilates Professional Teacher Training Certificate prepares students for careers as Pilate instructors/trainers in professional Pilates studios, dance studios, corporate fitness facilities, wellness centers, public/private health clubs and private training in a home studio. The certificate curriculum meets the standards of the Pilates Method Alliance and includes lecture, self-study, and teaching hours. Phase I covers Pilates theory and the Mat and Reformer repertoire of exercises.

Requirements for the Certificate

Required courses:

DN-T 27	Theory and Principles of Pilates	3.0
DN-T 28	Functional Anatomy for Pilates	2.0
DN-T 29	Teaching Pilates Mat Repertoire	1.5
DN-T 30	Teaching Pilates Reformer Repertoire	1.5
DN-T 31	Pilates Teaching - Mat and Reformer	3.0
PE 3	First Aid and CPR	3.0
PE 24	Kinesiology	2.0

Plus select two (2) courses from:

DNCE 39B	Alignment and Correctives II	0.5
DNCE 40	Conditioning Through Dance	0.5
PE-I 50A	Yoga	0.5
	Total Units	**17.0**

Public Works/Landscape Management

Agricultural Sciences

Certificate B0120

This program is a partnership between Mt. San Antonio College and Citrus College, with course requirements that must be taken at each college (courses in Public Works are offered through Citrus, while horticulture/landscape courses are offered at Mt. SAC). Upon completion of the requirements, students may apply for and receive a Certificate of Achievement from either of the two colleges.

Requirements for the Certificate

Required courses:

PUB 150	Public Works I (Citrus College)	3.0
PUB 158	Municipal and Urban Tree Care (Citrus College)	3.0
AGOR 1	Horticultural Science	3.0
AGOR 39	Turf Grass Production and Management	3.0
	Total Units	**12.00**

Radio Broadcasting Fundamental — Behind-the-Scenes

Commercial and Entertainment Arts

Certificate E0316

This introductory certificate is designed to equip students who have a goal of working Behind-the-Scenes in broadcasting with the basic skills needed to qualify for an entry-level job in the industry. Students will examine a variety of careers in the radio industry as well as learn the fundamentals of production, sales and promotion, management and programming, while gaining actual experience through an internship either at one of the campus radio stations or a commercial radio station.

Requirements for the Certificate

Required courses:

R-TV 01	Introduction to Broadcasting	3.0
R-TV 09	Broadcast Sales and Promotion	3.0
R-TV 10	Radio Management and Programming	3.0
R-TV 11A	Beginning Radio Production	3.0
R-TV 96	Campus Radio Station Lab	1.0 - 2.0
R-TV 97A	Radio/Entertainment Industry Seminar	1.0
R-TV 97B	Radio/Entertainment Industry Internship	1.0
	Total Units	**15.0 - 16.0**

Radio Broadcasting Fundamental — On-Air

Commercial and Entertainment Arts

Certificate E0317

This introductory certificate is designed to equip students with a goal to become On-Air professionals with the basic skills needed to qualify for an entry-level job in broadcasting. Students will examine a variety of careers in the radio industry as well as learn the fundamentals of on-air performance, production and gain actual experience through an internship either at one of the campus radio stations or a commercial radio station.

Requirements for the Certificate

Required courses:

R-TV 01	Introduction to Broadcasting	3.0
R-TV 02	On-Air Personality Development	3.0
R-TV 07	Beginning Commercial Voice-Overs	3.0
R-TV 11A	Beginning Radio Production	3.0
R-TV 96	Campus Radio Station Lab	1.0 - 2.0
R-TV 97A	Radio/Entertainment Industry Seminar	1.0
R-TV 97B	Radio/Entertainment Industry Internship	1.0
	Total Units	**15.0 - 16.0**

SurfCAM

Aircraft Maintenance Technician & Manufacturing Technology

Certificate E0925

This certificate is a direct path for manufacturing students to write, edit, download and run Computerized Numerical Control (CNC) machines, and provides a strong background in the basics of both manual and CNC machines.

Requirements for the Certificate

Required courses:

MFG 11	Manufacturing Processes I	2.0	CSU
MFG 39	SurfCAM I	2.0	CSU
MFG 39B	SurfCAM II	2.0	CSU
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2.0	CSU
	Total Units	**8.0**	

Welding

Air Conditioning, Water & Welding Technologies

Certificate E0919

This program is designed to prepare the student for employment in the broad field of welding and (1) leads to occupations in manufacturing and repair; and (2) helps prepare the student for positions in supervision.

Courses in the welding curriculum prepare students for welding certificates. The College is a testing agency for the City of Los Angeles, and is authorized to administer the performance test for the Structural Welding certificate. There is a $50 charge for students and $60 for non-students to take this test. Topics of the written portion of the test which is administered by the City are reviewed in various welding courses offered by the College.

Requirements for the Certificate

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
	Total Units	**8.0**	

Note: Any higher level welding courses may be substituted for WELD 70A.

Recommended Electives:

MFG 70	Technical Mathematics - Manufacturing Applications
WELD 60	Print Reading and Computations for Welders
WELD 70C	Certification for Welders

section eight

Programs of Study Leading to an **Associates in Arts Degree** or an **Associate in Science Degree**

PROGRAMS OF STUDY LEADING TO AN ASSOCIATE DEGREE

Mt. San Antonio College offers both Associate in Science (A.S.) and Associate in Arts (A.A.) degrees. In general, the Associate in Science degrees are two-year occupational degrees that prepare students for a variety of career and technical fields. The Associate in Arts degrees, while not intended specifically for transfer, are two-year degrees in Liberal Arts and Sciences that provide for broad exploration of a specific area of emphasis. In many cases and with appropriate academic advising, students obtaining the Associate in Arts degree will find that they have a solid foundation for further postsecondary study should they wish to transfer at a later date.

ASSOCIATE IN ARTS TRANSFER DEGREES (AA-T)

Recent legislation requires all California Community Colleges create associate degree for transfer. To earn an "associate degree for transfer" a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC or CSU GE breadth, and a major or area of emphasis of at least 18 units. Students must have a minimum GPA of 2.0 to receive an associate degree for transfer. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements. At the time of this printing, the associate degrees for transfer were in the process of design and approval. Please see your counselor or educational advisor to obtain the most current associate degree information.

GENERAL REQUIREMENTS FOR AN ASSOCIATE DEGREE

Application for Graduation

The Application for Graduation is the student's notification to Admissions and Records that he or she has completed all requirements and would like to receive a degree. The Application for Graduation form is available in the Admissions and Records office or online at ***www.mtsac.edu/students/admissions/gradp.html.*** Students should meet with a Counselor to discuss their Education Plan prior to submitting the Application for Graduation.

All students intending to receive a degree must file an Application for Graduation with the Admissions and Records office and have on file all required documents and official transcripts. The deadline dates for submitting the Application for Graduation are as follows:

Fall: deadline to apply for fall graduation is the end of the ninth week.

Winter: deadline to apply for winter graduation is the end of the ninth week of the fall semester.

Spring: deadline to apply for spring graduation is the end of the ninth week.

Summer: deadline to apply for summer graduation is the end of the ninth week of the spring semester.

Students should check the *Schedule of Classes* in the Key Dates to Remember section for specific deadline dates for any given semester. Applications received after the deadline will be processed with the next graduation cycle. Students may apply for graduation one semester prior to completing all required coursework. Once the degree has been conferred, the degree will be posted to the student's academic record and will appear on the transcript. Students will also receive their diplomas in the mail thereafter. If a student is denied graduation, he or she will be informed in writing.

Multiple degrees

The Associate in Science degree shall be awarded to those graduates who majored in one of the occupational programs at Mt. San Antonio College. Students may be awarded both an Associate in Science degree and an Associate in Arts degree with the 60 units required for an Associate degree if they have met the requirements for both within the 60 units of earned credit. Each additional degree requires 18 units of course work beyond the 60 units required for the first degree(s), and must include the satisfactory completion of all the required courses in the additional major. Students awarded additional degrees must meet or complete the current general education requirements in effect at the time of re-entry.

Residency Requirement

The Residency Requirement for Mt. San Antonio College can be met in either of two ways:

1. 12 units in residence and enrollment in the last semester, *or*
2. 45 units in residence if the last semester is not at Mt. SAC.

NOTE: All courses used for the A.A. degree majors may be doubled counted toward the Mt. San Antonio College General Education requirements.

NOTE: All students must file a petition for graduation with the Admissions & Records Office and have on file all required documents and transcripts.

GRADUATION REQUIREMENTS 2011-2012

The following requirements apply to both Associate in Science (A.S.) and Associate in Arts (A.A.) degrees:

Unit Requirement: Sixty (60) degree-appropriate units. A letter grade of "C" or better is required for each course required for graduation.

General Education Requirements: At least 24 units are required which shall include courses in each of the General Education areas, A through E (*see pages 66-67*). All courses must be completed with a grade of "C" or better.

Physical Well-Being Requirement: Complete at least one of the physical education activity courses with the following prefixes: DNCE, PE-A, PE-F, PE-I, PE-L, PE-S, PE-X with a grade of "C" or better or "CR".

Reading Competency: This requirement is met by completing one of the following with a grade of "C" or better:

READ 90 Preparing for College Reading
AMLA 33R American Language Advanced Reading

or obtaining placement into READ 100 on initial Reading Placement exam

or obtaining a satisfactory score on the Reading Competency Test.

Math Competency: This requirement is met by completing one of the following with a grade of "C" or better.

1. Math 71 Intermediate Algebra,
   or
   Math 71B Intermediate Algebra - Second Half
   or
   Math 71X Practical Intermediate Algebra
   or
2. Completing a more advanced college level mathematics course.
   or
3. Obtaining a satisfactory score on the Intermediate Algebra Competency Examination.

GPA Requirement: A Mt. San Antonio College "degree" total grade point average, and "all college" total grade point average of 2.0.

Residency Requirement: The residency requirement for Mt. San Antonio College can be met in either of two ways:

1. 12 units in residence and enrollment in last semester, *or*
2. 45 units in residence if the last semester is not at Mt. SAC.

Additional Requirements for the Associate in Science degree

Students must complete all required courses in an approved occupational major with a minimum grade of "C" in all course. See pages 69-95 for listings of the Associate in Science degree majors.

Additional Requirements for the Associate in Arts degree

Students must complete a pattern of 18 or more units from the courses identified within a specific area of emphasis with a minimum grade of "C" in all courses. See pages 96-100 for listings of the Associate in Arts in Liberal Arts & Sciences areas of emphasis.

GENERAL EDUCATION REQUIREMENTS

Philosophy Statement

General education is the distinguishing feature of higher education. It is a broadly-based core of humanistic knowledge and abilities, the acquisition of which is the distinctive characteristic of the educated person. General education courses emphasize the ability to reason, to examine issues from different perspectives, to challenge authority, and to communicate ideas logically and confidently. They instill open-mindedness, respect for differences among people, and knowledge of self. By exposing students to different fields of study, general education courses provide an understanding of the human condition and of human accomplishments and encourage a lifelong interest in learning. Together with other Mt. San Antonio College degree requirements, the general education component of the associate degree prepares students to:

- transfer to and function successfully in a baccalaureate degree-granting institution;
- enter the work force as a competent, productive citizen;
- live a richer, more rewarding life.

General education courses are not primarily skills-based, nor are they limited to, or more appropriate for, majors in a specialized field of study. Courses that fulfill general education requirements must:

1. Require post-secondary level skills in reading, writing, quantitative reasoning, and critical thinking.
2. Improve students' abilities to:
   - communicate oral and written ideas effectively;
   - define problems, design solutions, critically analyze results;
   - use available media to access and retrieve reliable information for data gathering and research;
   - work effectively, both cooperatively and independently;
   - develop and question personal and societal values, make informed choices, and accept responsibility for their decisions;
   - function as active, responsible, ethical citizens;
   - acquire the curiosity and skills essential for lifelong learning.
3. Impart understanding, knowledge, and appreciation of:
   - our shared scientific, technological, historical, and artistic heritage, including the contributions of women, ethnic minorities, and non-western cultures;
   - the earth's ecosystem, including the processes that formed it and the strategies that are necessary for its maintenance;
   - human social, political, and economic institutions and behavior, including their interrelationships;
   - the psychological, social, and physiological dimensions of men and women as individuals and as members of society.

Courses that fulfill general education requirements must fall into one of the content categories listed below:

A. Communication and Critical Thinking
B. Science and Math
C. Arts and Humanities
D. Social Sciences
E. Lifelong Understanding and Self-Development

Criteria for inclusion in each of the above categories are itemized below:

A. Communication and Critical Thinking
These courses emphasize both the content and form of communication. They teach students the relationship of language to logic, as well as how to analyze, criticize, and advocate ideas; to reason deductively and inductively; and to reach sound conclusions. Courses fulfilling this requirement:

- provide understanding of the psychological and social significance of communication;
- illustrate how communication operates in various situations;
- focus on communication from the rhetorical perspective: reasoning, advocacy, organization, accuracy; the discovery, critical evaluation, and reporting of information; reading, listening, speaking, and writing effectively;
- provide active participation and practice in written and oral communication.

B. Science and Mathematics
These courses impart knowledge about living and non-living systems, and mathematical concepts and quantitative reasoning with applications. Courses fulfilling this requirement:

- promote understanding and appreciation of the methodologies and tools of science;
- emphasize the influence of scientific knowledge on the development of civilization;
- impart appreciation and understanding of basic concepts, not just skills;
- offer specific inquiry into mathematical concepts, quantitative reasoning and application. (*See Mt. SAC degree competency requirements.*)

C. Humanities
These courses cultivate intellect, imagination, sensibility and sensitivity. They encourage students to respond subjectively as well as objectively and to develop a sense of the integrity of emotional and intellectual responses. Courses fulfilling this requirement:

- study great work of the human imagination;
- increase awareness and appreciation of the traditional humanistic disciplines such as art, dance, drama, literature, and music;
- impart an understanding of the interrelationship between creative art, the humanities, and the self;
- provide exposure to both Western and non-Western cultures;
- may include a foreign language course that contains a cultural component as opposed to a course that focuses solely on skills acquisition.

D. Social Sciences
These courses explore, at the micro and macro-level, the social, political, and economic institutions that underpin society. Courses fulfilling these requirements:

- promote understanding and appreciation of social, political, and economic institutions;
- probe the relationship between these institutions and human behavior;
- examine these institutions in both their historical and contemporary context;
- include the role of, and impact on, non-white ethnic minorities and women;
- include both Western and non-Western settings.

E. Lifelong Understanding and Self-Development
These courses facilitate an understanding of human beings as integrated physiological, social and psychological organisms. Courses fulfilling this requirement:

- provide selective consideration of human behavior, sexuality, nutrition, health, stress, implications of death and dying, and the relationship of people to the social and physical environment.

GENERAL EDUCATION OUTCOMES (GEOs)

GEOs are statements that define the knowledge, skills, and perspectives acquired by students who satisfy our general education requirements. It is through the assessment of GEOs that the Mt. SAC general education curriculum will be evaluated for improvements. GEOs have been determined and will be assessed by faculty who teach courses within Areas A-E of our general education pattern. The GEOs for Mt. SAC can be found at: ***www.mtsac.edu/instruction/general/geos_mtsac.html***

Adapted from CSU Executive Order 595 and Title 5 Section 40405.1

GENERAL EDUCATION REQUIREMENTS FOR 2011-2012

AREA A:

Communication in the English Language (6 units):

Select one [1] courses from the following:

ENGL 1A Freshman Composition
ENGL 1AH Freshman Composition – Honors

Select one [1] courses from the following:

SPCH 1A Public Speaking
SPCH 1AH Public Speaking – Honors
SPCH 2 Fundamentals of Communication
SPCH 8 Professional and Organizational Speaking
SPCH 8H Professional and Organizational Speaking – Honors

AREA B:

The Physical Universe and Life (3 units):

Select one [1] course from the Physical Sciences or Life Sciences:

PHYSICAL SCIENCES

ASTR 5 Introduction to Astronomy
ASTR 5H Introduction to Astronomy – Honors
ASTR 5L Astronomical Observing Laboratory
ASTR 7 Geology of the Solar System
ASTR 8 Introduction to Stars, Galaxies, and the Universe
CHEM 10 Chemistry for Allied Health Majors
CHEM 20 Introductory Organic and Biochemistry
CHEM 40 Introduction to General Chemistry
CHEM 50 General Chemistry I
CHEM 50H General Chemistry I – Honors
CHEM 51 General Chemistry II
GEOG 1 Elements of Physical Geography
GEOG 1H Elements of Physical Geography – Honors
GEOG 1L Physical Geography Laboratory
GEOG 1LH Physical Geography Laboratory – Honors
GEOL 1 Physical Geology
GEOL 7 Geology of California
GEOL 8 Earth Science
GEOL 8H Earth Science – Honors
GEOL 8L Earth Science Laboratory
GEOL 9 Environmental Geology
GEOL 10 Natural Disasters
METO 3 Weather and the Atmospheric Environment
METO 3L Weather and the Atmospheric Environment Laboratory
OCEA 10 Introduction to Oceanography
OCEA 10H Introduction to Oceanography – Honors
OCEA 10L Introduction to Oceanography Laboratory
PHSC 3 Energy Science
PHSC 7 Physical Science
PHSC 7L Physical Science Laboratory
PHYS 1 Physics
PHYS 2AG General Physics
PHYS 2BG General Physics
PHYS 4A Engineering Physics
PHYS 4B Engineering Physics
PHYS 4C Engineering Physics

LIFE SCIENCES

AGOR 1 Horticultural Science
ANAT 10A Introductory Human Anatomy
ANAT 10B Introductory Human Physiology
ANAT 35 Human Anatomy
ANAT 36 Human Physiology
ANTH 1 Biological Anthropology
ANTH 1H Biological Anthropology – Honors
ANTH 1L Biological Anthropology Laboratory
BIOL 1 General Biology
BIOL 2 Plant and Animal Biology
BIOL 3 Ecology and Field Biology
BIOL 4 Biology for Majors
BIOL 4H Biology for Majors – Honors
BIOL 6 Humans and the Environment
BIOL 6L Humans and the Environment Laboratory
BIOL 8 Cell and Molecular Biology
BIOL 17 Neurobiology and Behavior
BIOL 20 Marine Biology
BIOL 21 Marine Biology Laboratory
BIOL 34 Fundamentals of Genetics
BIOL 34L Fundamentals of Genetics Laboratory
MICR 1 Principles of Microbiology
MICR 22 Microbiology
PSYC 1B Biological Psychology

AREA C:

Arts and Humanities (6 units):

Select two [2] courses, six [6] units minimum, with at least one [1] course from the Arts and one [1] from Humanities:

ARTS

AHIS 1 Understanding the Visual Arts, *or*
ARTB 1 Understanding the Visual Arts
AHIS 1H Understanding the Visual Arts – Honors
AHIS 3 History of Women and Gender in Art
AHIS 3H History of Women and Gender in Art – Honors
AHIS 4 History of Western Art: Prehistoric Through Gothic
AHIS 4H History of Western Art: Prehistoric Through Gothic – Honors
AHIS 5 History of Western Art: Renaissance Through Modern
AHIS 5H History of Western Art: Renaissance Through Modern – Honors
AHIS 6 History of Modern Art
AHIS 6H History of Modern Art – Honors
AHIS 9 History of Asian Art
AHIS 10 A History of Greek and Roman Art and Architecture
AHIS 11 History of African, Oceanic, and Native American Art
AHIS 12 History of Precolumbian Art
AHIS 12H History of Precolumbian Art – Honors
ARCH 31 World Architecture I
ARCH 32 World Architecture II
ARTB 14 Basic Studio Arts
ARTD 15A Drawing: Beginning
ARTD 20 Design: Two-Dimensional
ARTD 25A Beginning Painting I
ARTG 20 Art, Artists and Society
ARTS 22 Design: Three-Dimensional
ARTS 30A Ceramics: Beginning I
ARTS 40A Sculpture: Beginning
DN-T 20 History and Appreciation of Dance
ID 14 History of Furniture and Decorative Arts
MUS 7 Fundamentals of Music
MUS 11A Music Literature Survey
MUS 11B Music Literature Survey
MUS 12 History of Jazz
MUS 13 Introduction to Music Appreciation
MUS 13H Introduction to Music Appreciation – Honors
MUS 14A World Music
MUS 14B American Folk Music
MUS 15 Rock Music History and Appreciation
PHOT 15 History of Photography
SPCH 4 Performance of Literature
THTR 9 Introduction to Theatre Arts
THTR 10 History of Theatre Arts
THTR 11 Principles of Acting I

HUMANITIES

ARAB 1 Elementary Arabic
ARAB 2 Continuing Elementary Arabic
CHIN 1 Elementary Chinese
CHIN 2 Continuing Elementary Chinese
CHIN 3 Intermediate Chinese
CHIN 4 Continuing Intermediate Chinese
ENGL 1B English – Introduction to Literary Types
ENGL 1BH English – Introduction to Literary Types – Honors
FRCH 1 Elementary French
FRCH 2 Continuing Elementary French
FRCH 3 Intermediate French
FRCH 4 Continuing Intermediate French
FRCH 5 Advanced French
FRCH 6 Continuing Advanced French
FRCH 60 French Culture Through Cinema
GERM 1 Elementary German
GERM 2 Continuing Elementary German
GERM 3 Intermediate German
*HIST 1 History of the U.S.
*HIST 3 World History: Prehistoric to Early Modern
*HIST 3H World History: Prehistoric to Early Modern – Honors
*HIST 4 World History: Early Modern to the Present
*HIST 4H World History: Early Modern to the Present – Honors
*HIST 7 History of the U.S.
*HIST 7H History of the U.S. – Honors
*HIST 8 History of the U.S.
*HIST 8H History of the U.S. – Honors
*HIST 10 History of Asia
*HIST 11 History of Asia
*HIST 19 History of Mexico
*HIST 30 History of the African American
*HIST 31 History of the African American
*HIST 35 History of Africa
*HIST 36 Women in American History
*HIST 39 California History
*HIST 40 History of the Mexican American
HUMA 1 The Humanities
ITAL 1 Elementary Italian
ITAL 2 Continuing Elementary Italian
ITAL 3 Intermediate Italian
ITAL 4 Continuing Intermediate Italian
ITAL 5 Advanced Italian
ITAL 6 Continuing Advanced Italian
ITAL 60 Italian Culture Through Cinema
JAPN 1 Elementary Japanese
JAPN 2 Continuing Elementary Japanese
JAPN 3 Intermediate Japanese
JAPN 4 Continuing Intermediate Japanese
JAPN 5 Advanced Japanese
LATN 1 Elementary Latin
LATN 2 Continuing Elementary Latin
LIT 1 Early American Literature

**Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.*

GENERAL EDUCATION REQUIREMENTS FOR 2011-2012 (*continued*)

**Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.*

GENERAL EDUCATION REQUIREMENTS FOR 2011-2012 (*continued*)

LIT 2	Modern American Literature
LIT 3	Multicultural American Literature
LIT 6A	Survey of English Literature
LIT 6B	Survey of English Literature
LIT 10	Survey of Shakespeare
LIT 11A	World Literature to 1650
LIT 11B	World Literature from 1650
LIT 14	Introduction to Modern Poetry
LIT 15	Introduction to Cinema
LIT 20	African American Literature
LIT 25	Contemporary Mexican American Literature
LIT 36	Introduction to Mythology
LIT 40	Children's Literature
LIT 46	The Bible as Literature: Old Testament
LIT 47	The Bible as Literature: New Testament
PHIL 5	Introduction to Philosophy
PHIL 5H	Introduction to Philosophy – Honors
PHIL 12	Ethics
PHIL 12H	Ethics – Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions – Honors
PHIL 20A	History of Western Philosophy
PHIL 20AH	History of Western Philosophy – Honors
PHIL 20B	History of Western Philosophy
PHIL 20BH	History of Western Philosophy – Honors
*POLI 5	Political Theory I – Ancient to Modern
*POLI 7	Political Theory II – Early Modern to Contemporary
SIGN 101	American Sign Language 1
SIGN 102	American Sign Language 2
SIGN 103	American Sign Language 3
SIGN 104	American Sign Language 4
SIGN 202	American Deaf Culture
SPAN 1	Elementary Spanish
SPAN 2	Continuing Elementary Spanish
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish
SPAN 5	Advanced Spanish
SPAN 6	Continuing Advanced Spanish
SPAN 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking
SPAN 25	Spanish Literature

AREA D:

Social, Political and Economic Institutions (6 units): U.S. History and American Institutions

Select one [1] course from the following:

*HIST 1	History of the U.S.
*HIST 7	History of the U.S.
*HIST 7H	History of the U.S. – Honors
*HIST 8	History of the U.S.
*HIST 8H	History of the U.S. – Honors
*HIST 30	History of the African American
*HIST 31	History of the African American
*HIST 36	Women in American History
*HIST 40	History of the Mexican American
POLI 1	Political Science
POLI 1H	Political Science – Honors
POLI 25	Politics of the Mexican American
POLI 35	African American Politics

Elective Courses – select at least one [1] course from the following list (3 units):

AGAG 1	Food Production, Land Use and Politics – A Global Perspective
AGFR 20	Conservation of Natural Resources
ANTH 3	Archaeology
ANTH 5	Principles of Cultural Anthropology
ANTH 22	General Cultural Anthropology
ANTH 30	The Native American
BUSC 1A	Principles of Economics – Macroeconomics
BUSC 1AH	Principles of Economics – Macroeconomics – Honors
BUSC 1B	Principles of Economics – Microeconomics
BUSC 1BH	Principles of Economics – Microeconomics – Honors
CHLD 1	Child, Family, School and Community
*CHLD 10	Child Growth and Development
*CHLD 10H	Child Growth and Development – Honors
GEOG 2	Human Geography
GEOG 2H	Human Geography – Honors
GEOG 5	World Regional Geography
GEOG 8	The Urban World
GEOG 30	Geography of California
*HIST 3	World History: Prehistoric to Early Modern
*HIST 3H	World History: Prehistoric to Early Modern – Honors
*HIST 4	World History: Early Modern to the Present
*HIST 4H	World History: Early Modern to the Present – Honors
*HIST 10	History of Asia
*HIST 11	History of Asia
*HIST 19	History of Mexico
*HIST 35	History of Africa
*HIST 39	California History
HIST 44	History of Native Americans
JOUR 100	Mass Media and Society
JOUR 107	Race, Culture, Sex, and Mass Media Images
POLI 2	Political Science
*POLI 5	Political Theory I – Ancient to Modern
*POLI 7	Political Theory II – Early Modern to Contemporary
POLI 9	Introduction to International Relations
POLI 10	Environmental Politics
PSYC 1A	Introduction to Psychology
PSYC 1AH	Introduction to Psychology – Honors
*PSYC 14	Developmental Psychology
PSYC 15	Introduction to Child Psychology
PSYC 19	Abnormal Psychology
*PSYC 25	The Psychology of Women
SOC 1	Sociology
SOC 1H	Sociology – Honors
SOC 2	Sociology
SOC 2H	Sociology – Honors
SOC 4	Introduction to Gerontology
SOC 5	Introduction to Criminology
SOC 5H	Introduction to Criminology – Honors
SOC 14	Marriage and the Family
SOC 14H	Marriage and the Family– Honors
*SOC 15	Child Development
SOC 20	Sociology of Ethnic Relations
SOC 20H	Sociology of Ethnic Relations – Honors
SPCH 7	Intercultural Communication
SPCH 7H	Intercultural Communication – Honors
*SPCH 26	Interpersonal Communication
*SPCH 26H	Interpersonal Communication – Honors
SPCH 30	Gateway to Communication Studies

AREA E:

Lifelong Understanding and Self-Development (3 units):

Select one [1] course from the following:

AD 3	Chemical Dependency: Intervention, Treatment and Recovery
BIOL 5	Contemporary Health Issues
BIOL 13	Human Reproduction, Development and Aging
BIOL 15	Human Sexuality
BIOL 15H	Human Sexuality – Honors
*CHLD 10	Child Growth and Development
*CHLD 10H	Child Growth and Development – Honors
COUN 5	Career/Life Planning
FCS 41	Life Management
LEAD 55	Exploring Leadership
NF 10	Nutrition for Personal Health and Wellness
NF 25	Essentials of Nutrition
NF 25H	Essentials of Nutrition – Honors
NF 28	Cultural and Ethnic Foods
PE 34	Fitness for Living
*PSYC 14	Developmental Psychology
*PSYC 25	The Psychology of Women
PSYC 26	Psychology of Sexuality
PSYC 33	Psychology for Effective Living
*SOC 15	Child Development
*SPCH 26	Interpersonal Communication
*SPCH 26H	Interpersonal Communication – Honors

**Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.*

ALPHABETICAL LISTING — ASSOCIATE IN SCIENCE DEGREE (A.S.)

Mt. San Antonio College offers two year occupational degrees in the following section of this Catalog. To qualify for the degree, students must complete the required courses for the major as shown, plus additional general education courses as listed on pages 66-67. For further information, please consult with Counseling and Advising Services on the upper level of the Student Sevices Center.

A

Accounting 69
Administrative Assistant 69
Agri-Technology 69
Air Conditioning and Refrigeration 69
Airframe and Aircraft Powerplant Maintenance Technology – Day 70
Airframe and Aircraft Powerplant Maintenance Technology – Evening 70
Alcohol/Drug Counseling 70
Animation 71
Applied Laboratory Science Technology 71
Architectural Technology – Design Concentration 71
Architectural Technology – Technology Concentration 72
Aviation Science 72

ALPHABETICAL LISTING — ASSOCIATE IN SCIENCE DEGREE (A.S.) (*continued*)

Building Automation 72
Business: Management 72
Business: Retail Management 72
Child Development 73
Commercial Flight 73
Computer and Networking Technology 74
Computer Graphics Design/Photography 73
Computer Network Administration and Security Management 74
Computer Programmer – Database Management Systems 73
Computer Programming 74
Construction Inspection 74
Correctional Sciences 75

Educational Paraprofessional 75
Electronics and Computer Engineering Technology 75
Emergency Medical Services 75
Engineering Design Technology 76
Equipment Technology 77
Escrow Management 77

Family and Consumer Sciences 77
Fashion Design 77
Fashion Merchandising 78
Fire Technology 78
Fire Technology – Administrative Law 78

General Business 78
Graphic Design 78
Histologic Technician Training 79
Horse Ranch Management 79
Hospitality and Restaurant Management 79
Human Resource Management 79

Integrated Pest Management 80
Interior Design 80
Interior Design – Kitchen and Bath Design 80
International Business 80

Law Enforcement 81
Licensed Vocational Nurse to RN 81
Livestock Management 82

Manufacturing Technology 82
Marketing Management 82
Mental Health Technology – Psychiaric Technician 83
Nursing 84

Ornamental Horticulture 84
Paralegal/Legal Assistant 85
Park & Sports Turf Management 85
Pet Science 85
Photography 86
Physical Education 86
Psychiatric Technician to RN 86

Radio Broadcasting: Behind the Scenes 87
Radio Broadcasting: On the Air 87
Radiologic Technology 88
Real Estate 89
Real Estate Appraisal 89
Registered Veterinary Technology 89
Respiratory Therapy 90

Sign Language/Interpreting 91
Small Business Management 91
Television Production 91

Welding 91

LISTING BY INSTRUCTIONAL DIVISION — ASSOCIATE IN SCIENCE DEGREE (A.S.)

Arts Division

Animation 71
Computer Graphics Design/Photography 73
Graphic Design 78
Photography 86
Radio Broadcasting: Behind the Scenes 87
Radio Broadcasting: On the Air 87
Television Production 91

Business Division

Accounting 69
Administrative Assistant 69
Business: Management 72
Business: Retail Management 72
Child Development 73
Computer Network Administration & Security Management 74
Computer Programmer – Database Management Systems 73
Computer Programming 74
Escrow Management 77
Family and Consumer Sciences 77
Fashion Design 77
Fashion Merchandising 78
General Business 78
Hospitality and Restaurant Management 79
Human Resource Management 79
Interior Design 80
Interior Design – Kitchen and Bath Design 80
International Business 80
Marketing Management 82
Paralegal/Legal Assistant 85
Real Estate 89
Real Estate Appraisal 89
Small Business Management 91

Humanities & Social Sciences Division

Educational Paraprofessional 75
Sign Language/Interpreting 91

Natural Sciences Division

Agri-Technology 69
Architectural Technology – Design Concentration 71
Architectural Technology – Technology Concentration 72
Equipment Technology 77
Histologic Technician Training 79
Horse Ranch Management 79
Integrated Pest Management 80
Livestock Management 82
Ornamental Horticulture 84
Park & Sports Turf Management 85
Pet Science 85
Registered Veterinary Technology 89

Physical Education Division

Physical Education 86

Technology & Health Division

Air Conditioning and Refrigeration 69
Airframe and Aircraft Powerplant Maintenance Technology – Day 70
Airframe and Aircraft Powerplant Maintenance Technology – Evening 70
Alcohol/Drug Counseling 70
Architectural Technology 71
Aviation Science 72
Building Automation 72
Commercial Flight 73
Computer and Networking Technology 74
Construction Inspection 74
Correctional Sciences 75
Electronics and Computer Engineering Technology 75
Emergency Medical Services 75
Engineering Design Technology 76
Fire Technology 78
Fire Technology – Administrative Law 78
Law Enforcement 81
Licensed Vocational Nurse to RN 81
Manufacturing Technology 82
Mental Health Technology – Psychiatric Technology 83
Nursing 84
Psychiatric Technician to RN 86
Radiologic Technology 88
Respiratory Therapy 90
Welding 91

Accounting

Accounting and Management Department
Major S0502

Students preparing to become professional accountants should follow the Business Administration course for a four-year college or university. The following is semi-professional training for those who seek employment in bookkeeping or accounting positions at the end of two years.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSA 8	Principles of Accounting - Managerial	5.0	CSU,UC
BUSA 21	Cost Accounting	4.0	
BUSA 52	Intermediate Accounting	3.0	
BUSA 53	Ten-Key Calculations	2.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 58	Federal Income Tax Law	3.0	
BUSA 70	Payroll and Tax Accounting	3.0	
BUSA 75	Using Microcomputers in Financial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting	1.0	
	or		
BUSA 81	Work Experience in Accounting	1.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSO 25	Business Communications	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**36.0 - 37.0**	

Administrative Assistant

Computer Information Systems Department
Major S0514

This program is intended to prepare students for employment following graduation as administrative assistants, executive assistants, office managers, or other clerical and support staff. Training in a variety of computer and clerical skills is emphasized. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required core courses:

BUSO 5	Business English	3.0	
BUSO 25	Business Communications	3.0	CSU
BUSO 26	Oral Communications for Business	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISB 31	Microsoft Word	3.0	
CISB 51	Microsoft PowerPoint	3.0	CSU
CISI 12	Intermediate Computer Keyboarding	3.0	
CISI 41	Office Management Skills	3.0	

PLUS

Select one (1) course from:

CISB 61	Desktop Publishing Software	3.0	
CISI 21	Data Entry	3.0	
CISW 15	Web Site Development	4.0	CSU
	Total Units	**28.0-29.0**	

Agri-Technology

Agricultural Sciences Department
Major S0101

The program of courses in Agriculture is designed to enable students to prepare for a career in this essential and diverse profession. The department offers a comprehensive Agricultural Sciences program and is unique in that most courses provide hands-on experiences designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which the courses are offered.

The following programs list all courses needed to satisfy major requirements. Students may obtain certificates upon completion of required courses listed. Additional courses needed for completion of the Associate in Science degree are listed in this catalog. It is recommended that all students consult with the department chairperson, faculty advisor, or counselor to file an educational plan.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the department chairperson, counselor or advisor to discuss transferability of courses. The curriculum is flexible in nature to allow for previous experience and specialization in a given area of agriculture and agricultural business.

Requirements for the Major

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3.0	CSU,UC
AGAG 91	Agricultural Calculations	3.0	
AGAN 1	Animal Science	3.0	CSU,UC
AGOR 1	Horticultural Science	3.0	CSU
AGOR 32	Landscaping and Nursery Management	3.0	CSU
AGOR 56	Engine Diagnostics	3.0	CSU
AGOR 71	Landscape Construction Fundamentals	3.0	CSU

PLUS

Select one course from:

AGFR 20	Conservation of Natural Resources	3.0	CSU,UC
AGLI 14	Swine Production	3.0	CSU
AGLI 16	Horse Production	4.0	CSU,UC
AGLI 17	Sheep Production	3.0	CSU
AGLI 30	Beef Production	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGPE 70	Pet Shop Management	3.0	
AGPE 71	Canine Management	3.0	
	Total Units	**27.0 - 28.0**	

Air Conditioning and Refrigeration

Air Conditioning, Water & Welding Technologies
Major S0909

This program is designed to prepare the student for employment in the broad field of air conditioning, heating and refrigeration and leads to occupations in design, manufacturing, operation, sales, distribution, installation, maintenance and repair. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration	2.0
AIRC 11	Welding for Air Conditioning and Refrigeration	2.0
AIRC 12	Air Conditioning Codes and Standards	3.0
AIRC 20	Refrigeration Fundamentals	4.0
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5.0
AIRC 26	Gas Heating Fundamentals	2.0
AIRC 30	Heat Load Calculations	4.0
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4.0
AIRC 32A	Air Properties and Measurement	1.5
AIRC 34	Advanced Mechanical Refrigeration	4.0
	Total Units	**31.5**

Airframe and Aircraft Powerplant Maintenance Technology-Evening

Aircraft Maintenance Tech & Manufacturing Dept.

Major S0951

This program prepares students to enter employment as a certified airframe and powerplant technician in the aircraft maintenance industry. Training is given in the overhaul of various airframes and powerplants and their components. Completion of this program leads to an Associate in Science degree. Two state-awarded certificates are also available upon successful completion of this program - one certificate in Airframe Maintenance Technology and one certificate in Aircraft Powerplant Maintenance Technology. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 65A and 65B are equivalent to evening program courses AIRM 95A, 95B, 96A, 96B, 97A, 97B, 98A, and 98B. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B. The evening program courses are offered in 9-week modules.

Successful completion of this program enables students to take the FAA examinations in Airframe, General, and Powerplant. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician, which is required for employment in this field. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0
AIRM 71	Aviation Maintenance Science	6.0
AIRM 72	Aviation Materials and Processes	1.5
AIRM 73	Aviation Welding	1.5
AIRM 90A	Airframe Maintenance Technology	3.0
AIRM 90B	Airframe Maintenance Technology	3.0
AIRM 91A	Airframe Maintenance Technology	3.0
AIRM 91B	Airframe Maintenance Technology	3.0
AIRM 92A	Airframe Maintenance Technology	3.0
AIRM 92B	Airframe Maintenance Technology	3.0
AIRM 93A	Airframe Maintenance Technology	3.0
AIRM 93B	Airframe Maintenance Technology	3.0
AIRM 95A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 95B	Aircraft Powerplant Maintenance Technology	3.0
AIRM 96A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 96B	Aircraft Powerplant Maintenance Technology	3.0
AIRM 97A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 97B	Aircraft Powerplant Maintenance Technology	3.0
AIRM 98A	Aircraft Powerplant Maintenance Technology	3.0
AIRM 98B	Aircraft Powerplant Maintenance Technology	3.0
	Total Units	**63.0**

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
AIRM 81	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Airframe and Aircraft Powerplant Maintenance Technology-Day

Aircraft Maintenance Tech & Manufacturing Dept.

Major S0911

This program prepares students to enter employment as a certified airframe and powerplant technician in the aircraft maintenance industry. Training is given in the overhaul of various airframes and powerplants and their components. Completion of this program leads to an Associate in Science degree. Two state-awarded certificates are also available upon successful completion of this program - one certificate in Airframe Maintenance Technology and one certificate in Aircraft Powerplant Maintenance Technology. Excellent opportunities for employment exist in this area of training. Certain administrative, quality control, and flight personnel careers require the applicant to hold a valid A & P Certificate.

This program offers a day (full-time) or evening (part-time) program option. The only difference between the two options is the course numbering and time required to complete the program. Day program courses AIRM 65A and 65B are equivalent to evening program courses AIRM 95A, 95B, 96A, 96B, 97A, 97B, 98A, and 98B. Day program courses AIRM 66A and 66B are equivalent to evening program courses AIRM 90A, 90B, 91A, 91B, 92A, 92B, 93A, and 93B. The evening program courses are offered in 9-week modules.

Successful completion of this program enables students to take the FAA examinations in Airframe, General, and Powerplant. Passing the General Exam plus the Airframe and/or Powerplant Exam provides certification as an Aircraft Maintenance Technician, which is required for employment in this field. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

AIRM 65A	Aircraft Powerplant Maintenance Technology	13.0	CSU
AIRM 65B	Aircraft Powerplant Maintenance Technology	13.0	
AIRM 66A	Airframe Maintenance Technology	13.0	CSU
AIRM 66B	Airframe Maintenance Technology	13.0	
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3.0	
AIRM 71	Aviation Maintenance Science	6.0	
AIRM 72	Aviation Materials and Processes	1.5	
AIRM 73	Aviation Welding	1.5	
	Total Units	**67.0**	

Recommended Electives:

AIRM 74	Aircraft Maintenance Technology - Work Experience
AIRM 80	Lab Studies in Aircraft Maintenance Technology
EDT 12	Technical Engineering Drawing II
ELEC 90	Survey of Electronics
MFG 70	Technical Mathematics - Manufacturing Applications
PHYS 1	Physics

Alcohol/Drug Counseling

Public Services Department

Major S2101

In this program the student integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population as well as families and employers of chemically-dependent persons. The curriculum is designed to meet the credentialing requirements of the California Association of Alcohol/Drug Educators. Students who complete this option qualify for employment in a variety of chemical-dependant settings.

Requirements for the Major

Required core courses:

AD 1	Alcohol/Drug Dependency	3.0	CSU
AD 2	Physiological Effects of Alcohol/Drugs	3.0	CSU
AD 3	Chemical Dependency: Intervention, Treatment and Recovery	3.0	CSU
AD 4	Issues in Domestic Violence	3.0	
AD 5	Chemical Dependency: Prevention and Education	1.5	CSU
AD 6	Dual Diagnosis	3.0	CSU

Required skilled courses:

AD 8	Group Process and Leadership	3.0	
AD 9	Family Counseling	3.0	
AD 10	Client Record and Documentation	1.5	
AD 11	Techniques of Intervention and Referral	3.0	

Required field work courses:

AD 13	Internship/Seminar	4.0	CSU
AD 14	Advanced Internship/Seminar	4.0	CSU

PLUS

Select six (6) units from:

CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
	or		
PSYC 1AH	Introduction to Psychology - Honors	3.0	CSU,UC
PSYC 19	Abnormal Psychology	3.0	CSU,UC
SOC 1	Sociology	3.0	CSU,UC
	or		
SOC 1H	Sociology - Honors	3.0	CSU,UC
SOC 14	Marriage and the Family	3.0	CSU,UC
SOC 15	Child Development	3.0	CSU,UC
	Total Units	**41.0**	

Eligibility Requirements and Selection Procedures

Eligibility Requirements:

- File a College application and be accepted as a student at Mt. San Antonio College.
- Selection Procedures All classes are open to all students who meet admission requirements and course prerequisites.

Special Instructions:

a) Restricted Electives must be taken prior to enrollment in Field Experience

b) Restricted Electives can be taken in conjunction with core and skills courses

c) Refer to Schedule of Credit Classes for sequence of courses

d) For questions, call the division office at (909) 594-5611, ext. 4750

Working environment:

- May be exposed to infectious and contagious disease, without prior notification
- May be exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex
- Exposure to a highly charged emotional environment which can be stressful intense

English Language Skills:

Although proficiency in English is not a criteria for admission into the Alcohol/Drug Counseling Program, students are encouraged to be able to speak, write and read English to complete classes successfully and to ensure safety for themselves and for others.

Animation

Commercial and Entertainment Arts
Major S1006

The Animation Program offers an integrated/ interdisciplinary approach to prepare students to meet current and future job market demands. The student will be given a balanced blend of art and technology-based skills which are essential for today's careers in animation. The program offers both an A.S. degree and certificates. Course content is driven by industry needs in order to provide the student with the best possible preparation for a career in animation or for transfer to an institution of higher learning.

Requirements for the Major

Required courses:

ANIM 101A	Drawing - Gesture and Figure	3.0	CSU
ANIM 104	Drawing Fundamentals	3.0	CSU
	or		
ARTD 15A	Drawing: Beginning	3.0	CSU,UC
ANIM 108	Principles of Animation	3.0	CSU
ANIM 115	Storyboarding	3.0	
ANIM 116	Character Development	1.5	
ANIM 130	Introduction to 3-D Computer Animation	3.0	
ARTC 290	Portfolio	3.0	
ARTC 100	Graphic Design I	3.0	CSU
ARTD 17A	Drawing: Life	3.0	CSU,UC
ARTD 20	Design: Two Dimensional	3.0	CSU,UC
ARTS 22	Design: Three-Dimensional	3.0	CSU,UC

PLUS

Select one course from:

ANIM 109	Advanced Principles of Animation	3.0	
ANIM 117	Animation Background Layout	3.0	CSU
ANIM 120	Script Development for Animation	3.0	
ANIM 131	Introduction to Gaming	3.0	
ANIM 132	Modeling, Texture Mapping and Lighting	3.0	
ANIM 172	Motion Graphics, Compositing and Visual Effects	3.0	
ANIM 175	Web Animation With Flash	3.0	
ARTD 16	Drawing: Perspective	3.0	CSU,UC
	Total Units	**34.5**	

Recommended Electives:

AHIS 4	History of Western Art: Prehistoric through Gothic		
AHIS 5	History of Western Art: Renaissance through Modern		
ANIM 111	Animal Drawing		
ANIM 121	History of Animation		
ANIM 131	Introduction to Gaming		
ANIM 134	Dynamic Digital Environments		
ANIM 135	Visual Effects II: Particle Systems		
ANIM 148	Demo-Reel		

Applied Laboratory Science Technology (ALST)

Chemistry Department
Major S0307

This program provides theoretical and technical training to prepare students for employment as entry-level chemical technicians in fields such as chemical quality control, chemical process control, analytical chemistry, water quality, and research and development. The program includes a broad-based overview of workforce options and emphasizes development of analytical skills, instrument proficiency, critical thinking, and trouble-shooting of experimental designs and outcomes.

Requirements for the Major

Required courses:

BUSM 10	Principles of Continuous Quality Improvement	3.0	
CHEM 20	Introductory Organic and Biochemistry	5.0	CSU,UC
CHEM 50	General Chemistry I	5.0	CSU,UC
	or		
CHEM 50H	General Chemistry I - Honors	5.0	CSU,UC
CHEM 51	General Chemistry II	5.0	CSU,UC
CHEM 60	Quantitative Chemical Analysis	5.0	CSU,UC
CHMT 1	Introduction to Chemical Laboratory Technology	3.0	
CHMT 8	Work Experience in Chemical Technology	1.0 - 2.0	

PLUS

Select six to seven (6 - 7) units from:

MICR 22	Microbiology	4.0	CSU,UC
PHIL 12	Ethics	3.0	CSU,UC
	or		
PHIL 12H	Ethics - Honors	3.0	CSU,UC
SPCH 26	Interpersonal Communication	3.0	CSU,UC
	or		
SPCH 26H	Interpersonal Communication - Honors	3.0	CSU,UC
	Total Units	**33.0 - 34.0**	

Architectural Technology - Design Concentration

Architecture and Engineering Design Department
Major S0207

This program prepares students to enter the field of architecture and related areas. The student is provided with an option of direct employment into the field or preparation for transfer to the professional school of architecture. Two concentrations are available. The Design Concentration focuses upon studio-based design projects, drawing, and presentation skills. The student will develop a portfolio of work relevant to their Concentration. A certificate program is also available.

Requirements for the Major

Required courses:

ARCH 10	Design I - Elements of Design	3.0	CSU
ARCH 11	Architectural Drawing	3.0	CSU,UC
ARCH 12	Architectural Materials and Specifications	3.0	CSU
ARCH 13	Architectural Illustration	3.0	CSU,UC
ARCH 16	Basic CAD and Computer Application	4.0	CSU,UC
ARCH 21	Design II - Architectural Design	3.0	CSU
ARCH 23	Architectural Presentations	3.0	CSU
ARCH 27	Design III - Environmental Design	3.0	CSU,UC
ARCH 29	Design IV - Advanced Project	3.0	CSU
ARCH 31	World Architecture I	3.0	CSU
ARCH 32	World Architecture II	3.0	CSU,UC

PLUS

Select one (1) course from:

ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 18	Architectural Computer Aided Design Elements	3.0	

PLUS

Select one (1) course from:

ARCH 14	Building and Zoning Codes	3.0	
ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 18	Architectural Computer Aided Design Elements	3.0	
ARCH 26	Architectural CAD Working Drawings	3.0	
ARCH 28	Architectural CAD Illustration and Animation	3.0	CSU
ARCH 89	Architectural Work Experience	1.0	
ARCH 90	Architectural Work Experience	2.0	

INSP 70	Elements of Construction	3.0	CSU
	Total Units	**38.0 - 40.0**	

Recommended Electives:

ARTD 15A	Drawing: Beginning
ARTD 20	Design: Two Dimensional
ARTS 22	Design: Three-Dimensional
BIOL 6	Humans and the Environment
ENGL 1C	Critical Thinking and Writing
MATH 150	Trigonometry
PHYS 2AG	General Physics

ENGL 1C, MATH 150, and PHYS 2AG are typically required for transfer to a professional school of architecture. Verify all requirements with the transfer institution.

Architectural Technology - Technology Concentration

Architecture and Engineering Design Department

Major S0201

This program prepares students to enter the field of architecture and related areas. The student is provided with an option of direct employment into the field or preparation for transfer to the professional school of architecture. Two concentrations are available. The Technology Concentration focuses upon building and construction technology, documentation, codes, and computer applications. Current technology and computer (CAD) skills are integrated into the program. A certificate program is also available.

Requirements for the Major

Required courses:

ARCH 10	Design I - Elements of Design	3.0	CSU
ARCH 11	Architectural Drawing	3.0	CSU,UC
ARCH 12	Architectural Materials and Specifications	3.0	CSU
ARCH 14	Building and Zoning Codes	3.0	
ARCH 15	Architectural Working Drawings - I	3.0	CSU
ARCH 16	Basic CAD and Computer Application	4.0	CSU,UC
ARCH 18	Architectural Computer Aided Design Elements	3.0	
ARCH 26	Architectural CAD Working Drawings	3.0	
ARCH 28	Architectural CAD Illustration and Animation	3.0	CSU
ARCH 29	Design IV - Advanced Project	3.0	CSU
EDT 20	Technical Descriptive Geometry	3.0	CSU
INSP 70	Elements of Construction	3.0	CSU

PLUS

Select one (1) course from:

ARCH 13	Architectural Illustration	3.0	CSU,UC
ARCH 21	Design II - Architectural Design	3.0	CSU
ARCH 23	Architectural Presentations	3.0	CSU
ARCH 31	World Architecture I	3.0	CSU,UC
ARCH 32	World Architecture II	3.0	CSU,UC
ARCH 89	Architectural Work Experience	1.0 – 2.0	
EDT 26	Civil Engineering Technology and CAD	3.0	CSU
INSP 71	Construction Estimating	3.0	CSU
	Total Units	**38.0 - 40.0**	

Recommended Electives:

MATH 150	Trigonometry
PHYS 2AG	General Physics

MATH 150 AND PHYS 2AG typically are required for transfer to a professional school of architecture. Verify all requirements with the transfer institution.

Aviation Science

Aeronautics, Transportation and Travel Department

Major S0910

This curriculum meets the requirements of the Federal Aviation Administration Collegiate Training Initiative (CTI). Under an educational partnership agreement with the FAA, this CTI program prepares students for broad-based aviation careers. Students completing this CTI program may be recommended by the college for hiring by the FAA as air traffic controllers. There are no prerequisites or enrollment limitations.

Requirements for the Major

Required courses:

AERO 23	Primary Pilot Ground School	4.0	CSU
AERO 24	Navigation	3.0	CSU
AERO 26	Aviation Weather	3.0	CSU
AERO 27	Aviation Safety and Human Factors	3.0	CSU
AERO 29	Federal Aviation Regulations	2.0	CSU
AERO 30	Instrument Ground School	3.0	CSU
AIRT 41	Aircraft Recognition and Performance	3.0	CSU
AIRT 42A	Terminal Air Traffic Control	3.0	CSU
AIRT 42B	Enroute Air Traffic Control	3.0	CSU
AIRT 43	Air Traffic Control Team Skills	1.5	CSU
CISB 11	Computer Information Systems	3.5	CSU,UC
TRAN 17	Air Transportation	3.0	CSU
	Total Units	**35.0**	

Recommended Electives:

AERO 25	Commercial Pilot Ground School
AERO 28	Aircraft and Engines
AERO 40	Flight
AERO 40L	Flight Laboratory
BUSM 60	Human Relations in Business

Building Automation

Air Conditioning, Welding and Water Technologies

Major S0308

This program is designed to prepare the student for a career in the fields of Building Automation, Energy Management, and Green Building Technologies. Students desiring a bachelor's degree (transfer program) should consult with an advisor to discuss transferability of course.

Requirements for the Major

Required courses:

AIRC20	Refrigeration Fundamentals	3.0
AIRC25	Electrical Fundamentals for A/C & Refrigeration	4.0
AIRC31	Commercial Electrical for A/C & Refrigeration	4.0
AIRC34	Advanced Mechanical Refrigeration	4.0
AIRC61	Building Automation Fundamentals	2.5
AIRC63	Building Control Networks	3.0
AIRC65	Building Automation Network & Programming	3.0
AIRC67	Energy Management	4.0
CISN11	Telecommunications/Networking	4.0
CISW41	XML Secure Programming	3.0
CISW49	Service Oriented Architecture Concepts & Practice	3.0
	Total Units	**37.5**

Business: Management

Accounting and Management Department

Major S0506

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 51	Principles of International Business	3.0	CSU
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSS 36	Principles of Marketing	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**30.0**	

Recommended Electives:

BUSM 81	Work Experience in Business
BUSM 85	Special Issues in Business
BUSS 85	Special Issues in Marketing

Business: Retail Management

Accounting and Management Department

Major S0509

This program exposes students to the business world and the role of retail distribution. Students become familiar with careers in retail management as well as the latest trends in this fast changing field. Completion of this program aids the student's search for an entry-level job in retail management.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSA 11	Fundamentals of Accounting	3.0	
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSO 25	Business Communications	3.0	CSU
BUSO 26	Oral Communications for Business	3.0	
BUSS 36	Principles of Marketing	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
FASH 62	Retail Store Management and Merchandising	3.0	CSU
	or		
BUSS 50	Retail Store Management	3.0	

PROGRAMS LEADING TO AN ASSOCIATE DEGREE

Child Development

Child Development
Major S1315

This program introduces students to the study of young children and their education and prepares students for employment following graduation in the field of Child Development. An Associate in Science degree and eleven certificates are offered. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 5	Principles/Practices in Child Development Programs	3.0	CSU
CHLD 6	Survey of Child Development Curriculum	3.0	CSU
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
CHLD 64	Health, Safety and Nutrition of Young Children	3.0	CSU
CHLD 66	Early Childhood Development Observation	2.0	CSU
CHLD 66L	Early Childhood Development Observation Laboratory	1.0	CSU
CHLD 67	Early Childhood Development Participation	2.0	CSU
CHLD 67L	Early Childhood Development Participation Laboratory	1.0	CSU
CHLD 68	Children With Special Needs	3.0	CSU
CHLD 69	Early Childhood Development Field Work Seminar	2.0	CSU
CHLD 84	Guidance and Discipline in Child Development Settings	1.0	CSU
CHLD 91	Early Childhood Development Field Work	1.0	CSU
	Total Units	**28.0**	

Note: These courses are acceptable for the Child Development requirements leading to the Child Development Permit.

Recommended Electives:

CHLD 50	Multicultural Education: Anti-Bias Perspective
CHLD 51	Early Literacy in Child Development
CHLD 61	Language Arts & Art Media for Young Children
CHLD 62	Music and Motor Development for Young Children
CHLD 63	Creative Sciencing and Math for Young Children
CHLD 71A	Administration of Child Development Programs
CHLD 71B	Management/Marketing/Personnel for ECD Programs
CHLD 72	Teacher, Parent, and Child Relationships
CHLD 73	Infant/Toddler Care and Development

Commercial Flight

Aeronautics, Transportation and Travel Department
Major S0912

The Commercial Flight curriculum prepares students for careers as aircraft pilots as well as related ground occupations in aviation. Students have the opportunity for optional flight training with commensurate college credit. The pilot license is not required for graduation but it is desirable for career advancement.

This program prepares students for military and civilian aviation careers through transfer programs to bachelor's degree aviation curricula throughout the nation. With concurrent flight training, students may achieve the commercial pilot certificate and instrument rating simultaneously with the A.S. degree.

Requirements for the Major

Required courses:

AERO 23	Primary Pilot Ground School	4.0	CSU
AERO 24	Navigation	3.0	CSU
AERO 25	Commercial Pilot Ground School	3.0	CSU
AERO 26	Aviation Weather	3.0	CSU
AERO 27	Aviation Safety and Human Factors	3.0	CSU
AERO 28	Aircraft and Engines	3.0	CSU
AERO 29	Federal Aviation Regulations	2.0	CSU
AERO 30	Instrument Ground School	3.0	CSU
TRAN 17	Air Transportation	3.0	CSU
	Total Units	**27.0**	

Recommended Electives:

AERO 40	Flight
AERO 40L	Flight Laboratory
AERO 41	Basic Flight Simulator Laboratory
AERO 58	Flight Instructor Ground School
AIRT 41	Aircraft Recognition and Performance
CISB 11	Computer Information Systems

The Commercial Flight faculty recommend that students complement their studies with selected elective courses chosen from the list above. Students should meet with a professor of commercial flight to help them determine which electives would best suit their career plans.

Computer - Database Management Systems

Computer Information Systems Department
Major S0706

The Computer Information Systems major is a two-year program leading to the Associate in Science (A.S.) degree. The program is designed to prepare students for employment in a computer field following graduation. Students wishing a Bachelors' degree (transfer program) should meet with a counselor or advisor to discuss transferability of courses.

Coursework includes a list of core courses and additional courses for each concentration. The Database Management Systems Concentration includes coursework in the design, development and maintenance of relational databases. Students choosing this concentration have the option of selecting either the Microsoft or Oracle concentration.

Requirements for the Major

Required core courses:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISM 11	Systems Analysis and Design	3.5	CSU,UC
CISN 21	Windows Operating System	4.0	
	or		
CISN 31	Linux Operating Systems	4.0	
BUSM 20	Principles of Business	3.0	
	or		
BUSM 25	Principles of E-Commerce	3.0	
	or		
BUSA 7	Principles of Accounting - Financial	5.0	

PLUS
Select one of the following two concentrations:
Microsoft Concentration:

CISD 11	Database Management - Microsoft Access	4.0	CSU
CISD 14	Advanced Database Management - Microsoft Access	4.0	
CISD 21	Database Management - Microsoft SQL Server	4.0	
CISD 40	Database Design	3.0	

Oracle Concentration:

CISD 31	Database Management - Oracle	4.0
CISD 32	Oracle Forms and Reports	3.0
CISD 40	Database Design	3.0
	Total Units	**28.0 – 35.0**

Computer Graphics Design/Photography

Commercial and Entertainment Arts
Major S1005

This program is designed to prepare students for employment in the field of computer graphics/photography. A variety of career opportunities are available in art, cinema, communications, industrial arts, graphics, and journalism. Students desiring a bachelor's degree should consult with a counselor or advisor or the catalog of the institution they wish to attend to address transferability of courses.

Requirements for the Major

Required courses:

GRAP 1	Computer Graphics Lab	1.0	
GRAP 10	Photo Editing with Photoshop	3.0	
GRAP 12	Advanced Photo Editing with Photoshop	3.0	
GRAP 14	Digital Color Management	3.0	
GRAP 16	Digital Image Design with Illustrator & Freehand	3.0	
GRAP 18	Advanced Image Design - 3D Modeling Techniques	3.0	
GRAP 20	Applying Photos and Images in Multimedia	3.0	
GRAP 28	Digital Portfolio	2.0	
PHOT 10	Beginning Photography	3.0	CSU,UC
PHOT 17	Photocommunication	3.0	
	Total Units	**27.0**	

Recommended Electives:

AHIS 1	Understanding the Visual Arts
	or
ARTB 1	Understanding the Visual Arts
COMP 10	Operating the Macintosh Computer
GRAP 24	Work Experience in Computer Graphics
PHOT 1	Laboratory Studies: Black and White Photography
PHOT 2	Laboratory Studies: Color Photography
PHOT 4	Digital Cameras and Composition
PHOT 15	History of Photography

Computer and Networking Technology

Electronics and Computer Technology Department

Major S0725

The Computer and Networking Technology program prepares students to become computer and networking service technicians. The program provides foundations in basics electricity and electronics, operating systems, computer service and troubleshooting, and customer relations, as well as more advanced training in networks, servers, and security. Students learn to install, configure, maintain, troubleshoot, and repair computers and networks. Students will become fully prepared to take the A+, Network+, Server+, and Security+ certification tests sponsored by CompTIA and offered at testing centers throughout the country. These industry certifications are recognized worldwide as benchmarks for the computer and networking technician. Further, students will have requisite skills upon which to seek additional I.T. certifications available for the computer and networking fields.
Two certificate programs in Computer and Networking Technology are also available. Please see the "Certificates" section of the college catalog for descriptions and course requirements.

Requirements for the Major

Required courses:

CNET 50	PC Servicing	4.0	
CNET 52	PC Operating Systems	4.0	
CNET 54	PC Troubleshooting	4.0	
CNET 56	Computer Networks	4.0	
CNET 58	Windows Server	3.0	
CNET 60	A+ Certification Preparation	2.0	
CNET 62	Network+ Certification Preparation	2.0	
CNET 64	Server+ Certification Preparation	2.0	
CNET 66	Security+ Certification Preparation	2.0	
ELEC 11	Technical Applications in Microcomputers	3.0	CSU
	or		
CISB 15	Microcomputer Applications	4.0	CSU,UC
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 56	Digital Electronics	4.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**43.0 - 44.0**	

Recommended Electives:

ELEC 51	Electronic Devices	
ELEC 74	Microprocessor Systems	

Computer Network Administration and Security Management

Computer Information Systems Department

Major S0701

Computer Network Administration and Security Management is a two-year program leading to the Associate in Science (A.S.) degree. It prepares individuals for employment in the computer/information technology field in such areas as network administrator and security management administrator.

The curriculum is intended to help students develop skills to design, administer and manage the heterogeneous corporate network with security emphasis. The courses examine and illustrate network security with various industry-leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

The main objective of the degree is to prepare students for employment following graduation. Students wishing a bachelor's degree should meet with a counselor or advisor for choices to transfer to available CSU joint degree programs.

Requirements for the Major

Required courses:

CISN 11	Telecommunications Networking	4.0	CSU
CISN 24	Window Server Network and Security Administration	4.0	CSU
CISN 51	Cisco CCNA Networking and Routing	4.0	CSU
CISS 21	Network Vulnerabilities and Countermeasures	4.0	CSU
CISS 23	Network Analysis, Intrusim Detection/Prevention Systems	4.0	CSU
CISS 25	Network Security and Firewalls	4.0	CSU
CISS 29	CNSAM Service Learning	1.0	

PLUS

Select one (1) course from:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISN 21	Windows Operating System	4.0	CSU
CISN 31	Linux Operating System	4.0	CSU
CISN 34	LINUX Networking and Security	4.0	CSU
	Total Units	**27.5 - 28.0**	

Computer Programming

Computer Information Systems Department

Major S7302

The Computer Programming major is a two-year program leading to the Associate in Science (A.S.) degree. It is designed to prepare students for employment as a computer programmer following graduation. Students wishing a bachelor's degree (transfer program) should meet with a counselor or advisor to discuss transferability of courses.

Coursework includes a list of core courses and additional courses for each concentration. The Computer Programming degree emphasizes the development of applications in a business environment using object-oriented methodologies. Students may select one of four programming language concentrations: C++, Visual Basic, Java or C#.

Requirements for the Major

Required courses:

CISB 11	Computer Information Systems	3.5	CSU,UC
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISM 11	Systems Analysis and Design	3.5	CSU,UC
CISN 21	Windows Operating System	4.0	
	or		
CISN 31	Linux Operating System	4.0	
CISP 10	Object-Oriented Design	2.0	
BUSM 20	Principles of Business	3.0	
	or		
BUSM 25	Principles of E-Commerce	3.0	
	or		
BUSA 7	Principles of Accounting - Financial	5.0	
CISD 11	Database Management - Microsoft Access	4.0	
	or		
CISD 21	Database Management - Microsoft SQL Server	4.0	
	or		
CISD 31	Database Management - Oracle	4.0	

PLUS

One of the following concentrations:

C++:

CISP 31	Programming in C++	4.0
CISP 34	Advanced C++ Programming	4.0

Visual Basic:

CISP 11	Programming in Visual Basic	4.0
CISP 14	Advanced Visual Basic	4.0

Programming

Java:

CISP 21	Programming in Java	4.0
CISP 24	Advanced Java Programming	4.0

C#:

CISP 41	Programming in C#	4.0
CISP 44	Advanced Programming in C#	4.0
	Total Units	**32.0 - 34.0**

Construction Inspection

Architecture and Engineering Design Department

Major S0920

This program is intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

ARCH 12	Architectural Materials and Specifications	3.0	CSU
ARCH 14	Building and Zoning Codes	3.0	
INSP 17	Legal Aspects of Construction	3.0	CSU
INSP 70	Elements of Construction	3.0	CSU
INSP 71	Construction Estimating	3.0	CSU
INSP 87	Fundamentals of Construction Inspection	3.0	
	Total Units	**18.0**	

Recommended Electives:

ARCH 11	Architectural Drawing
ARCH 15	Architectural Working Drawings - I
INSP 67	Reading Construction Drawings

Correctional Sciences

Public Services Department

Major S2103

Correctional Sciences is the application of law, social, and natural sciences to the social phenomenon of crime and delinquency. The discipline addresses definitions, causation, prevention, discovery, procedures, treatment and rehabilitation, quantification, and research in both criminal and civil aspects. This program is intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

ADJU 68	Administration of Justice Report Writing	3.0	
CORS 10	Introduction to Correctional Sciences	3.0	CSU
CORS 15	Control and Supervision of the Offender	3.0	
CORS 20	Correctional Law	3.0	
CORS 25	Probation and Parole	3.0	
CORS 30	Ethnic Relations in Corrections	3.0	

PLUS

Select four (4) courses from:

ADJU 1	The Administration of Justice System	3.0	CSU,UC
ADJU 2	Principles and Procedures of the Justice System	3.0	CSU
ADJU 20	Principles of Investigation	3.0	CSU
ADJU 38	Narcotics Investigation	3.0	
ADJU 59	Gangs and Corrections	3.0	CSU
CORS 35	Interviewing and Counseling in Corrections	3.0	
CORS 40	Crime and Delinquency	3.0	
CORS 45	The Violent Offender	3.0	
	Total Units	**30.0**	

Recommended Electives:

PE-F 50	Physical Skills Preparation for Law Enforcement and Fire Science
PE-F 51	Agility Testing Preparation for Law Enforcement and Fire Science
PE-F 52	Fitness and Conditioning for Law Enforcement, Fire Science and Forestry
SPAN 66	Spanish for Fire and Police Personnel

The Correctional Sciences faculty recommend that students complement their studies with selected elective courses chosen from the list above. Students should meet with a professor of Correctional Sciences to help them determine which electives would best suit their career plans.

Educational Paraprofessional

Psychology and Education Department

Major S2117

This degree program in the field of education prepares paraprofessionals in a variety of areas, emphasizing working with children to enhance their learning development. Graduates will be able to assist classroom teachers in working with K-12 students, including students with special needs. This associate degree certifies that paraprofessionals are "highly qualified" according to current federal legislation.

Requirements for the Major

Required courses:

CHLD 1	Child, Family and Community	3.0	CSU,UC
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
PSYC 14	Developmental Psychology	3.0	CSU,UC
CHLD 68	Children With Special Needs	3.0	CSU
EDUC 10	Introduction to Education	3.0	CSU,UC
EDUC 16	Aspects and Issues in Teaching Service Learning	3.0	CSU,UC
ENGL 1A	Freshman Composition	4.0	CSU,UC
	or		
ENGL 1AH	Freshman Composition - Honors	4.0	CSU,UC
MATH 71	Intermediate Algebra	5.0	
	Total Units	**24.0**	

Recommended Electives:

CHLD 51	Early Literacy in Child Development
CHLD 64	Health, Safety and Nutrition of Young Children
LIT 40	Children's Literature
PE 3	First Aid and CPR

Electronics and Computer Engineering Technology

Electronics and Computer Technology Department

Major S0906

The Electronics and Computer Engineering Technology (ECET) degree program prepares individuals either for initial employment or for enhancement of existing skills in the electronics field, or for transfer into B.S. programs in Electronics Technology or Industrial Technology offered in the CSU system. In addition to exposing students to core topics such as components and circuits, the program includes coursework in advanced areas including microcontrollers and interfacing, communications, and industrial electronic controls. Nearly all laboratories have new, state-of-the-art equipment to provide students with quality, hands-on learning experiences.

Students completing ECET degree and certificate programs possess ample skills to make them versatile employees. Typical technician-level job classifications include field service technician, field engineer, computer service technician, customer service technician, communications technician, maintenance technician, and electronics technician. All students completing the degree program are automatically eligible to receive, without further examination, the 3rd class technician license from the National Association of Radio and Telecommunications Engineers (N.A.R.T.E.).

Several certificate programs in electronics technology are also available. Please see the "Certifications" section of the college catalog for descriptions and course requirements. There are no prerequisites or enrollment limitations.

Requirements for the Major

Required courses:

ELEC 11	Technical Applications in Microcomputers	3.0	CSU
ELEC 12	Computer Simulation and Troubleshooting	2.0	
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
ELEC 51	Electronic Devices	4.0	CSU
ELEC 53	Communications Circuits	4.0	
ELEC 54A	Industrial Electronics	4.0	CSU
ELEC 54B	Industrial Electronic Systems	3.0	CSU
ELEC 55	Microwave Communications	4.0	
ELEC 56	Digital Electronics	4.0	CSU
ELEC 61	Electronic Assembly and Fabrication	3.0	CSU
ELEC 74	Micro Controller Systems	4.0	CSU
TECH 60	Customer Relations for the Technician	1.0	
	Total Units	**44.0**	

Recommended Electives:

CISP 11	Programming in Visual Basic
EDT 11	Technical Engineering Drawing I
ELEC 62	Advanced Surface Mount Assembly and Rework
ELEC 76	Radio Telephone Communications
PHYS 2AG	General Physics

Emergency Medical Services

Medical Services Department

Major S1210

Students who complete the required courses listed below for the Emergency Medical Technician-Paramedic (EMT-P) Certificate and who also complete the graduation requirements of Mt. San Antonio College will be awarded the Associate in Science degree in Emergency Medical Services.

This Paramedic Program is accredited by CAAHEP (Committee on Accreditation of Allied Health Education Programs) and approved by the Los Angeles County Department of Health Services as meeting and exceeding the minimum standards as specified in Title 22 of the California Code of Regulations and the federal Department of Transportation national standard curriculum. It is designed to train paramedics to work on ambulances and in the fire service.

Requirements for the Major

Required courses:

EMS 1	Fundamentals for Paramedics	4.0
EMS 10	Anatomy and Physiology for Paramedics	2.0
EMS 20	Emergency Cardiac Care for Paramedics	1.0
EMS 30	Pharmacology for Paramedics	2.0
EMS 40	Cardiology for Paramedics	5.0
EMS 50	Paramedic Skills Competency	5.0
EMS 60	EMS Theory for Paramedics	8.5
EMS 70	Paramedic Clinical Internship	4.0
EMS 80	Paramedic Field Externship	9.5
	Total Units	**41.0**

Recommended Electives:

ADJU 1	The Administration of Justice System
FIRE 1	Fire Protection Organization
PSYC 1A	Introduction to Psychology
SOC 1	Sociology

The Emergency Medical Services faculty recommend that students complement their studies with selected elective courses chosen from the list above. Students should meet with a professor of Emergency Medical Services to help them determine which electives would best suit their career plans.

Special Information

To remain in the program, students must maintain a grade of "C" (80%) or better in all courses, per state regulations. Before starting clinical rotations, students must pass a criminal background check.

Upon successful completion of the required courses, students are granted a certificate documenting completion of the Paramedic Program. Students are then eligible for licensure by taking and passing both the National Registry Exam and County Paramedic accreditation exam.

Paramedic Program Readmission Policy

If the student fails any of the co-requisite courses, EMS 10 - EMS 60, he/she will be dropped from the programs. If the student wishes to repeat the program, a *Success Plan and Contract* will be developed with the faculty to increase the student's chances of success prior to re-entry. If the student withdraws or is dismissed from the program a second time, he/she will not be allowed to re-enter the Paramedic Program at Mt. SAC.

Application Requirements and Entrance Procedures

Application Requirements:

In addition to meeting Mt. San Antonio College academic standards for admission, applicants must be in good standing and satisfy the following requirements:

1) Be an EMT-I, currently certified in California.
2) Submit a letter on official stationery from a recognized EMS agency verifying completion of six (6) months of pre-hospital field experience as an EMT-I (approximately 1,200 hours) within the last two years.
3) File a college application and be accepted as a student at Mt. San Antonio College.
4) Submit an application for the Paramedic Program to the Technology and Health Division Office (909)594-5611, Ext. 4750. All applications are dated upon receipt in the Technology and Health Division Office. The Paramedic Program begins three times per year, in August, January, and May and runs for 29 weeks.
5) Take the AWE (Assessment of Written English, the Mt. SAC Math Placement test, and the degrees of Reading Power reading test at least ten working days before the state of the pre-course (EMS 1). Placement examinations will be individually assessed tp determine eligibility. The placement test is administered by the Assessment Center, located in the Student Services Center. If required, arrange with the Center a day and a time to take the examination. The Assessment Center (909)594-5611 Ext. 4265, is open Monday through Friday.
6) Successful completion of EMS-1, Fundamentals for Paramedics.
7) Forward two official transcripts of all coursework completed (high school, EMT-I, Fire Science, and other than Mt. San Antonio College courses.) One transcript must be sent to the Technology and Health Division Office, the other to the Admissions and Records Office.

   NOTE: If the course(s) were taken and/or the degree obtained at Mt. San Antonio College, it is not necessary to request transcripts.

   Indicate in the mailing address the program for which transcripts are being sent to the Technology and Health Division Office.

   EXAMPLE: Mt. San Antonio College Technology and Health Division Paramedic Program 1100 North Grand Avenue Walnut, CA 91789-1399
8) A physical examination, proof of certain immunizations, and a criminal background check are required of all candidates after acceptance to the program and before entrance into the clinical setting. Forms and information will be provided upon acceptance into the program. In addition, drug testing may be required as part of the physical examination and/or requested by the college or one of its agents.

Entrance Procedure:

In determining eligibility, consideration will be given to the following:

1) Completion of all admission requirements
2) EMS-related experience
3) Scores on the English assessment and math placement tests
4) Placement EMS-1, Fundamentals for Paramedics, and scores on college placement exam for English and math All Applicants are required to meet the Essential Functions for Success in the Paramedic Program.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 125 pounds)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criteria for admission into the EMS program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Engineering Design Technology

Architecture and Engineering Design Department

Major S0913

This curriculum is recommended for those who wish to become an engineering technician, CADD operator/designer or drafter in fields related to engineering, tool design, electronics, manufacturing, structural steel, civil, piping, aerospace, 3-D modeling, illustration, and computer animation. It provides fundamental knowledge of manufacturing processes as they relate to design problems and the techniques required by industry for design, presentation, detail, and assembly working drawings.

This program is intended to prepare students for employment following completion of courses or for retraining and upgrading skills. This program also offers transfer opportunities in related majors. Students desiring a bachelor's degree (transfer program) should consult with department faculty and a counselor or advisor to develop an individualized plan of transferable courses and math requirements.

Requirements for the Major

Required courses:

EDT 11	Technical Engineering Drawing I	3.0	CSU
EDT 12	Technical Engineering Drawing II	3.0	CSU
EDT 14	Mechanical Design - Geometric Dimensioning and Tolerancing	3.0	CSU
EDT 16	Basic CAD and Computer Applications	4.0	CSU
EDT 18	Engineering CAD Applications	4.0	CSU
EDT 20	Technical Descriptive Geometry	3.0	CSU
EDT 24	Engineering CAD 3-D Solids and Surfaces	3.0	CSU
EDT 26	Civil Engineering Technology and CAD	3.0	CSU
EDT 28	Engineering CAD 3-D Illustration/Animation	3.0	CSU
ELEC 50A	Electronic Circuits (DC)	4.0	CSU
ELEC 50B	Electronic Circuits (AC)	4.0	CSU
MFG 11	Manufacturing Processes I	2.0	CSU
	Total Units	**39.0**	

Recommended Electives:

EDT 89	Engineering Design Technology Work Experience
ENGR 8	Properties of Materials

Equipment Technology

Agricultural Sciences Department
Major S0118

The courses in equipment technology are designed to enable students to prepare for a career in this essential and diverse profession. This degree is part of our comprehensive Agricultural Sciences program. Our program is unique in that most courses provide hands-on experience and are designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should meet with a counselor or advisor to check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which courses are offered.

This program is intended to prepare students to become technicians for entry level positions or skills enhancement in the operation, service, maintenance and repair of industrial and agricultural power equipment.

Listed below are the courses needed to satisfy major requirements. It is recommended that students consult with the department chairperson, counselor or advisor to file an educational plan. For additional information, call the Agricultural Sciences Department, ext. 4540 or visit the Mt. SAC Web site at ***www.mtsac.edu/instruction/sciences/agriculture.***

Requirements for the Major

Required courses:

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3.0	CSU,UC
AGAG 59	Work Experience in Agriculture	1.0 - 4.0	
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 52	Hydraulics	3.0	CSU
AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 54	Small Engine Repair II	3.0	CSU
AGOR 55	Diesel Engine Repair	3.0	CSU
AGOR 56	Engine Diagnostics	3.0	CSU
AGOR 57	Power Train Repair	3.0	
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
AGOR 72	Landscape Hardscape Applications	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**35.0 - 38.0**	

Escrow Management

Business Administration Department
Major S0511

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU
BUSO 25	Business Communications	3.0	CSU
BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 53	Real Estate Finance	3.0	
BUSR 76	Escrow Procedures I	3.0	
BUSR 77	Escrow Procedures II	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
CISI 11	Computer Keyboarding	4.0	CSU
	Total Units	**40.0**	

Recommended Electives:

BUSA 8	Principles of Accounting - Managerial		
BUSL 18	Business Law		
	or		
BUSL 18H	Business Law - Honors		
BUSM 62	Human Resource Management		
BUSO 5	Business English		
BUSR 52	Real Estate Practice		
	or		
BUSR 52D	Real Estate Practice Work Experience		
BUSR 57	Income Tax Aspects of Real Estate Investments		
PSYC 1A	Introduction to Psychology		
	or		
PSYC 1AH	Introduction to Psychology - Honors		

Family and Consumer Sciences

Consumer Science and Design Technologies
Major S1309

This program provides students with the basic skills associated with the field of family and consumer sciences, which includes the needs of the home, the family, and its individual members. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
FASH 10	Clothing Fundamentals	3.0	CSU
FASH 15	Fashion Strategies	3.0	CSU
FASH 17	Textiles	3.0	CSU,UC
FCS 41	Life Management	3.0	CSU
FCS 80	Financial Planning	3.0	CSU
	or		
BUSA 71	Financial Planning	3.0	CSU
ID 10	Introduction to Interior Design	3.0	CSU
NF 20	Principles of Foods With Lab	3.0	CSU
	or		
NF 62	Meal Management	3.0	CSU
NF 25	Essentials of Nutrition	3.0	CSU,UC
	or		
NF 25H	Essentials of Nutrition - Honors	3.0	CSU,UC
NF 28	Cultural and Ethnic Foods	3.0	CSU,UC
	Total Units	**30.0**	

Recommended Electives:

CHLD 1	Child, Family and Community
FASH 12	Advanced Clothing
ID 29	Interior Design Studio I
ID 20	Color and Design Theory I

Fashion Design

Consumer Science and Design Technologies
Major S1320

Exciting employment opportunities are available in both fashion design and costume design. In Southern California, the apparel industry and the entertainment industry support the largest number of employees and contribute significantly to the economy of the region. Expand your creative talents with this challenging major and find a career of your dreams. Students desiring a bachelor's degree should consult with a counselor or advisor and the transfer institution.

Requirements for the Major

Required courses:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 9	History of Costume and Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 12	Clothing Construction II	3.0	CSU
FASH 15	Fashion Strategies	3.0	CSU
FASH 17	Textiles	3.0	CSU,UC
FASH 20	Illustration for Fashion and Costume Design	3.0	
FASH 21	Patternmaking I	3.0	CSU
FASH 22	Fashion Design By Draping	3.0	
FASH 23	Patternmaking II	3.0	
FASH 25	Fashion Computer-Assisted Drawing	3.0	CSU
FASH 30	Fashion Design and Product Development I	3.0	
FASH 31	Fashion Design and Product Development II	3.0	
FASH 32	Fashion Design and Product Development III	3.0	
	Total Units	**42.0**	

Recommended Electives:

FASH 24	Fashion Patternmaking by Computer
FASH 26	Fashion Computer Assisted Design
FASH 35	Special Topics in Fashion Design
FASH 81	Work Experience in Fashion
FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals
FCS 41	Life Management

Fashion Merchandising

Consumer Science and Design Technologies
Major S1308

This program is intended to prepare students for employment in the fashion industry. A variety of career opportunities are available in retail merchandising, manufacturing, fashion, promotion, and self-employment. Students intending to pursue a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

FASH 8	Introduction to Fashion	3.0	CSU
FASH 9	History of Costume and Fashion	3.0	CSU
FASH 10	Clothing Construction I	3.0	CSU
FASH 15	Fashion and Identity	3.0	CSU
FASH 17	Textiles	3.0	CSU,UC
FASH 25	Fashion Computer-Assisted Drawing	3.0	CSU
FASH 30	Fashion Design and Product Development I	3.0	
FASH 62	Retail Store Management and Merchandising	3.0	CSU
	or		
BUSS 50	Retail Store Management and Merchandising	3.0	CSU
FASH 63	Advertising and Promotion	3.0	CSU
	or		
BUSS 33	Advertising and Promotion	3.0	CSU
FASH 66	Visual Merchandising Display	3.0	CSU
	Total Units	**30.0**	

Recommended Electives:

FASH 90	Field Studies
FASH 91	Field Studies - New York
FASH 92	Field Studies - Fashion Capitals
FCS 41	Life Management

Fire Technology

Fire Technology Department
Major S2105

The Fire Science major has been developed to offer pre-employment education for the undergraduate who desires to enter the field of fire science. It also provides the employed firefighter an opportunity for a professional education. Students intending to pursue a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

FIRE 1	Fire Protection Organization	3.0	CSU
FIRE 2	Fire Prevention Technology	3.0	CSU
FIRE 3	Fire Protection Equipment and Systems	3.0	CSU
FIRE 4	Building Construction for Fire Protection	3.0	CSU
FIRE 5	Fire Behavior and Combustion	3.0	CSU
FIRE 6	Hazardous Materials/ICS	3.0	

PLUS

Select two (2) courses from:

EMT 90	Emergency Medical Technician I	10.5	
FIRE 7	Fire Fighting Tactics and Strategy	3.0	CSU
FIRE 8	Fire Company Organization and Management	3.0	CSU
FIRE 9	Fire Hydraulics	3.0	CSU
FIRE 10	Arson and Fire Investigation	3.0	CSU
FIRE 11	Fire Apparatus and Equipment	3.0	CSU
FIRE 12	Wildland Fire Control	4.5	CSU
FIRE 86	Basic Fire Academy	14.5	
PE-F 53	Physical Training for the Basic Fire Academy	2.5	CSU
	Total Units	**23.5 – 43.0**	

Recommended Electives:

PE-F 50	Physical Skills Preparation for Administration of Justice and Fire Technology
	or
PE-F 51	Agility Testing Preparation for Administration of Justice and Fire Technology
	or
PE-F 52	Fitness and Conditioning for Administration of Justice, Fire Technology, and Forestry

Fire Technology - Administrative Law

Fire Technology Department
Major S2108

The Fire Science major has been developed to offer pre-employment education for the undergraduate who desires to enter the field of fire science. It also provides the employed firefighter an opportunity for a professional education. Students intending to pursue a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
CISB 11	Computer Information Systems	3.5	CSU,UC
FIRE 1	Fire Protection Organization	3.0	CSU
FIRE 2	Fire Prevention Technology	3.0	CSU
FIRE 8	Fire Company Organization and Management	3.0	CSU
FIRE 40	Fire Prevention 1A	2.0	
FIRE 41	Fire Prevention 1B	2.0	
	Total Units	**21.5**	

General Business

Accounting and Management Department
Major S0501

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSL 18	Business Law	3.0	CSU,UC
	or		
BUSL 18H	Business Law - Honors	3.0	CSU,UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSO 5	Business English	3.0	
BUSO 25	Business Communications	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC

PLUS

Select six (6) units from:

BUSA
BUSC
BUSL
BUSM
BUSS
CISB

Total Units **42.0**

Graphic Design

Commercial and Entertainment Arts Department
Major S0318

This program is designed to prepare students for careers in the Graphic Design field of Commercial Art. Students will be given a balanced blend of creative, design, and technology skills necessary to develop successful graphic design for print, web, and other media channels. Production software is industry standard and course content is driven by industry needs.

Requirements for the Major

Required courses:

ARTC 100	Graphic Design I	3.0
ARTC 120	Graphic Design II	3.0
ARTC 160	Typography	3.0
ARTC 165	Illustration	3.0
ARTC 290	Portfolio	3.0
ARTD 15A	Drawing: Beginning	3.0
ARTD 17A	Drawing: Life	3.0
ARTD 20	Design: Two Dimensional	3.0
ARTD 25A	Painting: Beginning	3.0

PLUS

Select one (1) course from:

AHIS 5	History of Western Art: Renaissance Through Modern	3.0
AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	3.0
AHIS 6	History of Modern Art	3.0
AHIS 6H	History of Modern Art - Honors	3.0
	Total Units	**30.0**

Recommended Electives:

AHIS 4	History of Western Art: Prehistoric Through Gothic	
ANIM 172	Motion Graphics with After Effects	
ANIM 175	Web Animation with Flash	
ARTC 140	Graphic Design III	
ARTC 299	Work Experience in Advertising Design / Illustration	
ARTD 16	Drawing: Perspective	
ARTD 45A	Printmaking: Silk-Screening	
ARTS 22	Design: Three Dimensional	
PHOT 10	Basic Digital and Film Photography	

Histologic Technician Training

Biological Sciences Department
Major S1211

This program provides on-campus and on-site technical training in the field of histotechnology, focusing on routine tissue sample preparation, special stains and techniques such as immunohistochemistry, and in situ hybridation. Training on campus will utilize samples routinely prepared in both clinical and research facilities. As part of their formal training, students of histotechnology will work through study guides provided by the American Society of Clinical Pathologists (ASCP) for its certification examination. Partnerships with local facilities will allow for work experience and internship sites, required for certification of histotechnology graduates, and will provide further training for those interested in research and/or careers in the private sector.

Requirements for the Major

Required courses:

ANAT 10B	Introductory Human Physiology	4.0	CSU,UC
	or		
ANAT 36	Human Physiology	5.0	CSU,UC
ANAT 35	Human Anatomy	5.0	CSU,UC
CHEM 10	Chemistry for Allied Health Majors	4.0	CSU,UC
	or		
CHEM 40	Introduction to General Chemistry	4.0	CSU, UC
	or		
CHEM 50	General Chemistry I	5.0	CSU,UC
	or		
CHEM 50H	General Chemistry I - Honors	5.0	CSU,UC
HT 1	Introduction to Histotechnology	1.0	
HT 2	Scientific Basics for Histologic Technicians	3.0	
HT 10	Histology	3.0	
HT 12	Beginning Histotechniques	5.0	
HT 14	Advanced Histotechniques	4.0	
HT 16	Histochemistry/ Immunohistochemistry	4.0	
HT 17	Work Experience In Histotechnology	4.0	
MICR 1	Principles of Microbiology	5.0	CSU,UC
	or		
MICR 22	Microbiology	4.0	CSU,UC
	Total Units	**41.0 - 44.0**	

Horse Ranch Management

Agricultural Sciences Department
Major S0102

The program of courses in Agriculture is designed to enable students to prepare for a career in this essential and diverse profession. The Department offers a comprehensive Agricultural Sciences Program and is unique in that most courses provide hands-on experience designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which courses are offered.

The following programs list all courses needed to satisfy major requirements. Students may obtain certificates upon completion of required courses listed. It is recommended that all students consult with the department chairperson or faculty advisor to file an educational plan.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the department chairperson or counselor or advisor to discuss transferability of courses. The curriculum is flexible in nature to allow for previous experience and specialization in a given area of agriculture and agricultural business.

Requirements for the Major

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAG 59	Work Experience in Agriculture	1.0	
	or		
AGAG 60	Work Experience in Agriculture	2.0	
	or		
AGAG 61	Work Experience in Agriculture	3.0	
	or		
AGAG 62	Work Experience in Agriculture	4.0	
AGAN 2	Animal Nutrition	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 16	Horse Production	4.0	CSU,UC
AGLI 18	Horse Ranch Management	4.0	CSU
AGLI 19	Horse Hoof Care	2.0	CSU
AGLI 20	Horse Behavior and Training	2.0	
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU
AGLI 97	Artificial Insemination of Livestock	2.0	

PLUS

Select six (6) units from:

AGHE 84A	Applied Animal Health Procedures	1.0	
AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
	Total Units	**33.0 - 36.0**	

Hospitality and Restaurant Management

Consumer Science and Design Technologies
Major S1307

This program provides students with an excellent background for a career in the hospitality and restaurant management industry. Students will have the education necessary for many entry-level positions. Students may wish to pursue a Certificate in Hospitality Management, Restaurant Management, Food Services, or Catering. This program is designed to articulate with the Collins School of Hospitality Management at Cal Poly Pomona, as well as other universities. Students wishing to transfer should consult with Hospitality and Restaurant Management faculty or counselor or advisor to discuss transfer options.

Requirements for the Major

Required courses:

HRM 51	Introduction to Hospitality	3.0	CSU
HRM 52	Food Safety and Sanitation	1.5	CSU
HRM 53	Dining Room Service Management	3.0	CSU
HRM 54	Basic Cooking Techniques	3.0	CSU
HRM 56	Management of Hospitality Personnel and Operations	3.0	CSU
HRM 57	Restaurant Cost Control	3.0	CSU
HRM 64	Hospitality Financial Accounting I	3.0	CSU
HRM 66	Hospitality Law	3.0	CSU
HRM 70	Introduction to Lodging	3.0	CSU

PLUS

Select three (3) units from:

HRM 61	Menu Planning	3.0	CSU
HRM 62	Catering	3.0	CSU
HRM 91	Work Experience in Restaurant/Hospitality	3.0	CSU
NF 20	Principles of Foods With Lab	3.0	CSU
	Total Units	**28.5**	

Recommended Elective:

HRM 91 Work Experience in Restaurant/Hospitality

Human Resource Management

Accounting and Management Department
Major S0530

The Human Resource Management degree is intended to prepare students to enter the business world in the dynamic environment of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resource management. Studies in human resource law, compensation systems, training, and development will provide the student a solid foundation from which to build a career in human resource management. Transfer students will gain a strong human resource management business elective base initiating further study in a variety of fields. Students active in the work arena will acquire new skills that are highly desirable in a fast-paced work force.

Requirements for the Major

Required courses:

ANTH 22	General Cultural Anthropology	3.0	CSU,UC
BUSA 70	Payroll and Tax Accounting	3.0	
BUSL 19	Advanced Business Law	3.0	CSU,UC
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSO 25	Business Communications	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**28.0**	

Integrated Pest Management

Agricultural Sciences

Major S0311

The Integrated Pest Management Program is part of the Agricultural Science Program and prepares students to design and implement comprehensive integrated pest management programs for private or public entities. It qualifies students to take the Pest Control Advisor (PCA) exam administered by the California Department of Pesticide Regulation. Pest Control Advisers provide written recommendations for the application of pesticides. Students learn how to design, install, and manage irrigation systems, set up and implement fertilizer and pest management programs, and properly identify and maintain trees, shrubs, and turf grasses. Students also learn personal management and budgeting skills. Most courses in the program provide hands-on experiences designed to give students a combination of practical skills and technical knowledge. Students who intend to transfer should meet with a counselor or advisor to review lower-division requirements of the college or university they plan to attend.

Requirements for the Major

Required courses:

AGOR 1	Horticulture Science	3.0
AGOR 24	Integrated Pest Management	3.0
AGOR 29	Ornamental Plants - Herbaceous	3.0
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0
AGOR 39	Turfgrass Production and Management	3.0
AGOR 50	Soil Science and Management	3.0
AGOR 62	Landscape Irrigation - Design and Installation	3.0
AGOR 63	Landscape Irrigation Systems Management	3.0
AGOR 91	Work Experience in Nursery Operations	3.0

PLUS

Student must take at least 6 units of any of the following:

BIOL 1, 2, 3, 4, 4H, 6, 6L, 8, 20, 21, 34, 50; BTNY 3;

CHEM 10, 20, 40 50, 50H, 51, 60, 80, 81

PLUS

Student must take 9 units from the following list:

AGOR 2	Plant Propagation	3.0
AGOR 15	Interior Landscaping	3.0
AGOR 32	Landscaping and Nursery Management	3.0
AGOR 40	Sports Turf Management	3.0
AGOR 75	Urban Arboriculture	3.0
	Total Units	**42.0**

Interior Design

Consumer Science and Design Technologies

Major S1301

The Interior Design A.S. degree provides students with an excellent foundation for a successful career in interior design. Students will obtain the skill sets necessary to obtain a variety of positions in the design field. Students desiring a bachelor's degree should consult with a counselor, advisor or faculty member in the interior design program to discuss transfer options.

Requirements for the Major

Required courses:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	
ID 20	Color and Design Theory I	3.0	
ID 21	Color and Design Theory II	3.0	
ID 22	Design Drawing for Interior Design	3.0	
ID 23	Computer Aided Drawing for Interior Design	3.0	
ID 25	Codes and Specifications for Interior Design	3.0	
ID 26	Space Planning for Interior Design	3.0	
ID 27	Rapid Visualization	3.0	
ID 29	Interior Design Studio I	3.0	
ID 31	Building Systems for Interior Design	3.0	
ID 32	Lighting Design	3.0	
ID 34	Computer Aided Drawing for Interior Design II	3.0	
ID 36	Professional Practices for Interior Design	3.0	
	or		
ID 37	Business Practices for Interior Design	3.0	
ID 38	Internship in Interior Design (1-3 unit course, 2 units required)	2.0	
ID 39	Interior Design Studio II	3.0	
	Total Units	**50.0**	

Recommended Electives:

AGOR 13	Interior Landscaping
AGOR 15	Landscaping Design
ARCH 23	Architectural Presentations
ARTG 20	Exhibition Design
BUSA 72	Bookkeeping - Accounting
ID 50	Interior Design Specialized Studio
ID 52	Interior Design Laboratory Studies

Interior Design - Kitchen and Bath Design

Consumer Science and Design Technologies

Major S1302

The Interior Design: Kitchen and Bath Design A.S. degree provides students with specialized skills in the area of Kitchen and Bath Design and is accredited by the National Kitchen and Bath Association. Students will strengthen career perspectives and develop work to incorporate into a professional portfolio. This certificate may aid in the student's search for an intermediate position as an assistant to a kitchen and bath designer. Students completing this program and meeting the eligibility requirements will qualify to sit for the academic portion of the Certified Kitchen Designer (CKD) and Certified Bath Designer (CBD) upon graduation to earn the Associate Kitchen and Bath Designer (AKBD) designation.

Requirements for the Major

Required courses:

ID 10	Introduction to Interior Design	3.0	CSU
ID 12	Interior Materials and Products	3.0	CSU
ID 14	History of Furniture and Decorative Arts	3.0	
ID 20	Color and Design Theory I	3.0	
ID 21	Color and Design Theory II	3.0	
ID 22	Design Drawing for Interior Design	3.0	
ID 23	Computer Aided Drawing for Interior Design	3.0	
ID 25	Codes and Specifications for Interior Design	3.0	
ID 26	Space Planning for Interior Design	3.0	
ID 27	Rapid Visualization	3.0	
ID 29	Interior Design Studio I	3.0	
ID 31	Building Systems for Interior Design	3.0	
ID 32	Lighting Design	3.0	
ID 34	Computer Aided Drawing for Interior Design II	3.0	
ID 36	Professional Practices for Interior Design	3.0	
	or		
ID 37	Business Practices for Interior Design	3.0	
ID 38	Internship in Interior Design (1-3 unit course, 2 units required)	2.0	
ID 39	Interior Design Studio II	3.0	
ID 40	Kitchen and bath Studio I	3.0	
ID 41	Kitchen and bath Studio II	3.0	
ID 48	Internship in Kitchen and Bath (1-3 unit course, 2 units required)	2.0	
	Total Units	**58.0**	

Recommended Electives:

ARCH 23	Architectural Presentations
BUSA 72	Bookkeeping - Accounting
BUSM 66	Small Business Management
BUSS 50	Retail Store Management and Merchandising
ID 50	Interior Design Specialized Studio
ID 52	Interior Design Laboratory Studies

International Business

Accounting and Management Department

Major S0507

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSL 20	International Business Law	3.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 50	World Culture: A Business Perspective	3.0	CSU
	or		
ANTH 22	General Cultural Anthropology	3.0	CSU,UC
BUSM 51	Principles of International Business	3.0	CSU
BUSM 52	Principles of Exporting and Importing	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU

PLUS

Select one (1) course from:

BUSS 70	International Marketing Concepts	3.0	
CHIN 1	Beginning Chinese	4.0	CSU,UC
FRCH 1	Elementary French	4.0	CSU,UC
GERM 1	Elementary German	4.0	CSU,UC
ITAL 1	Elementary Italian	4.0	CSU,UC
JAPN 1	Elementary Japanese	4.0	CSU,UC
SPAN 1	Elementary Spanish	4.0	CSU,UC
	Total Units	**27.0 - 28.0**	

Recommended Electives:

BUSM 81	Work Experience in Business
BUSM 85	Special Issues in Business
BUSS 85	Special Issues in Marketing

Law Enforcement

Public Services Department

Major S2102

This program is intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

ADJU 1	The Administration of Justice System	3.0	CSU,UC
ADJU 2	Principles and Procedures of the Justice System	3.0	CSU
ADJU 3	Concepts of Criminal Law	3.0	CSU,UC
ADJU 4	Legal Aspects of Evidence	3.0	CSU
ADJU 5	Community Relations	3.0	CSU,UC
ADJU 68	Administration of Justice Report Writing	3.0	

PLUS

Select four (4) courses from:

ADJU 6	Concepts of Enforcement Services	3.0	
ADJU 13	Concepts of Traffic Services	3.0	
ADJU 20	Principles of Investigation	3.0	CSU
ADJU 38	Narcotics Investigation	3.0	
ADJU 59	Gangs and Corrections	3.0	CSU
ADJU 74	Vice Control	3.0	
CORS 30	Ethnic Relations in Corrections	3.0	
CORS 40	Crime and Delinquency	3.0	
CORS 45	The Violent Offender	3.0	
	Total Units	**30.0**	

Recommended Electives:

PE-F 50	Physical Skills Preparation for Law Enforcement and Fire Science		
PE-F 51	Agility Testing Preparation for Law Enforcement and Fire Science		
PE-F 52	Fitness and Conditioning for Law Enforcement, Fire Science and Forestry		
SPAN 66	Spanish for Fire and Police Personnel		

Licensed Vocational Nurse to RN

Nursing Department

Major S1201

The Mt. San Antonio College Nursing Program, approved and accredited by the California Board of Registered Nursing, is a two-year program designed to prepare men and women to give direct nursing care to clients in various practice settings. The program consists of coursework in nursing, science, general education and clinical nursing practice at local hospitals and health agencies. Graduates of the program receive an Associate in Science degree in Nursing and are eligible to take the NCLEX-RN examination leading to licensure as a Registered Nurse.

The Licensed Vocational Nurse is provided career mobility in the Nursing Program. The Licensed Vocational Nurse may choose between earning an Associate in Science degree in Nursing or completing the LVN 30-Unit Option track which leads to a certificate, not a degree.

PREREQUSITE COURSES 1. Human Anatomy, including a laboratory component, a minimum of four semester units. 2. Human Physiology, including a laboratory component, a minimum of four semester units. 3. Microbiology, including a laboratory component, a minimum of four semester units. 4. English 1A (Writing Composition) minimum of three (3) semester units with a minimum grade of C. 5. PSYC 1A Introduction to Psychology. 6. CHLD 10 Child Growth and Development or PSYC 14 Developmental Psychology

Non-course requirements: 1. An overall grade point average of 2.5 for the Human Anatomy, grade Human Physiology, and Microbiology prerequisite courses with no grade less than a "C" for each course and no more than one repetition of any one of these courses. 2. A cumulative grade point average (GPA) of 2.5 for all college coursework completed. 3. Eligibility for Math 51 4. High school graduation or GED or academic degree from an accredited college/university in the United States. 5. Possess a California Licensed Vocational Nurse license. 6. A physical examination, including specific immunizations is required of all candidates prior to the beginning of nursing classes. 7. Current Level C-Provider CPR certification 8. Criminal background check 9. Nursing 70 Role Transition must be completed with a credit grade prior to entrance into the program. (NURS 70, Role Transition - Due to the clinical component of NURS 70, applicants must submit their names to the Nursing Office for approval prior to enrollment in this course. Applicants must have completed all prerequisite courses prior to taking NURS 70. Applicants must provide proof of current Vocational Nurse License, physical, CPR card, Background Check (passed), and drug testing prior to the start of class.)

Requirements for Nursing

Required courses:

NURS 4	Maternity Nursing	3.0	CSU
NURS 5	Psychiatric Nursing	3.0	CSU
NURS 6	Pediatric Nursing	3.0	CSU
NURS 7	Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis	7.5	CSU
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5.5	CSU
NURS 9	Leadership in Nursing	1.0	CSU
NURS 10	Medical-Surgical Nursing: Integration/Regulation	4.0	CSU
NURS 11	Preceptorship in Nursing	2.0	CSU
	Total Units	**29.0**	

Requirements for the Major

ANAT 35	Human Anatomy	5.0	CSU,UC
	and		
ANAT 36	Human Physiology	5.0	CSU,UC
	or		
ANAT 10A	Introductory Human Anatomy	4.0	CSU,UC
	and		
ANAT 10B	Introductory Human Physiology	4.0	CSU,UC
MICR 1	Principles of Microbiology	5.0	CSU,UC
	or		
MICR 22	Microbiology	4.0	CSU,UC
ENGL 1A	Freshman Composition	4.0	CSU,UC
	or		
ENGL 1AH	Freshman Composition - Honors	4.0	CSU,UC
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
	or		
PSYC 14	Developmental Psychology	3.0	CSU,UC
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
SPCH 1A	Public Speaking	4.0	CSU,UC
	or		
SPCH 1AH	Public Speaking - Honors	4.0	CSU,UC
	Total Units	**28.0 - 31.0**	

NOTE: Applicants planning to continue their education and enter a baccalaureate program in nursing will need to complete ANAT 35 and ANAT 36 instead of ANAT 10A and ANAT 10B and MICR 1 instead of MICR 22.

Requirements for the Associate degree

Students must develop an education plan with a counselor or educational advisor to complete college academic requirements for the AS degree. Contact Counseling and Advising Services to schedule an appointment.

Selection Process

Beginning Fall 2006, students applying for admission to the Nursing Program will be required to see either a counselor or educational advisor to verify their eligibility to enter the Nursing program.

Procedure:

Students must complete all course prerequisites prior to requesting an appointment certifying readiness to enter into the Nursing program. Once eligibility has been established, students will enter on a first come first served basis.

The eligibility appointment:

a) Once a student has completed all course prerequisites, the student will then apply to the Nursing Department on an appointment basis.

b) Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:

- Official transcripts of all college work completed at all colleges;
- If the prerequisite courses were completed at another college, a course description and a copy of the coursese syllabus;
- Students completing college coursework outside of the United will need to have their transcripts evaluated by an approved international transcript evaluation agency and must bring the final evaluation to their appointment (students may be able to obtain a list of agencies from the Admissions Office).
- Due to specific deadlines for International Student applications, please inform the Counselor/Educational Advisor that this applies to you.

c) All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States.

APPOINTMENTS FOR ELIGIBILTY VERIFICATION WILL ONLY BE MADE DURING THE FOLLOWING MONTHS:

- September 1 - October 31
- March 1 - April 30

Students should also be aware that once they have been admitted to the Nursing program and before beginning the clinical portion of the program, they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or Social Security fraud, as well as testing negative for drug use.

ALL APPLICANTS ARE REQUIRED TO MEET THE ESSENTIAL FUNCTIONS FOR SUCCESS IN THE NURSING PROGRAM.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more
- Perform considerable reaching, stooping, bending, kneeling, and crouching.

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices).
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, rac sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criterion for admission into the Licensed Vocational Nurse to RN Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Livestock Management

Agricultural Sciences Department
Major S0103

The program of courses in Agriculture is designed to enable students to prepare for a career in this essential and diverse profession. The Department offers a comprehensive Agricultural Sciences Program and is unique in that most courses provide hands-on experience designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which courses are offered.

The following programs list all courses needed to satisfy major requirements. Students may obtain certificates upon completion of required courses listed. It is recommended that all students consult with the department chairperson, faculty advisor, or counselor to file an educational plan.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the department chairperson or faculty advisor to discuss transferability of courses. The curriculum is flexible in nature to allow for previous experience and specialization in a given area of agriculture and agricultural business.

Requirements for the Major

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3.0	CSU,UC
AGAG 59	Work Experience in Agriculture	1.0 – 4.0	
AGAG 91	Agricultural Calculations	3.0	
AGAN 1	Animal Science	3.0	CSU,UC
AGAN 2	Animal Nutrition	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 14	Swine Production	3.0	CSU
AGLI 16	Horse Production	4.0	CSU,UC
AGLI 17	Sheep Production	3.0	CSU
AGLI 30	Beef Production	3.0	CSU
AGLI 34	Livestock Judging and Selection	2.0	CSU,UC
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU

PLUS
Select six (6) units from:

AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 66	Small Business Management	3.0	CSU
BUSS 35	Professional Selling	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
	Total Units	**43.0 - 46.0**	

Manufacturing Technology

Aircraft Maintenance Tech & Manufacturing Dept.
Major S0918

This curriculum is designed to prepare the student for entrance into the manufacturing field in one of the machining occupations, such as machinist (manual, N/C, and CAD/CAM), or machinist apprentice.

Graduates may enter the manufacturing field in areas dealing with production, research and development, tool and die construction, mold making, or computerized manufacturing. Laboratory practice utilizes industrial types of equipment and precision measuring instruments to provide training in the various machining occupations. Setup and tooling procedures and part verification upon completion of the metal removing process are covered. Instruction on all types of lathes, mills, grinders, and specialized equipment such as EDM and CNC is included. Supplementary instruction is also provided in bench work, layout, inspection process, blueprint reading, metal composition, heat treatment, assembly procedures, jig and fixture design, and construction.

Requirements for the Major

Required courses:

MFG 10	Mathematics and Blueprint Reading for Manufacturing	3.0	
MFG 11	Manufacturing Processes I	2.0	CSU
MFG 12	Manufacturing Processes II	2.0	CSU
MFG 15	AutoCAD 2D	2.0	
MFG 17	3-D CAD - Mechanical Modeling	2.0	
MFG 19	Parametric Solid Modeling for Manufacturing	2.0	
MFG 38	MasterCAM I	2.0	CSU
MFG 38B	MasterCAM II	2.0	CSU
MFG 39	SurfCAM I	2.0	CSU
MFG 39B	SurfCAM II	2.0	CSU
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2.0	CSU

PLUS
Select two (2) course from:

MFG 25	Advanced Parametric Solid Modeling for Manufacturing	2.0	
MFG 27	Autodesk Inventor	2.0	
WELD 40	Introduction to Welding	2.0	CSU
	Total Units	**27.0**	

Marketing Management

Business Administration Department
Major S0510

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
	or		
BUSA 72	Bookkeeping - Accounting	5.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSO 25	Business Communications	3.0	CSU
BUSS 35	Professional Selling	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
BUSS 70	International Marketing Concepts	3.0	
BUSS 85	Special Issues in Marketing	2.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC

PLUS
Select one (1) course from:

BUSC 1A	Principles of Economics - Macroeconomics	3.0	CSU,UC
	or		
BUSC 1AH	Principles of Economics - Macroeconomics - Honors	3.0	CSU,UC
BUSC 1B	Principles of Economics - Microeconomics	3.0	CSU,UC
	or		
BUSC 1BH	Principles of Economics - Microeconomics - Honors	3.0	CSU,UC
BUSC 17	Applied Business Statistics	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSO 5	Business English	3.0	
	Total Units	**32.0**	

Mental Health Technology - Psychiatric Technician

Psychiatric Technician Department
Major S1208

Completion of coursework leads to an Associate in Science degree. The Psychiatric Technology Program will prepare students to take the California State Licensure Examination for Psychiatric Technicians.

Requirements for the Major

Required courses:

MENT 40	Introduction to Interviewing and Counseling	3.0	
MENT 56	Medical - Surgical Nursing for Psychiatric Technicians	9.0	
MENT 56L	Clinical Experience	4.0	
MENT 58D	Advanced Medical - Surgical Nursing and Pharmacology for PT	4.0	
MENT 58L	Advanced Medical - Surgical Nursing for Psychiatric Technicians Clinical	1.5	
MENT 70	Introduction to Psychiatric Technology	1.5	
MENT 70L	Introduction to Psychiatric Technology Clinical Technicians	2.0	
MENT 72	Nursing Care of the Developmentally Disabled Person	7.0	
MENT 72L	Nursing Care of the Developmentally Disabled Person - Clinical	5.5	
MENT 73L	Psychiatric Nursing for Psychiatric Technicians Clinical	5.5	
MENT 73T	Psychiatric Nursing for Psychiatric Technicians	6.0	
MENT 82	Work Experience in Mental Health Technology	2.0	
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
	or		
PSYC 1AH	Introduction to Psychology - Honors	3.0	CSU,UC
	Total Units	**54.0**	

Special Information

Additional general education courses needed for completion of the Associate in Science degree requirements are listed in the Mt. San Antonio College Catalog, but are not required to qualify the student for the California State Board Examination.

To remain in the program, students must maintain a "C" or better grade in all courses. The student will qualify to take the California State Board Examination upon completion of all the above courses, except MENT 82.

Entrance Requirements

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

a) Be a high school graduate or equivalent. (All students who have taken coursework outside of the United States must have their transcript evaluated. Foreign transcripts will not be accepted without the evaluation.)

b) Be 18 years of age.

c) File a college application and be accepted as a student at Mt. San Antonio College.

d) Submit an application for the Mental Health/Psychiatric Technician Program to the Technology and Health Division Office (909) 594-5611, Ext. 4750. All applications are dated upon receipt in the Technology and Health Division Office. A program begins each fall and spring semester.

e) Take the required English Placement Test (AWE). Eligibility for ENGL 68 is advised.

If you have already taken a college placement exam within the past two years at another school, arrange to have your test scores forwarded to the Technology and Health Division Office. (If you were tested at Mt. San Antonio College, the office will obtain the test scores as long as an "Application for Admission" is on file with the Admissions and Records Office.)

Testing is administered by the Assessment Center, located in the Student Services Center. Arrangements should be made with them to schedule a day and time to take the English Placement Test, if required. The Assessment Center is open Monday through Friday. You may contact them at (909) 594-5611, Ext. 4265.

f) Forward two official transcripts of all coursework completed (high school, nursing school, and other than Mt. San Antonio College courses.) One transcript must be sent to the Technology and Health Division Office and the other to the Admissions and Records Office.

g) For students who possess a college degree, the English Placement Test is not required. However, it will be necessary for a student to obtain two official copies of the college transcript showing the degree issued. One transcript must be sent to the Technology and Health Division Office and the other to the Admissions and Records Office.

NOTE: Concerning Entrance Requirements 'e' and 'f', if the course(s) were taken and/or the degree obtained at Mt. San Antonio College, it is not necessary to request transcripts.

Indicate in the mailing address the program for which your transcript is being sent to the Technology and Health Division Office.

EXAMPLE: Mt. San Antonio College Technology and Health Division Psychiatric Technician Program 1100 North Grand Avenue Walnut, CA 91789-1399

h) A physical examination, including specific immunizations, and consent/ disclaimer for Hepatitis A/B vaccine is required of all candidates prior to beginning classes. Students must provide proof that he/she does not have Tuberculosis. These requirements are in accordance with the healthcare agency policy that insures that students are in good health and free from communicable disease and able to perform their training functions. Drug testing may also be required as part of this physical examination. Proof of high school graduation and malpractice insurance are required of all candidates upon acceptance.

i) Certain convictions may prevent a candidate from being licensed as a Psychiatric Technician.

j) All students may be required to pass a background check prior to entering the clinical education phase.

Selection Procedure

In determining eligibility of an applicant, consideration will be given to satisfactory scores on the English Placement Test.

The College will make every effort to notify the applicant of acceptance by mail no less than two months prior to the beginning of a program. All Applicants are required to meet the Essential Functions for Success in the Mental Health Technology - Psychiatric Technician Program.

ALL APPLICANTS ARE REQUIRED TO MEET THE ESSENTIAL FUNCTIONS FOR SUCCESS IN THE MENTAL HEALTH TECHNOLOGY - PSYCHIATRIC TECHNICIAN PROGRAM.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 125pounds)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criterion for admission into the Mental Health Technology-Psychiatric Technician Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Nursing

Nursing Department

Major S1203

The Mt. San Antonio College Nursing Program, approved and accredited by the California Board of Registered Nursing, is a two-year program designed to prepare men and women to give direct nursing care to clients in various practice settings. The program consists of coursework in nursing, science, general education and clinical nursing practice at local hospitals and health agencies. Graduates of the program receive an Associate in Science degree in Nursing and are eligible to take the NCLEX-RN examination leading to licensure as a Registered Nurse.

Prerequisite Courses:

1. Human Anatomy, including a laboratory component, a minimum of four (4) semester units.
2. Human Physiology, including a laboratory component, a minimum of four (4) semester units.
3. Microbiology, including a laboratory component, a minimum of four (4) semester units.
4. English 1A (Writing Composition) minimum of three (3) semester units with a minimum grade of C.

Non-course requirements:

1. An overall grade point average of 2.5 for the Human Anatomy, Human Physiology, and Microbiology prerequisite courses with no grade less than a "C" for each course and no more than one repetition of any one of the courses.
2. A cumulative grade point average (GPA) of 2.5 for all college coursework completed.
3. Eligibility for Math 51
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. Criminal background check and drug screening must be completed prior to any patient contact.
6. A physical examination, including specific immunizations is required of all candidates prior to the beginning of nursing classes.
7. Current Level C-Provider CPR certification

Regarding Licensure:

The California Board of Registered Nursing (BRN) protects the consumer by screening applicants for licensure in order to identify potentially unsafe practitioners. The BRN may deny applications for interim permits, temporary licenses, and permanent licensure, if the applicant has been found guilty of dishonesty, fraud or deceit, felony child abuse, sex offend crimes, acts involving narcotics, dangerous drugs or devices, assault and/or battery, and other crimes. Applicants who have questions regarding limitations related to licensure should contact the California Board of Registered Nursing at (916) 322-3350 or access its website at ***www.rn.ca.gov***

Requirements for Nursing

Required courses:

NURS 1A	The Nursing Process I	5.0	CSU
NURS 1B	The Nursing Process II	5.0	CSU
NURS 2	Pharmacology	2.0	CSU
NURS 3	Medical-Surgical Nursing: Locomotion/Sensation/ Integument/Oncology/Immunology	3.5	CSU
NURS 4	Maternity Nursing	3.0	CSU
NURS 5	Psychiatric Nursing	3.0	CSU
NURS 6	Pediatric Nursing	3.0	CSU
NURS 7	Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis	7.5	CSU
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5.5	CSU
NURS 9	Leadership in Nursing	1.0	CSU
NURS 10	Medical-Surgical Nursing: Integration/Regulation	4.0	CSU
NURS 11	Preceptorship in Nursing	2.0	CSU
	Total Units	**44.5**	

Requirements for the Major

ANAT 35	Human Anatomy	5.0	CSU,UC
	and		
ANAT 36	Human Physiology	5.0	CSU,UC
	or		
ANAT 10A	Introductory Human Anatomy	4.0	CSU,UC
	and		
ANAT 10B	Introductory Human Physiology	4.0	CSU,UC
MICR 1	Principles of Microbiology	5.0	CSU,UC
	or		
MICR 22	Microbiology	4.0	CSU,UC
ENGL 1A	Freshman Composition	4.0	CSU,UC
	or		
ENGL 1AH	Freshman Composition - Honors	4.0	CSU,UC
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
	or		
PSYC 14	Developmental Psychology	3.0	CSU,UC
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
SPCH 1A	Public Speaking	4.0	CSU,UC
	or		
SPCH 1AH	Public Speaking - Honors	4.0	CSU,UC
	Total Units	**28.0 - 31.0**	

PSYC 1A must be completed prior to entrance into NURS 5: Psychiatric Nursing. CHLD 10, or PSYC 14 must be completed prior to entrance into NURS 6: Pediatric Nursing.

NOTE: Applicants planning to continue their education and enter a baccalaureate program in nursing will need to complete ANAT 35 and ANAT 36 instead of ANAT 10A and ANAT 10B and MICR 1 instead of MICR 22.

Requirements for the Associate degree

Students must develop an education plan with a counselor or educational advisor to complete college academic requirements for the A.S. degree. Contact Counseling and Advising Services to schedule an appointment.

Application Process:

Due to the high demand of nursing applications, Mt. San Antonio College Associate Degree Nursing Program will be temporarily suspending applications for the Fall 2011 and Spring 2012 semesters. We will be revising the application process on an as-needed basis. Please check the Nursing Web site (***http://www.mtsac.edu/instruction/tech-health/nursing***) frequently for updates and information.

Students should also be aware that once they have been admitted to the Nursing program and before beginning the clinical portion of the program, they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or Social Security fraud, as well as testing negative for drug use.

ALL APPLICANTS ARE REQUIRED TO MEET THE ESSENTIAL FUNCTIONS FOR SUCCESS IN THE NURSING PROGRAM.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more)
- Perform considerable reaching, stooping, bending, kneeling, crouching.

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices).
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criterion for admission into the Nursing Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Ornamental Horticulture

Agricultural Sciences Department

Major S0119

The courses in ornamental horticulture are designed to enable students to prepare for exciting careers in the essential and diverse horticulture profession. Careers in nursery management, retail garden centers, landscape design, installation and maintenance, arboretum and botanic gardens, arboriculture, interior landscaping, education, and research are just some of the options.

This degree is part of our comprehensive agricultural sciences program. Our program is unique in that most courses provide hands-on experience and are designed to give the student combination of practical skills and technical knowledge. Students who intend to transfer should meet with a counselor or advisor to check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which courses are offered.

Listed below are the courses needed to satisfy major requirements. It is recommended that students consult with the department chairperson, advisor or counselor to file an educational plan. For additional information, please call the Agricultural Sciences Department, ext. 4540, or visit the Mt. SAC Web site at ***www.mtsac.edu/instruction/sciences/agriculture.***

Requirements for the Major

Required courses:

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3.0	CSU,UC
AGOR 1	Horticultural Science	3.0	CSU
AGOR 2	Plant Propagation/ Greenhouse Management	3.0	CSU
AGOR 13	Landscape Design	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 32	Landscaping and Nursery Management	3.0	CSU
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 50	Soil Science and Management	3.0	CSU,UC
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
AGOR 91	Work Experience in Nursery Operations	1.0 – 4.0	

PLUS

Select six (6) units from:

AGOR 15	Interior Landscaping	3.0	
AGOR 25	Floral Design I	3.0	CSU
AGOR 26	Floral Design II	3.0	CSU
AGOR 40	Sports Turf Management	3.0	
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 53	Small Engine Repair I	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
AGOR 72	Landscape Hardscape Applications	3.0	CSU
AGOR 75	Urban Arboriculture	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**43.0 - 46.0**	

Paralegal/Legal Assistant

Business Administration

Major S0310

The paralegal program is intended to prepare students for employment as paralegals in both private and public sectors following graduation. The American Bar Association (ABA) By-Laws Section 21.12 uses the terms paralegal and legal assistant interchangeably referring to persons who, although not members of the legal profession, are qualified through education, training, or work experience and are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the direction and supervision of an attorney, of specifically delegated substantive legal work. Paralegals/legal assistants must comply with the legal restrictions in the practice of law by nonlawyers. The California Business & Professions Code, §6450 et seq, governs paralegals in California.

Requirements for the Major

Required courses:

PLGL 30	Introduction to Paralegal	3.0	CSU
PLGL 31A	Legal Analysis and Writing	3.0	
PLGL 31B	Advanced Legal Analysis and Writing	3.0	CSU
PLGL 33A	Civil Procedure - Pre-Trail	3.0	CSU
PLGL 33B	Civil Procedure - Trial and Post-Trail	3.0	CSU
PLGL 35A	Law Office Procedures	3.0	CSU
PLGL 35B	Automated Law Office Procedures	3.0	CSU
PLGL 37	Tort Law	3.0	CSU
PLGL 38	Employment and Ethical Issues in Paralegalism	2.0	CSU
PLGL 39	Contract Law	3.0	CSU

PLUS

Choose two courses from:

PLGL 40	Landlord-Tenant Law	3.0	CSU
PLGL 41	Property Law	3.0	CSU
PLGL 42	Family Law	3.0	CSU
PLGL 43	Wills and Trusts	3.0	CSU
PLGL 44	Bankruptcy Law	3.0	CSU
PLGL 45	Creditor's Rights	3.0	CSU
PLGL 48	Criminal Law and Procedures	3.0	CSU
PLGL 49	Evidence Law	3.0	CSU
PLGL 50	Comparative Law	3.0	
BUSL 18	Business Law	3.0	CSU,UC
	or		
BUSL 18H	Business Law - Honors	3.0	CSU, UC
BUSL 19	Advanced Business Law	3.0	CSU, UC
BUSL 20	International Business Law	3.0	
	Total Units	**35.0**	

Park and Sports Turf Management

Agricultural Sciences Department

Major S0116

The courses in park and sports turf management are designed to enable students to prepare for a career in this essential and diverse profession. This degree is part of our comprehensive Agricultural Sciences Program. The program is unique in that most courses provide hands-on experience designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should meet with a counselor or advisor to check the lower division requirements in the catalog of the college or university which they will attend and also the semester and year in which courses are offered.

This program is intended to prepare students to manage a park or sports facility and also for employment following graduation. Students will learn how to design, install and manage irrigation systems, set up and implement fertilizer and pest management programs, design and properly install a complete landscape (including all plants and hard cape), and properly identify and maintain trees, shrubs and turf grasses. In addition, students will learn about personnel management, budgeting and other management topics.

Requirements for the Major

Required courses:

AGOR 4	Park Management	3.0	
AGOR 5	Park Facilities	3.0	
AGOR 13	Landscape Design	3.0	CSU
AGOR 24	Integrated Pest Management	3.0	CSU
AGOR 29	Ornamental Plants - Herbaceous	3.0	CSU,UC
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3.0	CSU,UC
AGOR 39	Turf Grass Production and Management	3.0	CSU
AGOR 40	Sports Turf Management	3.0	CSU
AGOR 50	Soil Science and Management	3.0	
AGOR 51	Tractor and Landscape Equipment Operations	3.0	CSU
AGOR 62	Landscape Irrigation - Design and Installation	3.0	CSU
AGOR 63	Landscape Irrigation Systems Management	3.0	
AGOR 71	Landscape Construction Fundamentals	3.0	CSU
AGOR 73	Landscaping Laws, Contracting and Estimating	3.0	
AGOR 75	Urban Arboriculture	3.0	
AGOR 91	Work Experience in Nursery Operations	1.0 – 4.0	
	Total Units	**46.0 - 49.0**	

Pet Science

Agricultural Sciences Department

Major S0104

The program of courses in Agriculture is designed to enable students to prepare for a career in this essential and diverse profession. The Department offers a comprehensive Agricultural Sciences Program and is unique in that most courses provide hands-on experience designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should meet with a counselor or advisor to check the lower division requirements in the catalog or the college or university they will attend and also the semester and year in which courses are offered.

The following programs list all courses needed to satisfy major requirements. Students may obtain certificates upon completion of required courses listed. It is recommended that all students consult with the department chairperson, counselor or advisor to file an educational plan.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the department chairperson, counselor or advisor to discuss transferability of courses. The curriculum is flexible in nature to allow for previous experience and specialization in a given area of agriculture and agricultural business.

Requirements for the Major

Required courses:

AGAB 20	Microcomputer Applications in Agriculture	3.0	CSU,UC
AGAN 1	Animal Science	3.0	CSU,UC
AGAN 2	Animal Nutrition	3.0	CSU
AGAN 51	Animal Handling and Restraint	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU
AGPE 70	Pet Shop Management	3.0	
AGPE 71	Canine Management	3.0	
AGPE 72	Feline Management	3.0	
AGPE 73	Tropical and Coldwater Fish Management	2.0	
AGPE 74	Reptile Management	2.0	
AGPE 76	Aviculture - Cage and Aviary Birds	3.0	
	Total Units	**34.0**	

Photography

Commercial and Entertainment Arts
Major S1002

This program is designed to prepare the student for employment in the field of photography. A variety of career opportunities are available in photography, art, cinema, communications, industrial arts, graphics, and journalism. Students desiring a bachelor's degree should consult with an advisor or catalog of the institution they wish to attend regarding transferability of courses.

Requirements for the Major

Required courses:

GRAP 10	Photoshop Imagery	3.0	
PHOT 10	Basic Digital and Film Photography	3.0	CSU,UC
PHOT 11	Advanced Professional Photography	4.0	
PHOT 12	Photographic Alternatives	3.0	CSU,UC
PHOT 14	Commercial Lighting	3.0	
PHOT 15	History of Photography	3.0	CSU,UC
PHOT 16	Fashion Photography	3.0	
	or		
PHOT 18	Portraiture and Wedding Photography	3.0	
PHOT 17	Photocommunication	3.0	
PHOT 20	Color Photography	3.0	
PHOT 21	Exploring Color Photography	3.0	
PHOT 28	Photography Portfolio Development	3.0	
PHOT 30	Commercial and Illustrative Photography	3.0	
	Total Units	**37.0**	

Recommended Electives:

AHIS 1	Understanding the Visual Arts
	or
ARTB 1	Understanding the Visual Arts
GRAP 12	Advanced Photo Editing with Photoshop
PHOT 1	Laboratory Studies: Black and White Photography
PHOT 25	Digital Capture Work Flow
PHOT 29	Studio Business Practices for Commercial Artists

Physical Education

Physical Education Department
Major S0806

This program is designed to prepare students for employment in the field of Physical Education. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to file an educational plan and to discuss transferability.

Requirements for the Major

Required courses:

ANAT 35	Human Anatomy	5.0	CSU,UC
ANAT 36	Human Physiology	5.0	CSU,UC
NF 10	Nutrition for Personal Health and Wellness	3.0	CSU
	or		
NF 25	Essentials of Nutrition	3.0	CSU,UC
	or		
NF 25H	Essentials of Nutrition - Honors	3.0	CSU,UC
PE 3	First Aid and CPR	3.0	CSU,UC
	or		
PE 5	Advanced First Aid/ CPR/Emergency Response	3.0	CSU
PE 17	Introduction to Physical Education	3.0	CSU,UC
PE 19	Introduction to Care/Prevention of Activity/Sports - Related Injuries	3.0	CSU,UC
PE 34	Fitness for Living	3.0	CSU,UC

PLUS

Select eight (8) courses from:

DNCE	Dance: Activity	0.5 - 2.0	CSU,UC
PE-A	Physical Education: Aquatics	0.5 - 2.0	CSU,UC
PE-F	Physical Education: Fitness	0.1 - 2.5	CSU,UC
PE-I	Physical Education: Individual	0.5 - 1.0	CSU,UC
PE-L	Physical Education: Adaptive	0.5 - 1.0	CSU,UC
PE-S	Physical Education: Team Sports	0.5 - 1.0	CSU,UC
	Total Units	**28.6 - 41.5**	

Psychiatric Technician to RN

Nursing Department
Major S1209

The Mt. San Antonio College Nursing Program, approved and accredited by the California Board of Registered Nursing, is a two-year program designed to prepare men and women to give direct nursing care to clients in various practice settings. The program consists of coursework in nursing, science, general education and clinical nursing practice at local hospitals and health agencies. Graduates of the program receive an Associate in Science degree in Nursing and are eligible to take the NCLEX-RN examination leading to licensure as a Registered Nurse.

The Psychiatric Technician is provided career mobility into the Nursing Program to earn an Associate degree in Nursing.

Prerequsite Courses:

1. Human Anatomy, including a laboratory component, a minimum of four semester units.
2. Human Physiology, including a laboratory component, a minimum of four semester units.
3. Microbiology, including a laboratory component, a minimum of four semester units.
4. English 1A (Writing Composition) minimum of three semester units with units with a minimum grade of C.
5. PSYC 1A Introduction to Psychology
6. CHLD 10 Child Growth and Development *or* PSYC 14 Developmental Psychology

Non-course requirements:

1. An overall grade point average of 2.5 for the Human Anatomy, Human Physiology, and Microbiology prerequisite courses with no grade less than a "C" for each course and no more than one repetition of any
2. A cumulative grade point average (GPA) of 2.5 for all college coursework completed.
3. Eligibility for MATH 51.
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. Possess a current California Psychiatric Technician License.
6. Criminal background check and drug screening must be passed prior to any patient contact.
7. A physical examination, including specific immunizations is required of all candidates prior to the beginning of nursing classes.
8. Current Level C-Provider CPR certification
9. Nursing 70 Role Transition must be completed with a credit grade prior to entrance into the program.

(NURS 70: Role Transition - Due to the clinical component of NURS 70, applicants must submit their names to Nursing Office for approval prior to enrollment in this course. Applicants must have completed all prerequisite courses prior to taking NURS 70. Applicants must provide proof of current Psychiatric Technician License, physical, CPR card, Background Check, and drug test prior to the start of class.)

Requirements for Nursing

Required courses:

NURS 3	Medical-Surgical Nursing: Locomotion /Sensation/Integument/Oncology/Immunology	3.5	CSU
NURS 4	Maternity Nursing	3.0	CSU
NURS 6	Pediatric Nursing	3.0	CSU
NURS 7	Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis	7.0	CSU
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5.0	CSU
NURS 9	Leadership in Nursing	1.0	CSU
NURS 10	Medical-Surgical Nursing: Integration/Regulation	4.0	CSU
NURS 11	Preceptorship in Nursing	2.0	CSU
	Total Units	**28.5**	

Requirements for the Major

ANAT 35	Human Anatomy	5.0	CSU,UC
	and		
ANAT 36	Human Physiology	5.0	CSU,UC
	or		
ANAT 10A	Introductory Human Anatomy	4.0	CSU,UC
	and		
ANAT 10B	Introductory Human Physiology	4.0	CSU,UC
MICR 1	Principles of Microbiology	5.0	CSU,UC
	or		
MICR 22	Microbiology	4.0	CSU,UC
ENGL 1A	Freshman Composition	4.0	CSU,UC
	or		
ENGL 1AH	Freshman Composition - Honors	4.0	CSU,UC
CHLD 10	Child Growth and Development	3.0	CSU,UC
	or		
CHLD 10H	Child Growth and Development - Honors	3.0	CSU,UC
PSYC 14	Developmental Psychology	3.0	CSU,UC
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
SPCH 1A	Public Speaking	4.0	CSU,UC
	or		
SPCH 1AH	Public Speaking - Honors	4.0	CSU,UC
	Total Units	**28.0 - 31.0**	

NOTE: Applicants planning to continue their education and enter a baccalaureate program in nursing will need to complete ANAT 35 and ANAT 36 instead of ANAT 10A and ANAT 10B and MICR 1 instead of MICR 22.

Requirements for the Associate degree

Students must develop an education plan with a counselor or educational advisor to complete college academic requirements for the A.S. degree. Contact Counseling and Advising Services to schedule an appointment.

Selection Process

Beginning Fall 2006, students applying for admission to the Nursing Program will be required to see either a counselor or educational advisor to verify their eligibility to enter the Nursing program.

Procedure:

Students must complete all course prerequisites prior to requesting an appointment for certifying readiness to enter into the Nursing program. Once eligibility has been established, students will enter on a first come first served basis.

The eligibility appointment:

a) Once a student has completed all course prerequisites, the student will then apply to the Nursing Department on an appointment basis.

b) Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:
   - Official transcripts of all college work completed at all colleges;
   - If the prerequisite courses were completed at another college, a course description and a copy of the course syllabus;
   - Students completing college coursework outside of the United States will need to have their transcripts evaluated by an approved international transcript evaluation agency and must bring the final evaluation to their appointment (students may be able to obtain a list of agencies from the Admissions Office).
   - Due to specific college deadlines for International Student applications, please inform the Counseling/Educational Advisor that this applies to you.

c) All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States.

APPOINTMENTS FOR ELIGIBILTY VERIFICATION WILL ONLY BE MADE DURING THE FOLLOWING MONTHS:

- September 1 - October 31
- March 1 - April 30

Students should also be aware that once they have been admitted to the Nursing program and before beginning the clinical portion of the program, they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or Social Security fraud, as well as testing negative for drug use. ALL APPLICANTS ARE REQUIRED TO MEET THE ESSENTIAL FUNCTIONS FOR SUCCESS IN THE NURSING PROGRAM.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting, positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands:

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices).
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criterion for admission into the Nursing Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Radio Broadcasting: Behind the Scenes

Commercial and Entertainment Arts
Major S0606

The Radio Broadcasting Behind-the-Scenes degree is designed for students who are interested in the non-performance side of the broadcasting industry. Instruction in this major prepares students for entry-level jobs in a variety of areas including production, promotion, copywriting and management. Students also receive instruction in the business side of the industry and can further customize their program by selecting from a variety of optional courses. Students intending to pursue a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 09	Broadcast Sales and Promotion	3.0	
R-TV 10	Radio Management and Programming	3.0	
R-TV 11A	Beginning Radio Production	3.0	CSU
R-TV 11B	Advanced Radio Production	3.0	CSU
R-TV 12	Commercial Copywriting	3.0	
R-TV 15	Broadcast Business Practices	3.0	
R-TV 96	Campus Radio Station Lab	1.0 – 2.0	
R-TV 97A	Radio/Entertainment Industry Seminar	1.0	
	and		
R-TV 97B	Radio/Entertainment Industry Internship	1.0	

PLUS

Select nine (9) units from:

R-TV 26	Legal Issues in Entertainment Law	3.0
R-TV 31	History of Radio DJs	3.0
R-TV 32	R-TV Internet Applications	3.0
R-TV 33	Radio Show Producer Techniques and Procedures	3.0
	Total Units	**33.0 - 34.0**

Radio Broadcasting: On the Air

Commercial and Entertainment Arts
Major S0605

The Radio Broadcasting On-The-Air degree is designed to prepare students for an entry-level job in a variety of performance areas of the broadcasting industry, including disc jockey, news anchor, sportscaster, and commercial voice-overs. Students also receive instruction in the business side of the industry and can further customize their program by selecting from a variety of optional courses. Students intending to pursue a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 02	On-Air Personality Development	3.0	CSU
	or		
R-TV 02A	On-Air Personality Development - Spanish Market	3.0	CSU
R-TV 05	Radio-TV Newswriting	3.0	
R-TV 07A	Beginning Commercial Voice-Overs	3.0	
R-TV 11A	Beginning Radio Production	3.0	CSU
R-TV 11B	Advanced Radio Production	3.0	CSU
R-TV 15	Broadcast Business Practices	3.0	
R-TV 96	Campus Radio Station Lab	1.0 – 2.0	
R-TV 97A	Radio/Entertainment Industry Seminar	1.0	
R-TV 97B	Radio/Entertainment Industry Internship	1.0	

PLUS

Select nine (9) units from:

R-TV 03	Sportscasting and Reporting	1.5
R-TV 04	Broadcast News Field Reporting	3.0
R-TV 06	Broadcast Traffic Reporting	1.5
R-TV 07B	Advanced Commercial Voice-Overs	3.0
R-TV 09	Broadcast Sales and Promotion	3.0
R-TV 10	Radio Management and Programming	3.0
R-TV 12	Commercial Copywriting	3.0
R-TV 17	Internet Radio and Podcasting	3.0
R-TV 26	Legal Issues in Entertainment Law	3.0
R-TV 31	History of Radio DJs	3.0
R-TV 32	Radio-TV Internet Applications	3.0
R-TV 33	Radio Show Producer Techniques and Procedures	3.0
	Total Units	**33.0 - 34.0**

Radiologic Technology

Radiologic Technology Department
Major S1206

The course of study in Radiologic Technology offered at Mt. San Antonio College and its affiliated hospitals will prepare students to be certified radiologic technologists. Students will gain knowledge and understanding of the diagnostic uses of x-ray, as well as the technical skills to use x-ray equipment in both laboratory and clinical settings. The courses are developed to enable students to operate x-ray equipment, assist in the diagnosis of disease, and to observe proper medical ethics. Students will learn the nature of radiation, the principles of electricity, the structure of x-ray machines, and the operation of a clinical x-ray department.

To remain in the program, students must maintain a grade of "C" or better in all courses.

Upon completion of the Associate in Science degree in Radiologic Technology, graduates are eligible to apply for the registry examination through the American Registry of Radiologic Technologists and the California Certification of Radiologic Technology. This is a licensed profession, and a valid Social Security Number is required to obtain state certification and national licensure.

Requirements for the Major

Required courses:

ANAT 10A	Introductory Human Anatomy	4.0	CSU,UC
MEDI 90	Medical Terminology	3.0	CSU
RAD 30	Radiographic Pathology	1.5	
RAD 31	Fluoroscopy	2.0	
RAD 32	Digital Imaging in Radiology	2.0	
RAD 50	Radiologic Technology	3.0	CSU
RAD 52A	Techniques of Radiologic Technology	5.0	CSU
RAD 52B	Techniques of Radiologic Technology	2.5	CSU
RAD 53	Techniques of Radiologic Technology	5.0	CSU
RAD 54	Techniques of Radiologic Technology	3.0	CSU
RAD 55A	Techniques of Radiologic Technology	7.5	CSU
RAD 55B	Techniques of Radiologic Technology	2.5	CSU
RAD 56	Techniques of Radiologic Technology	7.0	CSU
RAD 57	Techniques of Radiologic Technology	4.5	CSU
RAD 61A	Theory of Radiologic Technology	4.0	CSU
RAD 61B	Radiographic Positioning	3.0	CSU
RAD 61C	Radiologic Technology Seminar	1.5	CSU
RAD 62A	Theory of Radiologic Technology	4.0	CSU
RAD 62B	Radiographic Positioning	3.0	CSU
RAD 62C	Radiologic Technology Seminar	1.5	CSU
RAD 63	Theory of Radiologic Technology	4.0	CSU
RAD 64	Theory of Radiologic Technology	4.0	CSU
RAD 91	Nursing Procedures in Radiologic Technology	1.5	CSU
	Total Units	**79.0**	

NOTE: ANAT 10A, and MEDI 90 may be taken prior to entering program.

Admission Requirements:

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

a) Applicant must be 18 years of age upon entrance into the program.

b) High school graduate or equivalent.

c) Possess a valid Social Security Card. This is a licensed profession, and a valid Social Security Number is required to obtain state certification and national licensure.

d) File a college application and be accepted as a student at Mt. San Antonio College.

e) Take the college placement examination which is used as an indicator. If you have already taken a college placement test exam within the past two years at another school, arrange to have your scores forwarded to the Technology and Health Division Office. (If you were tested at Mt. San Antonio College, the Technology and Health Division Office will obtain the test scores as long as an "Applicatoin for Admission" is on file with the Admissions and Records Office.) Arrangement should be made with the Service Center to schedule a date and time to take the college placement examination if required. The Assessment Center is open Monday through Friday. You may contact them at (909)594-5611 ext. 4265.

f) Complete the following prerequisite courses with a minimum grade of "C" in each course.

1. General High School Algebra (one year) or Introductory College Algebra (one semester) or MATH 51 (Elementary Algebra, or equivalent);
2. General High School Chemsistry (one year) or Introductory College Chemistry (one semester) or CHEM 10 - Chemistry for Allied Health. Students must complete prerequisite courses before applying to the program.

g) After completion of the prerequisites, submit an application for the Radiologic Technology Program to the Technology and Health Division Office (909) 594-5611, ext. 4750. All applications are dated upon receipt in the Technology and Health Division Office. A program begins each summer intersession.

h) Forward two official transcripts of all coursework completed (high school, and other than Mt. San Antonio Colelge courses). One transcript must be sent to Technology and Health Division Office and the other to Admissions and Records.

i) For students who possess a college degree, the English placement test is not required, however, it will be necessary for a student to obtain two official copies of the college transcript showing the degree issued. One official transcript must be sent to Technology and Health Division Office and the other to Admissions and Records. If the courses were taken and/or the degree obtained at Mt. San Antonio College, it is not necessary to request transcripts. Request the transcript for the Division Office be addressed as follows:

Mt. San Antonio College
Technology and Health Division
Radiologic Technology Program
1100 North Grand Avenue
Walnut CA 91789-1299

j) Make an appointment with an educational advisor to review general education requirements for graduation.

Acceptance Requirements:

a) A mandatory orientation meeting with the Radiologic Technology Department will be held during the spring semester. You will be contacted with date and time of orientation once you have been accepted.

b) A physical examination, including certain immunizations and drug testing is required as part of the physical examination for all radiologic technology students before entrance into the clinical setting. Forms and information will be provided at time of orientation.

c) All students will be required to pass a criminal background check prior to entering the clinical education phase (a valid Social Security Number is required to complete this process.)

Selection Procedure:

Selection of students is based upon the completion of the above admission requirements and date of application. The Department will make every effort to notify the applicant of acceptance by mail no less than one month prior to beginning of a program.

Program Completion Requirements:

a) In addition to the major requirements and general education, students must also complete a course in venipuncture for radiographers. This course is offered through Continuing Education but may be taken elsewhere with prior approval from the department.

b) A course in mammography is also offered in the final semester for graduate students and licensed radiographers. This course is optional.

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions critical to patient safety
- Exposed to products containing latex.

Required Skills and Physical Abilities:

In order to ensure student and patient safety and welfare, the radiologic technology student must have sufficient strength, motor coordination, manual dexterity, intellectual capacity, and sensory funtions to be able to:

a) Transport, move, lift, or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed.

b) Lift arms above the head to move the x-ray tube assembly.

c) Move, adjust, and manipulate portable and fluoroscopic equipment according to established procedures and standards of speed and accuracy while conducting radiographic examinations.

d) Maneuver well enough to physically protect himself or herself from injury caused by patients exhibiting aggressive behaviors.

e) Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.

f) Rapidly respond to situations involving the health and safety of patients, providing physical and emotional support to the patient during radiographic procedures, providing basic first aid and emergency care in the absence of or until a physician arrives.

g) Function adequately under stressful situations related to technical and procedural standards of patient care situations.

h) Hear well enough (average 30 decibels for both ears) to respond to directions or calls for help from individuals remote from the location of the student.

i) Speak English clearly enough to explain and direct procedural information to patients, and to communicate with physicians, technical staff, and faculty. Students for which English is a second language may be required to complete a verbal communication assessment prior to entering the program.

j) Calculate and select proper technical exposure factors according to the individual needs of the patient's condition and requirements of the procedure with speed and accuracy.

k) View and evaluate the recorded images of a radiograph for the purpose of identifying porper patient positioning, accurate procedural sequencing, proper exposure (and/or "s" number), and other established technical qualities.

English Language Skills:

Although proficiency in English is not a criterion for admission into the Radiologic Technology Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Real Estate

Business Administration Department
Major S0512

This program prepares students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses. The requirements for a degree in real estate include the eight classes needed prior to applying to take the Real Estate Broker License Exam as well as several additional classes designed to strengthen the skills needed to succeed in a career in real estate.

Requirements for the Major

Required courses:

BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 52	Real Estate Practice, or	3.0	
BUSR 52D	Real Estate Practice Work Experience	3.0	
BUSR 53	Real Estate Finance	3.0	
BUSR 55	Real Estate Economics	3.0	
BUSR 81	Appraisal: Principles and Procedures	3.5	
CISB 15	Microcomputer Applications	4.0	CSU,UC

PLUS
Group A
Select two (2), three (3) or four (4) courses from:

BUSR 57	Income Tax Aspects of Real Estate Investments	3.0	
BUSR 59	Real Estate Property Management	3.0	
BUSR 60	Real Estate Investment Planning	3.0	
BUSR 62	Mortgage Loan Brokering and Lending	3.0	
BUSR 76	Escrow Procedures I	3.0	

PLUS
Group B
Select zero (0), one (1) or two (2) courses from:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSA 11	Fundamentals of Accounting	3.0	
BUSA 72	Bookkeeping - Accounting	5.0	
BUSL 18	Business Law	3.0	CSU,UC
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 66	Small Business Management	3.0	CSU
BUSO 5	Business English	3.0	
BUSO 25	Business Communications	3.0	CSU
BUSO 26	Oral Communications for Business	3.0	
BUSS 35	Professional Selling	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
PSYC 1A	Introduction to Psychology	3.0	CSU,UC
	Total Units	**34.5 - 44.5**	

Real Estate Appraisal

Business Administration Department
Major S0513

This program prepares students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with an advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSR 81	Appraisal: Principles and Procedures	3.5	
BUSR 82	Uniform Standards of Professional Appraisal Practice	1.0	
BUSR 83	Residential Appraisal	3.5	
BUSR 84	Residential Appraisal: Case Studies	2.5	

PLUS
Select seven (7) courses from:

BUSA 11	Fundamentals of Accounting	3.0	
BUSR 50	Real Estate Principles	3.0	CSU
BUSR 51	Legal Aspects of Real Estate	3.0	
BUSR 53	Real Estate Finance	3.0	
BUSR 55	Real Estate Economics	3.0	
BUSR 57	Income Tax Aspects of Real Estate Investments	3.0	
BUSR 59	Real Estate Property Management	3.0	
BUSR 76	Escrow Procedures I	3.0	
CISB 15	Microcomputer Applications	4.0	CSU,UC
INSP 70	Elements of Construction	3.0	CSU
	Total Units	**31.5 - 32.5**	

Registered Veterinary Technology

Agricultural Sciences Department
Major S0105

The program of courses in Agriculture is designed to enable students to prepare for a career in this essential and diverse profession. The department offers a comprehensive agricultural sciences program and is unique in that most courses provide hands-on experience designed to give the student a combination of practical skills and technical knowledge. Students who intend to transfer should check the lower division requirements in the catalog of the college or university which they plan to attend and also the semester and year in which courses are offered.

The following programs list all courses needed to satisfy major requirements. It is recommended that all students consult with the department chairperson or faculty advisor to file an educational plan. Students must file an educational plan with the Director of the Registered Veterinary Technology Program during the first year of study.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the department chairperson, counselor or advisor to discuss transferability of courses.

This degree is designed to prepare students for careers as Registered Veterinary Technicians who will work under the supervision of licensed private organizations including veterinary hospitals, research vivariums, animal shelters, and other animal care agencies. Students who satisfactorily complete the requirements of this program are eligible to take the State of California Certifying Examination for Registered Veterinary Technicians.

Students wishing to be admitted to the Registered Veterinary Technology program must meet with the Director of the Registered Veterinary Technology program at least two weeks prior to the beginning of the semester in which enrollment shall begin.

Requirements for the Major

Required courses 1st year:

AGAN 1	Animal Science	3.0	CSU,UC
AGAN 2	Animal Nutrition	3.0	CSU,UC
AGAN 51	Animal Handling and Restraint	3.0	CSU
AGAN 94	Animal Breeding	3.0	
AGHE 54	Veterinary Office Procedures	3.0	
AGLI 96	Animal Sanitation and Disease Control	3.0	CSU

Required courses 2nd year:

AGHE 60	Medical Nursing and Animal Care	4.0	CSU
AGHE 61	Surgical Nursing	4.0	CSU
AGHE 62A	Clinical Pathology	4.0	CSU
AGHE 62B	Clinical Pathology	4.0	CSU
AGHE 64	Veterinary Pharmacology	3.0	CSU
AGHE 65	Veterinary Radiography	2.0	CSU
AGHE 79	Laboratory Animal Medicine and Care	3.0	CSU
AGHE 84A	Applied Animal Health Procedures	1.0	
	or		
AGHE 84B	Applied Animal Health Procedures	1.0	
AGHE 85	Seminar in Animal Health Technology	1.0	
AGHE 86	Anatomy and Physiology of Domestic Animals	4.0	

PLUS
Select four (4) units of work experience:

AGHE 83A	Work Experience in Animal Health	1.0 – 2.0	

PLUS
Select six (6) units from:

AGLI 12	Exotic Animal Management	3.0	
AGLI 14	Swine Production	3.0	CSU
AGLI 16	Horse Production	4.0	CSU,UC
AGLI 17	Sheep Production	3.0	CSU
AGLI 18	Horse Ranch Management	4.0	CSU
AGLI 19	Horse Hoof Care	2.0	CSU
AGLI 30	Beef Production	3.0	CSU

AGPE 70	Pet Shop Management	3.0
AGPE 71	Canine Management	3.0
AGPE 72	Feline Management	3.0
AGPE 73	Tropical and Coldwater Fish Management	2.0
AGPE 74	Reptile Management	2.0
AGPE 76	Aviculture - Cage and Aviary Birds	3.0
	Total Units	**58.0**

Respiratory Therapy

Respiratory Technology Department
Major S1205

The Respiratory Therapy Program, which is accredited by the Committee on Accreditation for Respiratory Care (COARC), is designed to train students to function as Respiratory Therapists.

Respiratory Therapy is the application of technical skills involving a complete understanding of cardiopulmonary physiology and recognition of various pathological conditions that alter the patient's ability to breathe effectively.

By applying medical gases under pressure - i.e., compressed air, oxygen, and other mixtures - to the airways through the use of various kinds of equipment, the therapist, under the direction of the physician, treats the diseased or ineffective respiratory system.

Some mechanical aptitude and the ability to perform fine motor movements with hands and fingers is required in learning the operation of specialized equipment. This includes diagnostic apparatus which aids the physician in detecting cardiorespiratory diseases.

Requirements for the Major

Required courses:

RESD 50	Theory and Principles of Respiratory Therapy	2.0	CSU
RESD 51A	Respiratory Therapy Science	4.0	CSU
RESD 51B	Respiratory Therapy Science	4.0	CSU
RESD 52	Pulmonary Anatomy and Physiology	3.0	CSU
RESD 53	Cardiopulmonary Pathophysiology	3.0	CSU
RESD 55	Adult Respiratory Intensive Care	3.0	CSU
RESD 56A	Techniques of Respiratory Therapy	2.5	CSU
RESD 56B	Techniques of Respiratory Therapy	6.0	CSU
RESD 56C	Techniques of Respiratory Therapy	2.5	CSU
RESD 56D	Techniques of Respiratory Therapy	6.0	CSU
RESD 57A	Special Procedures for Respiratory Care	1.5	CSU
RESD 57B	Special Procedures for Respiratory Care	1.5	CSU
RESD 58	Neonatal Intensive Care	3.0	CSU
RESD 59	Respiratory Therapeutic Modalities	3.0	CSU
RESD 60	Comprehensive Pulmonary Assessment	2.0	CSU
RESD 61	Current Issues in Respiratory Care	3.0	CSU
	Total Units	**50.0**	

Entrance Requirements:

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

1) Applicant must be at least 18 years of age upon entrance into the program and must be a high school graduate or equivalent. Please provide copy of diploma as proof of high school completion.
2) File a college application and be accepted as a student at Mt. San Antonio College.
3) Applicant must take the College placement exams before taking any of the prerequisite or respiratory therapy courses.

   NOTE: Testing is administered by the Assessment Center located in the Student Services Center, Building 9B. You may contact them at (909) 594-5611, ext. 4265, to set up an appointment.

   If you have taken English and math at another college, please provide college transcripts.

   For students who possess a college degree, the college placement examination is not required. However, it will be necessary for the applicant to obtain two official copies of the college transcript showing the degree issued. One official transcript must be sent to the Respiratory Therapy Program Office and the other to the Admissions Office. If the degree was obtained at Mt. SAC, it is not necessary to request transcripts. Transcripts should be addressed as follows:

   Mt. San Antonio College
   Technology and Health Division
   Respiratory Therapy Program
   1100 North Grand Avenue
   Walnut CA 91789-1389
4) Submit an application for the Respiratory Therapy Program to the Technology and Health Division Office (Bldg. 28A, Room 101E), (909) 594-5611, ext. 4750. All applications are dated upon receipt.

   It is highly recommended that students complete their general education requirements prior to entering the program.

Foreign Transcripts:

All coursework taken outside of the United States must be analyzed by a designated agency for foreign transcript evaluation. No foreign course work will be accepted without this evaluation. It is the sole responsibility of the applying student to get the evaluation completed before entry into the program. Information for transcript evaluation is available in the Technology and Health Division.

A.S. degree Requirements

All students entering the Respiratory Therapy Program MUST complete all the major course requirements and the general education requirements necessary to complete the Associate degree before a certificate documenting completion in Respiratory Therapy will be given. This certificate will permit the student to sit for all National Board for Respiratory Care (NBRC), Incorporated, examinations.

Other Requirements:

RESD 50 pre-requisites ANAT 10A/10B, CHEM 10, MATH 51 must be completed prior to entering the program.

All students will be required to complete a background check prior to entering the clinical education phase.

A physical examination, including specific immunizations, is required of all candidates prior to beginning classes. These requirements are in accordance with healthcare agency policy that insures that students are in good health and free from communicable disease and able to perform their training functions. Drug testing is required as a part of this physical examination. All Applicants are required to meet the Essential Functions for Success in the Respiratory Therapy Program.

Physical Demands:

- Perform prolonged, extensive, or considerable standing/walking, lifting, positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 50 pounds or more)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

Sensory Demands

- *Color vision:* ability to distinguish and identify colors (may be corrected with adaptive devices)
- *Distance vision:* ability to see clearly 20 feet or more
- *Depth perception:* ability to judge distance and space relationships
- *Near vision:* ability to see clearly 20 inches or less
- *Hearing:* able to recognize a full range of tones

Working Environment:

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to hazards of flammable, explosive gases
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

English Language Skills:

Although proficiency in English is not a criterion for admission into the Respiratory Therapy Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

Special Information

The completion of the Respiratory Therapy Program and receipt of a certificate documenting completion of required courses requires completion of the Associate degree. The student may elect to pursue either the Associate in Science or Associate in Arts degree.

All students entering the program must submit an educational plan showing the major course requirements with the general education requirements for the degree.

To remain in the program, students must maintain a "C" or better grade in all courses.

Upon completion of the Respiratory Therapy requirements, the student is given a certificate documenting completion. This certification will permit the student to sit for all National Board for Respiratory Care (NBRC), Incorporated, examinations.

Readmission Policy

To remain in the program, students must maintain a "C" or better grade in all courses. Students who are dropped, failed, or withdrew from the program may request readmission for the following year in the semester in which they were stopped or may re-start the program. Students who re-start the program will be required to retake all Respiratory Therapy courses even if satisfactory grades were received. Re-entry may occur only one time.

Sign Language/Interpreting

Sign Language Department
Major S0801

The Mt. San Antonio College Interpreter Training Program is designed to prepare individuals for careers as Sign Language Interpreters. Interpreters are needed wherever communication happens between the hearing community and the Deaf and hard-of-hearing community. There are an endless number of settings in which this communication takes place. Interpreters are employed by school districts, cruiseship companies, corporations, government agencies, hospitals, colleges and universities, and a vast number of other organizations and private businesses.

Program Preparation: Preparation for the program includes fluency in American Sign Language demonstrated by the completion of SIGN 104, American Sign Language 4, (or the equivalent skill) and English fluency demonstrated by the completion of ENGL 1A.

National Certification: There are many specialties within the field of Sign Language Interpreting, but the focus of this program is on preparing the interpreter generalist. Although requiring some type of certification is becoming more common in California, there are still many job opportunities for the precertified interpreter.

Completing the certificate in Sign Language/Interpreting does not make one a "Certified Interpreter"; however, graduates of this program are encouraged to apply for National Interpreting Certification (NIC) through the Registry of Interpreters for the Deaf (RID) at www.rid.org.

Students who complete the required courses listed below and who also complete the graduation requirements of Mt. San Antonio College will be awarded the Associate in Science degree in Sign Language/Interpreting.

Requirements for the Major

Required courses:

SIGN 105	American Sign Language 5	4.0	
SIGN 108	Fingerspelling	2.0	
SIGN 201	Deaf Perspectives	3.0	
SIGN 202	American Deaf Culture	3.0	CSU,UC
SIGN 210	American Sign Language Structure	3.0	CSU,UC
SIGN 220	Translation: American Sign Language/English	3.0	CSU
SIGN 223	Principles of Interpreting	3.0	CSU
SIGN 225	Ethical Decision Making for Interpreters	2.0	
SIGN 227	Cognitive Processing for Interpreters	4.0	
SIGN 231	Interpreting	4.0	
SIGN 232	Advanced Interpreting	4.0	
SIGN 239	Practicum	1.0	

PLUS

Select three (3) courses from:

SIGN 99	Special Projects in Sign Language/Interpreting	2.0	
SIGN 238	Oral Transliteration	3.0	
SIGN 240	Vocabulary Building for Interpreters	2.0	CSU
SIGN 250	Interpreting with Classifiers	1.5	
SIGN 260	Video Interpreting	1.5	
SL 2	Linked Service Learning	1.0	CSU
	Total Units	**40.0 - 43.0**	

Small Business Management

Accounting and Management Department
Major S0508

This program is intended to prepare students for employment following graduation. Students wishing a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

BUSA 7	Principles of Accounting - Financial	5.0	CSU,UC
BUSM 10	Principles of Continuous Quality Improvement	3.0	
BUSM 20	Principles of Business	3.0	CSU,UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	
BUSM 66	Small Business Management	3.0	CSU
BUSS 36	Principles of Marketing	3.0	CSU
CISB 15	Microcomputer Applications	4.0	CSU,UC
	Total Units	**30.0**	

Recommended Electives:

BUSM 81	Work Experience in Business
BUSM 85	Special Issues in Business
BUSS 85	Special Issues in Marketing

The Small Business Management faculty recommend that students complement their studies with selected elective courses chosen from the list above. Students should meet with a professor of Small Business Management to help them determine which electives would best suit their career plans.

Television Production

Commercial and Entertainment Arts
Major S0602

Students will gain experience in film-style production, remote and studio production. This course of study qualifies the student for an Associate in Science degree in television production, and is designed to prepare a student for an entry-level job in the industry in a variety of areas. This includes not only skills used in production, but also preproduction, editing, financial and legal affairs.

Requirements for the Major

Required courses:

R-TV 01	Introduction to Broadcasting	3.0	CSU
R-TV 14	Media Aesthetics	3.0	
R-TV 19A	Beginning Television Production	3.0	CSU
R-TV 19B	Advanced Television Production	3.0	CSU
R-TV 22	Editing for Film and Television	3.0	
R-TV 100	Work Experience in Film and TV	1.0 - 3.0	

PLUS

Select 12.0-12.5 units from:

R-TV 05	Radio-TV Newswriting	3.0	
R-TV 18	Writing for Television/Film	3.0	CSU
R-TV 20	Television News Production	3.0	
R-TV 21	Remote Television Production and Engineering	3.5	
R-TV 23	Reality Show Production	3.0	
	Total Units	**28.0 - 30.5**	

Recommended Electives:

ANIM 115	Storyboarding
R-TV 26	Current Issues in Entertainment Law
THTR 17	Acting for the Camera

Welding

Air Conditioning, Water & Welding Technologies
Major S0919

This program is designed to prepare the student for employment in the broad field of welding. It leads to occupations in manufacturing and repair and helps prepare the student for positions in supervision.

Courses in the welding curriculum prepare students for welding certification. The college is a testing agency for the City of Los Angeles and is authorized to administer the performance test for the Structural Welding Certificate. There is a $50 charge for students and $60 for non- students to take this test. Topics of the written portion of the test which is administered by the city are reviewed in various welding courses offered by the college.

This program is intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

Requirements for the Major

Required courses:

WELD 40	Introduction to Welding	2.0	CSU
WELD 50	Oxyacetylene Welding	2.0	
WELD 51	Basic Electric Arc Welding	2.0	
WELD 53A	Welding Metallurgy	3.0	CSU
WELD 70A	Beginning Arc Welding	3.0	
WELD 70B	Intermediate Arc Welding	3.0	
WELD 70C	Certification for Welders	3.0	
WELD 80	Construction Fabrication and Welding	3.0	
	Total Units	**21.0**	

Recommended Electives:

BUSM 61	Business Organization and Management
EDT 11	Technical Engineering Drawing I
MFG 70	Technical Mathematics - Manufacturing Applications
WELD 30	Metal Sculpture
WELD 60	Print Reading and Computations for Welders
WELD 81	Pipe and Tube Welding

ASSOCIATE IN ARTS DEGREES (A.A.)

Liberal Arts and Sciences with area of emphasis in one of the following:

Business; Communication; Fine Arts; Humanities; Information Technology; Kinesiology and Wellness; Language Arts; Mathematics; Music; Natural Sciences; and Social & Behavioral Sciences

Mt. San Antonio College's Associate in Arts degrees are designed to meet the needs of students interested in graduating with a two-year college degree by studying in a specific area of emphasis. These students are not intending to pursue a specific occupational major, nor are they necessarily planning to transfer. However, careful educational planning with a counselor or an educational advisor will help ensure that, if a student subsequently decides to transfer at a later date to a four-year college or university, he or she would have a solid foundation in the transfer process. Transfer students may also become eligible for a Certificate of Achievement in CSU General Education Breadth or Intersegmental General Education Transfer Curriculum (IGETC) by completing requirements shown on pages 102-110 of this catalog.

To qualify for an Associate in Arts degree, students must complete all the graduation requirements as listed on page 64 of this catalog. In addition, students choose one of eleven "areas of emphasis" and complete the appropriate requirements as shown in this section. Courses listed within an area of emphasis may also be used to satisfy general education requirements, with additional elective courses chosen by the student to complete the 60-unit degree requirement. The printed degree and transcript notation will read "Associate in Arts in Liberal Arts and Sciences, Emphasis in (specific area)."

Note: Students wishing to transfer to the California State University system may be required to select additional General Education courses from either the CSU General Education pattern found on page 104 of this catalog or from the Intersegmental General Education Transfer Core Curriculum (IGETC) pattern listed on page 108 of this catalog.

Students wishing to transfer to the University of California system may be required to select additional General Education courses only from the Intersegmental General Education Transfer Core Curriculum (IGETC) pattern listed on page 108 of this catalog.

All students wishing to transfer are strongly advised to meet with a counselor or educational advisor to determine the most effective selection of general education courses to facilitate transfer to either the California State University system or to the University of California in specific majors.

Area of Emphasis Requirements (choose one)

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Business

Degree A8981

An emphasis in Business provides the student with an understanding of business and its role in society. Students will have knowledge of various business functions and economic analysis. Upon completion of this degree students will be prepared for an entry level job in the business world.

Core/Required Courses

BUSC 1A	Principles of Economics - Macroeconomics	3.0
	or	
BUSC 1AH	Principles of Economics - Macroeconomics - Honors	3.0
BUSC 1B	Principles of Economics - Microeconomics	3.0
	or	
BUSC 1BH	Principles of Economics - Microeconomics - Honors	3.0
CISB 15	Microcomputer Applications	4.0
	or	
CISB 11	Computer Information Systems	3.5

Plus select a minimum of three courses from the following which should be selected in consultation with a counselor or educational advisor.

BUSO 25	Business Communications	3.0
BUSM 20	Principles of Business	3.0
BUSA 7	Principles of Accounting - Financial	5.0
BUSA 8	Principles of Accounting - Managerial	5.0
BUSL 18	Business Law	3.0
BUSC 17	Applied Business Statistics	3.0

Elective Course:

SPCH 7	Intercultural Communication	3.0
	Total Units for Area of Emphasis	**18.5 - 23.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Communication

Degree A8982

An emphasis in Communication provides the student with an understanding of communication strategies, reasoning, logic, and critical analysis as it relates to human interaction within multiple cultural contexts.

Core/Required Courses (7 units)

SPCH 1A	Public Speaking	4.0
	or	
SPCH 1AH	Public Speaking - Honors	4.0
	or	
SPCH 2	Fundamentals of Communication	4.0
SPCH 26	Interpersonal Communication	3.0
	or	
SPCH 26H	Interpersonal Communication - Honors	3.0

PLUS

Select 11 units from the following:

SPCH 1A	Public Speaking *(if not used in core)*	4.0
	or	
SPCH 1AH	Public Speaking - Honors *(if not used in core)*	4.0
SPCH 1B	Intermediate Public Speaking	3.0
SPCH 2	Fundamentals of Communication *(if not used in core)*	4.0
SPCH 3	Voice and Diction	3.0
SPCH 4	Performance of Literature	3.0
SPCH 6	Group Communication	3.0
SPCH 7	Intercultural Communication	4.0
	or	
SPCH 7H	Intercultural Communication - Honors	4.0
SPCH 8	Professional and Organizational Speaking	3.0
	or	
SPCH 8H	Professional and Organizational Speaking - Honors	3.0
SPCH 15	Forensics Team	2.0
SPCH 16	Forensics - Individual Events	2.0
SPCH 17	Forensics - Debate	2.0
SPCH 18	Forensics - Readers Theater	2.0
SPCH 20	Argumentation and Debate	2.0
	or	
SPCH 20H	Argumentation and Debate - Honors	2.0
SPCH 30	Gateway to Communication Studies	2.0
SPCH 99	Special Projects in Speech	2.0
JOUR 100	Mass Media and Society	2.0
JOUR 101	Beginning News Writing	2.0
JOUR 102	Intermediate News Writing	2.0
JOUR 111	Broadcast News Writing	2.0
PHOT 10	Basic Digital and Film Photography	2.0
R-TV 01	Introduction to Broadcasting	2.0
R-TV 11A	Beginning Radio Production	2.0
R-TV 19A	Beginning Television Production	2.0
R-TV 99	Radio/TV Special Projects	2.0
	Total Units for Area of Emphasis	**18.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Fine Arts

Degree A8983

An emphasis in Fine Arts provides the student with an understanding of the practices and theories of traditional and contemporary two and three-dimensional studio arts and an introduction to the history of western art. In addition to the foundation courses, students select 6 units from the list of approved electives.

Core/Required Courses (24 units)

ARTD 15A	Drawing: Beginning	3.0
ARTD 17A	Drawing: Life	3.0
ARTD 20	Design: Two Dimensional	3.0
ARTD 21	Design: Color and Composition	3.0
ARTS 22	Design: Three-Dimensional	3.0
ARTD 25A	Beginning Painting I	3.0
AHIS 4	History of Western Art: Prehistoric Through Gothic	3.0
	or	
AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	3.0
AHIS 5	History of Western Art: Renaissance Through Modern	3.0
	or	
AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	3.0

Select two studio electives

Select six (6) units from the following:

ANIM 101A	Drawing - Gesture and Figure	3.0
ARTB 14	Basic Studio Arts	3.0
ARTC 100	Graphic Design	3.0
ARTC 165	Illustration	3.0
ARTD 15B	Drawing: Intermediate	3.0
ARTD 16	Drawing: Perspective	3.0
ARTD 17B	Drawing: Life	3.0
ARTD 27	Painting: Watercolor	3.0
ARTD 43A	Introduction to Printmaking	3.0
ARTD 44A	Printmaking: Introduction to Lithography	3.0
ARTD 45A	Printmaking: Introduction to Screen Printing	3.0
ARTG 20	Art, Artists and Society	3.0
ARTG 21A	Introduction to Exhibition Production	3.0
ARTS 30A	Ceramics: Beginning I	3.0
ARTS 33	Ceramics: Hand Construction	3.0
ARTS 40A	Sculpture: Beginning	3.0
ARTS 41A	Sculpture: Life	3.0
PHOT 10	Basic Digital and Film Photography	3.0
	Total Units for Area of Emphasis	**30.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Humanities

Degree A8984

An emphasis in Humanities provides the student with an understanding of the interrelationship between art, religion, history, music, literature and the dramatic arts, and philosophical and political thought. This emphasis also strengthens the understanding of other cultures through the study of a foreign language.

Select a total of 18 units choosing courses from at least 5 of the following 7 categories:

Music:

MUS 11A	Music Literature Survey	3.0
MUS 11B	Music Literature Survey	3.0
MUS 12	History of Jazz	3.0
MUS 13	Introduction to Music Appreciation	3.0
	or	
MUS 13H	Introduction to Music Appreciation - Honors	3.0
MUS 14A	World Music	3.0
MUS 14B	American Folk Music	3.0
MUS 15	Rock Music History and Appreciation	3.0

Art History:

AHIS 3	History of Women and Gender in Art	3.0
	or	
AHIS 3H	History of Women and Gender in Art - Honors	3.0
AHIS 4	History of Western Art: Prehistoric Through Gothic	3.0
	or	
AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	3.0
AHIS 5	History of Western Art: Renaissance Through Modern	3.0
	or	
AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	3.0
AHIS 6	History of Modern Art	3.0
	or	
AHIS 6H	History of Modern Art - Honors	3.0
AHIS 9	History of Asian Art	3.0
AHIS 10	A History of Greek and Roman Art and Architecture	3.0
AHIS 11	History of African, Oceanic and Native American Art	3.0
AHIS 12	History of Precolumbian Art	3.0
	or	
AHIS 12H	History of Precolumbian Art - Honors	3.0
ARCH 31	World Architecture I	3.0
	or	
ARCH 32	World Architecture II	3.0

Philosophy and Political Science:

PHIL 12	Ethics	3.0	
	or		
PHIL 12H	Ethics - Honors	3.0	
PHIL 20A	History of Western Philosophy	3.0	
PHIL 20B	History of Western Philosophy	3.0	
POLI 5	Political Science Theory	3.0	
POLI 9	Introduction to International Relations	3.0	

Philosophy and Political Sciences:

PHIL 12	Ethics	3.0	CSU,UC
	or		
PHIL 12H	Ethics - Honors	3.0	CSU,UC
PHIL 20A	History of Western Philosophy	3.0	
	or		
PHIL 20AH	History of Western Philosophy - Honors	3.0	
PHIL 20B	History of Western Philosophy	3.0	
	or		
PHIL 20BH	History of Western Philosophy - Honors	3.0	
POLI 5	Political Theory I - Ancient to Modern	3.0	
POLI 9	Introduction to International Relations	3.0	

English and Dramatic Arts Literatures:

FRCH 60	French Culture Through Cinema	3.0
ITAL 60	Italian Culture Through Cinema	3.0
LIT 10	Survey of Shakespeare	3.0
LIT 11A	World Literature	3.0
LIT 11B	World Literature	3.0
LIT 15	Introduction to Cinema	3.0
SPCH 4	Oral Interpretation of Literature	3.0
THTR 10	History of Theater Arts	3.0

Religion and Literatures:

PHIL 15	Major World Religions	3.0
	or	
PHIL 15H	Major World Religions - Honors	3.0
LIT 36	Introduction to Mythology	3.0
LIT 46	The Bible as Literature: Old Testament	3.0
LIT 47	The Bible as Literature: New Testament	3.0

History:

HIST 3	History of World Civilization	3.0
	or	
HIST 3H	History of World Civilization - Honors	3.0
HIST 4	History of World Civilization	3.0
	or	
HIST 4H	History of World Civilization - Honors	3.0
HIST 10	History of Asia	3.0
HIST 11	History of Asia	3.0
HIST 16	The Wild West - A History, 1800-1890	3.0
HIST 19	History of Mexico	3.0
HIST 35	History of Africa	3.0
HIST 44	History of Native Americans	3.0

Foreign Languages:

ARAB 2	Continuing Elementary Arabic	4.0
CHIN 2	Continuing Elementary Chinese	4.0
CHIN 3	Intermediate Chinese	4.0
FRCH 2	Continuing Elementary French	4.0
FRCH 3	Intermediate French	4.0
GERM 2	Continuing Elementary German	4.0
GERM 3	Intermediate German	4.0
ITAL 2	Continuing Elementary Italian	4.0
ITAL 3	Intermediate Italian	4.0
JAPN 2	Continuing Elementary Japanese	4.0
JAPN 3	Intermediate Japanese	4.0
SPAN 11	Spanish for the Spanish Speaking	4.0
SPAN 12	Continuing Spanish for the Spanish Speaking	4.0
SPAN 2	Continuing Elementary Spanish	4.0
SPAN 3	Intermediate Spanish	4.0
SIGN 101	American Sign Language 1	4.0
SIGN 102	American Sign Language 2	4.0
	Total Units for Area of Emphasis	**21.0 - 25.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Information Technology

Degree A8985

An emphasis in Information Technology provides the student with an understanding of software development, database technologies, operating systems, networks, and network security.

Information Technology Basics

(3.5 - 4 units from the following):

CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	4.0

Software Development

(4 units selected from the following):

CISP 11	Programming in Visual Basic	4.0	
CISP 21	Programming in Java	4.0	
CISP 31	Programming in C++	4.0	
CISP 41	Programming in C#	4.0	
CISW 21	Secure Client Side Web Programming	4.0	CSU
CISW 24	Secure Server Side Web Programming	4.0	

Database Technology

(4 units selected from the following):

CISD 11	Database Management - Microcomputers	4.0

CISD 21	SQL Server	4.0
CISD 31	Database Management	4.0

Operating Systems and Networking
(4 units selected from the following):

CISN 11	Telecommunications Networking	4.0
CISN 21	Windows Operating System	4.0
CISN 31	Linux Operating System	4.0

Security (4 units selected from the following):

CISS 13	Principles of Information Systems Security	4.0
CISS 15	Operating Systems Security	4.0
CISS 21	Network Vulnerabilities and Countermeasures	4.0
	Total Units for Area of Emphasis	**19.5 – 20.0**

Recommended Electives:

BUSA 7	Principles of Accounting - Financial
BUSM 20	Principles of Business
BUSM 60	Human Relations in Business
BUSO 25	Business Communications
BUSS 36	Principles of Marketing
CISB 31	Microsoft Word
CISB 51	Microsoft PowerPoint
CISM 11	Systems Analysis and Design
R-TV 17	Internet Radio and Podcasting
SPCH 26	Interpersonal Communication
	or
SPCH 26H	Interpersonal Communication - Honors

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Kinesiology and Wellness

Degree A8986

An emphasis in Kinesiology and Wellness provides the student with an understanding of physical education, health promotion, and the mechanics of human bodily movement. In addition to the foundational physical education and movement courses, students select courses from a scientific and nutrition and a behavioral development and diversity cluster.

Physical Education, Movement, and Health Promotion
(A minimum of 6 units selected from the following):

PE 3	First Aid and CPR	3.0
	or	
PE 5	Advanced First Aid/CPR/ Emergency Response	3.0
PE 13	Sports Officiating	3.0
PE 17	Introduction to Physical Education	3.0
PE 19	Introduction to Care/ Prevention of Activity/Sports-Related Injuries	3.0
PE 34	Fitness for Living	3.0
PE 39	Techniques of Fitness Testing	2.0
PE 44	Theory of Coaching	3.0
DN-T 18	Introduction to Dance	3.0
DN-T 20	History and Appreciation of Dance	3.0

Scientific and Nutrition Background
(A minimum of 3 units selected from the following):

ANAT 10A	Introductory Human Anatomy	4.0
	or	
ANAT 35	Human Anatomy	5.0
ANAT 10B	Introductory Human Physiology	4.0
	or	
ANAT 36	Human Physiology	5.0
CHEM 10	Chemistry for Allied Health Majors	4.0
	or	
CHEM 40	Introduction to General Chemistry	4.0
MICR 1	Principles of Microbiology	5.0
	or	
MICR 22	Microbiology	4.0
PHYS 1	Physics	4.0
	or	
PHYS 2AG	General Physics	4.0
PSYC 1B	Biological Psychology	3.0
BIOL 1	General Biology	4.0
BIOL 5	Contemporary Health Issues	3.0
	or	
BIOL 13	Human Reproduction, Development and Aging	3.0
NF 10	Nutrition for Personal Health and Wellness	3.0
	or	
NF 25	Essentials of Nutrition	3.0
	or	
NF 25H	Essentials of Nutrition - Honors	3.0

Behavioral Development and Diversity
(A minimum of 3 units selected from the following):

PSYC 1A	Introduction to Psychology	3.0
	or	
PSYC 1AH	Introduction to Psychology - Honors	3.0
PSYC 3	Introduction to Research Methods in Psychology	4.0
PSYC 17	Introduction to Human Services	3.0
PSYC 26	Psychology of Sexuality	3.0
PSYC 33	Psychology for Effective Living	3.0
SOC 1	Sociology	3.0
	or	
SOC 1H	Sociology - Honors	3.0
SOC 2	Sociology	3.0
	or	
SOC 2H	Sociology - Honors	3.0
SOC 20	Sociology of Ethnic Relations	3.0
	or	
SOC 20H	Sociology of Ethnic Relations - Honors	3.0
COUN 2	College Success Strategies	3.0
COUN 5	Career/Life Planning	3.0
	Total Units for Area of Emphasis	**18.0**

Plus additional units taken from any courses in clusters 1 – 3 above for a total of at least 18 units.

Activity Courses

(A minimum of two units selected from the following):

Students who are getting an AA degree with an emphasis in Kinesiology and Wellness are required to take a minimum of two activity courses in at least two areas of physical education or dance: PE-A (Aquatics); PE-F (Fitness); PE-I (Individual Sports); PE-S (Team Sports); PE-L (Adaptive); DNCE (Dance).

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Language Arts

Degree A8987

An emphasis in Language Arts provides the student with an understanding of the acquisition of language with a focus on reading, writing, listening, and speaking within a diverse environment. In addition to the foundational language acquisition courses, students select personal options that will strengthen their individual interests and goals within Language Arts.

Language Acquisition
(minimum 9 units selected from the following):

CHLD 51	Early Literacy in Child Development	3.0
ENGL 1C	Critical Thinking and Writing	4.0
	or	
ENGL 1CH	Critical Thinking and Writing - Honors	4.0
	or	
PHIL 9	Critical Thinking and Logical Writing	3.0
ENGL 81	Language Acquisition	3.0
READ 100	Analysis and Critical Reading	3.0
SIGN 210	American Sign Language Structure	3.0
STDY 100	Student Achievement and Fundamentals of Learning	3.0

Language Arts and Diversity
(minimum 6 units selected from the following):

SPAN 1	Elementary Spanish	4.0
SPAN 2	Continuing Elementary Spanish	4.0
SPAN 3	Intermediate Spanish	4.0
SPAN 4	Continuing Intermediate Spanish	4.0
SPAN 5	Advanced Spanish	4.0
SPAN 6	Continuing Advanced Spanish	4.0
SPAN 11	Spanish for the Spanish Speaking	4.0
SPAN 12	Continuing Spanish for the Spanish Speaking	4.0
SPAN 25	Spanish Literature	3.0
SPAN 53	Conversational Spanish	3.0
SPAN 54	Conversational Spanish	3.0
FRCH 1	Elementary French	4.0
FRCH 2	Continuing Elementary French	4.0
FRCH 3	Intermediate French	4.0
FRCH 4	Continuing Intermediate French	4.0
FRCH 5	Advanced French	4.0
FRCH 6	Continuing Advanced French	4.0
FRCH 53	Continuing Conversational French	3.0
FRCH 54	Advanced Conversational French	3.0
ITAL 1	Elementary Italian	4.0
ITAL 2	Continuing Elementary Italian	4.0
ITAL 3	Intermediate Italian	4.0
ITAL 4	Continuing Intermediate Italian	4.0
ITAL 5	Advanced Italian	4.0
ITAL 6	Continuing Advanced Italian	4.0
ITAL 52	Conversational Italian	3.0
ITAL 53	Continuing Conversational Italian	3.0
ITAL 54	Advanced Conversational Italian	3.0
GERM 1	Elementary German	4.0
GERM 2	Continuing Elementary German	4.0
GERM 3	Intermediate German	4.0
CHIN 1	Elementary Chinese	4.0
CHIN 2	Continuing Elementary Chinese	4.0
CHIN 3	Intermediate Chinese	4.0
CHIN 4	Continuing Intermediate Chinese	4.0
JAPN 1	Elementary Japanese	4.0
JAPN 2	Continuing Elementary Japanese	4.0
JAPN 3	Intermediate Japanese	4.0
JAPN 4	Continuing Intermediate Japanese	4.0

JAPN 5	Advanced Japanese	4.0
LATN 1	Elementary Latin	4.0
LATN 2	Continuing Elementary Latin	4.0
ARAB 1	Elementary Arabic	4.0
ARAB 2	Continuing Elementary Arabic	4.0
SIGN 101	American Sign Language 1	4.0
SIGN 102	American Sign Language 2	4.0
SIGN 103	American Sign Language 3	4.0
SIGN 104	American Sign Language 4	4.0
SIGN 105	American Sign Language 5	4.0
LIT 3	Multicultural American Literature	3.0
LIT 11A	World Literature	3.0
	or	
LIT 11B	World Literature	3.0
LIT 20	African American Literature	3.0
LIT 25	Contemporary Mexican American Literature	3.0
CHLD 50	Multicultural Education: Anti-Bias Perspective	3.0
JOUR 100	Mass Media and Society	3.0
JOUR 107	Race, Culture, Sex and Mass Media Images	3.0
R-TV 01	Introduction to Broadcasting	3.0
R-TV 02A	On-Air Personality Development – Spanish Market	3.0

Personal Options

(minimum 3 units selected from the following):

BUSO 25	Business Communications	3.0
CHLD 61	Language Arts and Art Media For Young Children	3.0
ENGL 1B	English - Introduction to Literary Types	3.0
	or	
ENGL 1BH	English - Introduction to Literary Types - Honors	3.0
ENGL 8A	Creative Writing - Fiction	3.0
ENGL 8B	Creative Writing - Poetry	3.0
ENGL 8C	Creative Writing – Novel	3.0
ENGL 8D	Creative Writing – Poetry Collection	3.0
ENGL 8E	Creative Writing – Memoir	3.0
ENGL 8F	Creative Writing – Nonfiction	3.0
ENGL 9	Writing the Personal Journal	3.0
JOUR 101	Beginning News Writing	3.0
	or	
JOUR 102	Intermediate News Writing	3.0
JOUR 108	Writing for Public Relations	3.0
LIT 1	Early American Literature	3.0
	or	
LIT 2	Modern American Literature	3.0
LIT 6A	Survey of English Literature	3.0
	or	
LIT 6B	Survey of English Literature	3.0
LIT 40	Children's Literature	3.0
R-TV 05	Radio-TV Newswriting 3.0	
SPCH 4	Oral Interpretation of Literature	3.0
	Total Units for Area of Emphasis	**18.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Mathematics

Degree A8989

An emphasis in Mathematics provides the student with an understanding of college level mathematics. In addition to the foundational calculus courses, students may select from computer science programming options.

Core/Required Courses

(minimum 18 units selected from the following with at most two CSCI courses):

MATH 130	College Algebra	4.0
MATH 140	Calculus for Business	4.0
MATH 150	Trigonometry	3.0
MATH 160	Precalculus Mathematics	4.0
MATH 180	Calculus and Analytic Geometry	4.0
MATH 181	Calculus and Analytic Geometry	5.0
MATH 245	A Transition to Advanced Mathematics	3.0
MATH 280	Calculus and Analytic Geometry	4.0
MATH 285	Linear Algebra and Differential Equations	5.0
CSCI 110	Fundamentals of Computer Science	3.5
CSCI 140	C++ Language and Object Development	4.0
CSCI 145	Java Language and Object Oriented Programming	4.0
	Total Units for Area of Emphasis	**18 Units**

Recommended Electives:

MATH 100	Survey of College Mathematics	3.0
MATH 110	Elementary Statistics	3.0
	or	
MATH 110H	Elementary Statistics - Honors	3.0
MATH 115	Statway II	5.0
MATH 120	Finite Mathematics	3.0
CHEM 50	General Chemistry I	5.0
	or	
CHEM 50H	General Chemistry I - Honors	5.0
CHEM 51	General Chemistry II	5.0
PHYS 4A	Engineering Physics	5.0
PHYS 4B	Engineering Physics	5.0
PHYS 4C	Engineering Physics	5.0

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Music

Degree A8990

An emphasis in Music provides the student with an understanding of music theory, harmony, and the history of western music. In addition to the foundational Music courses, students select courses in piano and a performance ensemble.

Core/Required Courses (15 units)

MUS 2	Music Theory	3.0
MUS 3A	Harmony	3.0
MUS 5A	Musicianship - Ear Training and Sight Singing	1.0
MUS 5B	Musicianship - Ear Training and Sight Singing	1.0
MUS 11A	Music Literature Survey	3.0
MUS 16	Individual Instruction	3.0
MUS 22	Conducting	1.0

Piano (2 units selected from the following):

MUS 17A	Elementary Class Piano	1.0
MUS 17B	Intermediate Class Piano	1.0
MUS 18	Advanced Class Piano	1.0

Performance Ensemble

(1-3 units selected from the following):

MUS 27	Chamber Winds	2.0
MUS 30	Collegiate Chorale	1.0
MUS 31	Concert Choir	2.0
MUS 32	Masterworks Chorale	1.0
MUS 34	Women's Vocal Ensemble	2.0
MUS 36	Concert and Community Band	2.0
MUS 38	Ensemble	1.0
MUS 39	Laboratory Band	2.0
MUS 40	Pep Band	1.0
MUS 44	Vocal Jazz Ensemble	3.0
MUS 45	Chamber Singers	3.0
MUS 46	Mt. SAC Singers	2.0
MUS 47	Jazz Band	3.0
MUS 48	Men's Vocal Ensemble	2.0
MUS 49	Wind Ensemble	3.0
	Total Units for Area of Emphasis	**18.0 - 20.0**

Strongly Recommended Electives:

MUS 11B	Music Literature Survey	3.0
MUS 16	Individual Instruction (every semester)	3.0
MUS 9	Introduction to Music Technology	3.0

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Natural Sciences

Degree A8988

An emphasis in Natural Sciences provides the student with an understanding of living and non-living systems and promotes an appreciation of the methodologies and tools of science. Students may select courses that focus on a specific major and then select complementary courses to strengthen their selected focus or they may select courses that strengthen and broaden their overall understanding of the Natural Sciences.

Select a minimum of 18 units from the following:

ASTR 5	Introduction to Astronomy	3.0
	or	
ASTR 5H	Introduction to Astronomy - Honors	3.0
	and	
ASTR 5L	Astronomical Observing Laboratory	1.0
	or	
ASTR 7	Geology of the Solar System	3.0
	and	
ASTR 5L	Astronomical Observing Laboratory	1.0
	or	
ASTR 8	Introduction to Stars, Galaxies and the Universe	3.0
	and	
ASTR 5L	Astronomical Observing Laboratory	1.0
BIOL 2	Plant & Animal Biology	4.0
BIOL 3	Ecology and Field Biology	4.0
BIOL 4	Biology for Majors	4.0
	or	
BIOL 4H	Biology for Majors - Honors	4.0
BIOL 8	Cell and Molecular Biology	4.0
BIOL 20	Marine Biology	3.0
	and	

BIOL 21	Marine Biology Lab	2.0
BIOL 34	Fundamentals of Genetics	3.0
BTNY 3	Plant Structures, Functions and Diversity	5.0
METO 3	Weather and the Atmospheric Environment	3.0
	and	
METO 3L	Weather and the Atmospheric Environment Laboratory	1.0
MICR 1	Principles of Microbiology	5.0
	or	
MICR 22	Microbiology	4.0
CHEM 50	General Chemistry	5.0
	or	
CHEM 50H	General Chemistry - Honors	5.0
CHEM 51	General Chemistry II	5.0
CHEM 60	Quantitative Chemical Analysis	5.0
CHEM 80	Organic Chemistry	5.0
CHEM 81	Organic Chemistry	5.0
GEOG 1	Elements of Physical Geography	3.0
	or	
GEOG 1H	Elements of Physical Geography - Honors	3.0
	and	
GEOG 1L	Physical Geography Laboratory	1.0
GEOL 1	Physical Geology	4.0
GEOL 2	Historical Geology	4.0
GEOL 8	Earth Science	3.0
	or	
GEOL 8H	Earth Science – Honors	3.0
	and	
GEOL 8L	Earth Science Laboratory	1.0
OCEA 10	Introduction to Oceanography	3.0
	and	
OCEA 10H	Intro. to Oceanography - Honors	3.0
	and	
OCEA 10L	Introduction to Oceanography Laboratory	1.0
PHSC 7	Physical Science	4.0
	and	
PHSC 7L	Physical Science Laboratory	1.0
PHYS 2AG	General Physics	4.0
PHYS 2BG	General Physics	4.0
PHYS 4A	Engineering Physics	5.0
PHYS 4B	Engineering Physics	5.0
PHYS 4C	Engineering Physics	5.0
ENGR 40	Statics	3.0
ENGR 41	Dynamics	3.0
	Total Units for Area of Emphasis	**18.0**

Associate in Arts degree in Liberal Arts and Sciences

Emphasis in Social & Behavioral Sciences

Degree A8991

An emphasis in Social & Behavioral Sciences provides the student with an understanding of statistics, cultural and gender diversity, the development of the person, biology as it relates to behavior or society, and the historical and political implications on society.

Foundation (a minimum of 6-7 units selected from the following):

ANTH 1	Biological Anthropology	3.0
	or	
ANTH 1H	Biological Anthropology - Honors	3.0
POLI 1	Political Science	3.0
	or	
POLI 1H	Political Science – Honors	3.0
PSYC 1A	Introduction to Psychology	3.0
	or	
PSYC 1AH	Introduction to Psychology - Honors	3.0
SOC 1	Sociology	3.0
	or	
SOC 1H	Sociology – Honors	3.0
BUSC 1A	Principles of Economics Macroeconomics	3.0
	or	
BUSC 1AH	Principles of Economics - Macroeconomics - Honors	3.0
BUSC 1B	Principles of Economics - Microeconomics	3.0
	or	
BUSC 1 BH	Principles of Economics - Microeconomics - Honors	3.0
HIST 1	History of the United States	3.0
	or	
HIST 7	History of the United States	3.0
	or	
HIST 7H	History of the United States - Honors	3.0

Plus one of the following:

MATH 110	Elementary Statistics	3.0
	or	
MATH 110H	Elementary Statistics – Honors	3.0
PSYC 10	Statistics for the Behavioral Sciences	4.0

Cultural & Gender Diversity

(a minimum of 3 units selected from the following):

ANTH 30	The Native American	3.0
ANTH 5	Principles of Cultural Anthropology	3.0
	or	
ANTH 22	General Cultural Anthropology	3.0
GEOG 2	Human Geography	3.0
	or	
GEOG 2H	Human Geography - Honors	3.0
GEOG 5	World Regional Geography	3.0
	or	
GEOG 30	Geography of California	3.0
	or	
GEOG 30H	Geography of California - Honors	3.0
JOUR 100	Mass Media and Society	3.0
JOUR 107	Race, Culture, Sex and Mass Media Images	3.0
POLI 25	Politics of the Mexican American	3.0
POLI 35	African American Politics	3.0
SPCH 7	Intercultural Communication	3.0
	or	
SPCH 7H	Intercultural Communication - Honors	3.0
HIST 36	Women in American History - Beyond the Stereotypes	3.0
BIOL 15	Human Sexuality	3.0
	or	
BIOL 15H	Human Sexuality - Honors	3.0
PSYC 25	The Psychology of Women	3.0
PSYC 26	Psychology of Sexuality	3.0
R-TV 01	Introduction to Broadcasting	3.0
SOC 5	Introduction to Criminology	3.0
SOC 14	Marriage and the Family	3.0
	or	
SOC 14H	Marriage and the Family - Honors	3.0
SOC 20	Sociology of Ethnic Relations	3.0
	or	
SOC 20H	Sociology of Ethnic Relations - Honors	3.0

Development of the Person

(a minimum of 3 units selected from the following):

BIOL 5	Contemporary Health Issues	3.0
BIOL 13	Human Reproduction, Development and Aging	3.0
CHLD 1	Child, Family and Community	3.0
CHLD 10	Child Growth and Development	3.0
	or	
CHLD 10H	Child Growth and Development - Honors	3.0
PSYC 14	Developmental Psychology	3.0
PSYC 19	Abnormal Psychology	3.0
SOC 2	Sociology	3.0
	or	
SOC 2H	Sociology - Honors	3.0
SOC 4	Introduction to Gerontology	3.0
SOC 15	Child Development	3.0

Biology as it Relates to Behavior or Society

(minimum of 3 units selected from the following):

ANTH 1	Biological Anthropology	3.0
BIOL 6	Humans and the Environment	3.0
BIOL 17	Neurobiology and Behavior	3.0
BIOL 34	Fundamentals of Genetics	3.0
PSYC 1B	Biological Psychology	3.0

Historical and Political Implications on Society

(a minimum of 3 units selected from the following):

GEOG 8	The Urban World	3.0
HIST 1	History of the United States	3.0
	or	
HIST 7	History of the United States	3.0
	or	
HIST 7H	History of the United States - Honors	3.0
	or	
HIST 8	History of the United States	3.0
	or	
HIST 8H	History of the United States - Honors	3.0
HIST 10	History of Asia	3.0
	or	
HIST 11	History of Asia	3.0
	or	
HIST 16	The Wild West - A History, 1800-1890	3.0
HIST 30	History of the African American	3.0
	or	
HIST 31	History of the African American	3.0
	or	
HIST 35	History of Africa	3.0
HIST 40	History of the Mexican American	3.0
	or	
HIST 44	History of Native Americans	
POLI 9	Introduction to International Relations	3.0
	or	
POLI 25	Politics of the Mexican American	3.0
	or	
POLI 35	African American Politics	3.0
PSYC 17	Introduction to Human Services	3.0
	Total Units for Area of Emphasis	**18.0 - 19.0**

Students who decide to major in the Social and Behavioral Sciences are strongly encouraged to gain a strong research methods background by taking PSYC 3 Introduction to Research Methods in Psychology (4.0 units) or LIBR 1 Information Resources and Research Methods (3.0 units).

Other recommended electives include:

ANTH 3	Archaeology	3.0
BUSM 60	Human Relations in Business	3.0
FCS 41	Life Management	3.0
COUN 5	Career/Life Planning	3.0
COUN 51	Career Planning	1.0
CHLD 1	Child, Family and Community	3.0
CHLD 73	Infant/Toddler Care and Development	3.0
CHLD 85	Infants at Risk	3.0
LIT 15	Introduction to Cinema	3.0
LIT 20	African American Literature	3.0
LIT 25	Contemporary Mexican American Literature	3.0
LIT 3	Multicultural American Literature	3.0
PSYC 17	Introduction to Human Services	3.0
PSYC 19	Abnormal Psychology	3.0
PSYC 33	Psychology for Effective Living	3.0
SPCH 26	Interpersonal Communication	3.0
	or	
SPCH 26H	Interpersonal Communication - Honors	3.0
SL 1	Service Learning/Seminar for Health Occupations	6.0
	or	
SL 2	Linked Service Learning	1.0
	or	
SL 3	Service Learning/Seminar in Community Involvement	3.0
	or	
SL 4	Service Learning and Community	1.0

section nine

Transferring to California Colleges and Universities

PROGRAMS OF STUDY LEADING TO TRANSFER

Mt. San Antonio College offers lower division transfer courses to meet the requirements for most baccalaureate majors offered by accredited colleges and universities in the United States. Students should meet with a counselor or an educational advisor in the Student Services Center for information about transfer courses in their major. It is advised that the student visit the Counseling Center in advance of the next registration period.

Students should develop an educational plan by the end of their second semester. Students with declared majors are encouraged to consult with an educational advisor or a counselor in the Counseling Center. Students who are undecided are encouraged to see a counselor or enroll in COUN 5 – Career/Life Planning.

Listed below are majors that may be offered at various campuses of the California State University (CSU) and/or the University of California (UC). Although a serious attempt was made to make this list a comprehensive one, it is not an exact list of every major available. To find out exactly what major is available at any particular university, please visit the Counseling Center. All of the CSU and UC catalogs are available in the Career and Transfer Center for your use. If you are undecided about which major is right for you, please make an appointment with a counselor in the Counseling Center, Ext. 4380.

Students who are preparing to transfer, especially to a UC campus, are strongly encouraged to balance their studies by taking both general education courses and lower division (freshman/sophomore) major courses. Completing only general education courses, especially for high unit majors, such as business administration, natural sciences, math or engineering, may not be in a student's best interest. Additional coursework may be completed as elective courses, to complement or supplement, a major course of study.

Liberal Arts

Art
Art History
Classics
Comparative Cultures
Creative Studies
Drama/Theater Arts
English and Literature
Foreign Languages and Literatures
Humanities
Liberal Studies
Linguistics
Medieval Studies
Museum Studies
Music
Musicology
Philosophy
Religious Studies
Renaissance Studies
Rhetoric

Social Sciences

Anthropology
Behavioral Sciences
Child Development
Cultural Geography
Economics
Ethnic and Area Studies
Asian Studies
Chicana/Chicano Studies
Comparative Cultures
European Studies
Latin American Studies
Middle Eastern Studies
Native American Studies
Third World Studies
History
Human Development
Law and Society
Legal Studies
Peace and Conflict Studies
Political Science
Psychology
Social Ecology
Sociology
Urban Studies
Women's Studies

Natural Sciences & Math

LIFE SCIENCES

Biological Sciences
Animal Physiology
Biochemistry
Biomedical Sciences
Botany
Ecology
Environmental Biology
Genetics
Integrative Biology
Marine Biology
Microbiology
Molecular Biology
Zoology
Health Sciences

PHYSICAL SCIENCES

Astrophysics
Atmospheric Sciences
Chemistry
Earth Science
Geophysics
Geology
Oceanography
Physical Geography
Physical Sciences
Physics
Soil/Water Sciences

MATH

Mathematics
Statistics
Quantitative Methods

Agriculture/Natural Resources/Environment

Agricultural Management
Agriculture
Animal Science
Bio-resources
Conservation
Entomology
Environmental Biology/ Toxicology Fisheries
Environmental Science/Studies
Food Science
Forestry
Natural Resources Management
Park Management
Petroleum Studies
Plant Biology
Soil Sciences
Wildlife Management

Applied Arts

Architecture
Art
Design
Graphic Arts
Industrial Design
Interior Design
Landscape

Engineering & Computer Science

COMPUTER SCIENCE/ENGINEERING

Aeronautics
Bio-engineering
Chemical
Civil
Electrical/Electronic
Environmental
Food Engineering
Industrial Engineering
Materials Science
Mechanical
Nuclear
Petroleum

Business

Accounting
Finance
Human Resources Management
Information Systems
International Business
Management
Marketing
Communication
Advertising

Communication Studies

Film Studies
Journalism
Mass Communication
Motion Picture – Television
Photography
Photo – Journalism
Public – Relations
Radio – Television Services

Services

Communicative Disorders
Counseling
Criminal Justice
Deaf Studies
Dental Hygiene (UCSF)
Fire Protection Administration
Government/Public Service
Health Care Management
Human Services
Liberal Studies
Library Science
Medical Lab Technology
Nursing
Nutrition
Occupational Therapy
Physical Education
Public Health
Radiologic Technology
Recreation Administration
Rehabilitation
Social Work

THE CALIFORNIA STATE UNIVERSITY

Lower Division Transfer Admission Requirements

Some campuses restrict enrollment of lower-division transfer students. California residents may be eligible for CSU admission with fewer than 60 transferable semester units (90 quarter units) if they:

- Have a college grade point average of 2.00 or better in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman.

Some campuses may require lower-division transfer students to have completed English composition and general education mathematics prior to transfer. Some campuses do not admit lower-division transfer students. Contact your campus of choice to determine whether there are admission limits on the number of lower-division transfer students.

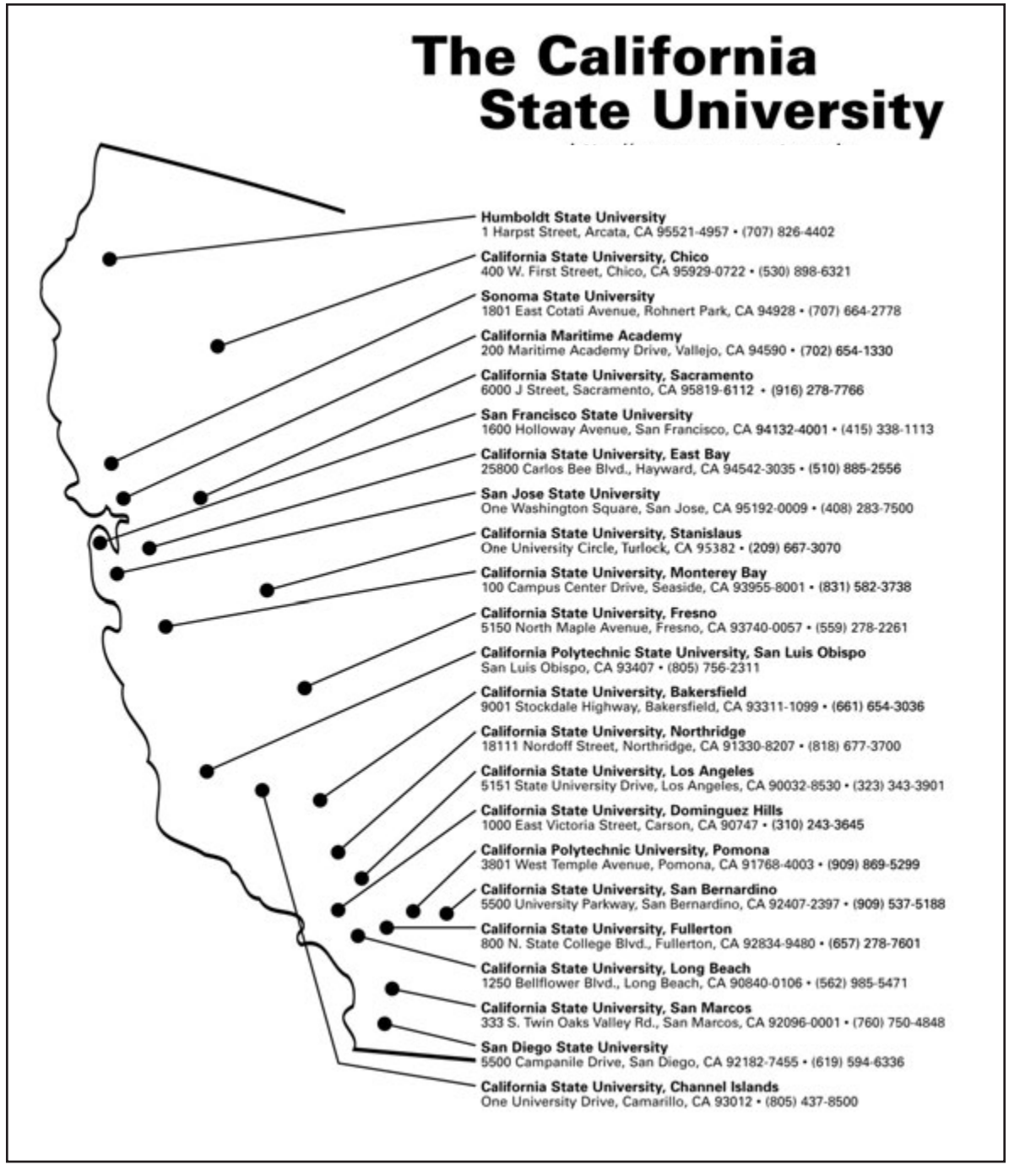
Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

Upper Division Transfer Admission Requirements

Students are eligible for admission with 60 or more transferable semester units (90 quarter units) if they:

- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e. are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics.

The above information is from the 2011-2012 California State University (CSU) undergraduate application.



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2011-12

The requirements listed below are for the 2011-2012 academic year and are based upon information available at the time of catalog publication. Students may contact the Counseling Center for most current information at (909) 274-4293.

Forty-eight units of general education are required to graduate from campuses of the CSU system. A maximum of 39 units may be certified by community colleges; nine units must be taken at the upper division level. Acceptable courses are grouped in five areas, A through E. A maximum of 30 units may be certified from Areas B through D collectively. The list of certifiable courses will be subject to change year by year, but students are assured that courses taken to meet General Education-Breadth Requirements will be honored if they are on the list during the year taken.

The following program is structured so that a student who completes the program will be assured of properly meeting the General Education-Breadth Requirements of CSU. Area A and Mathematics must be completed with a minimum grade of "C." Students who have attended other colleges are urged to consult with a counselor or educational advisor for advice on satisfying General Education-Breadth Requirements.

Students beginning Fall 2011 must follow 2011-2012 CSU GE–Breadth requirements. Courses are approved for the academic year in which they were completed. Students may obtain a copy from the Counseling Center. For the most recent version of the CSU GE, come to the Counseling Center located in Student Services, upper level.

Area A

The English Language and Critical Thinking (*9 units*)
Select one course from each group:

A-1: Oral Communication:

SPCH 1A	Public Speaking
SPCH 1AH	Public Speaking – Honors
SPCH 2	Fundamentals of Communication
SPCH 8	Professional and Organizational Speaking
SPCH 8H	Professional and Organizational Speaking – Honors

A-2: Written Communication:

ENGL 1A	Freshman Composition
ENGL 1AH	Freshman Composition – Honors

A-3: Critical Thinking:

ENGL 1C	Critical Thinking and Writing
ENGL 1CH	Critical Thinking and Writing – Honors
PHIL 3	Logic in Practice
PHIL 3H	Logic in Practice – Honors
PHIL 8	Critical Thinking
PHIL 9	Critical Thinking and Logical Writing
PSYC 5	Psychology of Reasoning and Problem Solving
SPCH 1B	Intermediate Public Speaking
SPCH 20	Argumentation and Debate
SPCH 20H	Argumentation and Debate – Honors

Area B

The Physical Universe & Life (9 units minimum):
Select one course from each group. Also, one lab (+) course must be included in one of the science groups.

B-1: Physical Science –
Select at least one course from the following list:

ASTR 5	Introduction to Astronomy
ASTR 5H	Introduction to Astronomy – Honors
+ASTR 5L	Astronomical Observing Laboratory
ASTR 7	Geology of the Solar System
ASTR 8	Introduction to Stars, Galaxies and the Universe
+CHEM 10	Chemistry for Allied Health Majors
+CHEM 20	Introductory Organic and Biochemistry
+CHEM 40	Introduction to General Chemistry
+CHEM 50	General Chemistry I
+CHEM 50H	General Chemistry I – Honors
+CHEM 51	General Chemistry II
GEOG 1	Elements of Physical Geography
GEOG 1H	Elements of Physical Geography – Honors
+GEOG 1L	Physical Geography Laboratory
+GEOG 1LH	Physical Geography Laboratory – Honors
+GEOL 1	Physical Geology
GEOL 7	Geology of California
GEOL 8	Earth Science
GEOL 8H	Earth Science – Honors
+GEOL 8L	Earth Science Laboratory
GEOL 9	Environmental Geology
GEOL 10	Natural Disasters
METO 3	Weather and the Atmospheric Environment
+METO 3L	Weather and Atmospheric Environment Laboratory
OCEA 10	Introduction to Oceanography
OCEA 10H	Introduction to Oceanography – Honors
+OCEA 10L	Introduction to Oceanography Laboratory
+PHSC 3	Energy Science
PHSC 7	Physical Science
+PHSC 7L	Physical Science Laboratory
+PHYS 1	Physics
+PHYS 2AG	General Physics
+PHYS 2BG	General Physics
+PHYS 4A	Engineering Physics
+PHYS 4B	Engineering Physics
+PHYS 4C	Engineering Physics

B-2: Life Science
Select at least one course from the following list:

AGOR 1	Horticultural Science
+ANAT 10A	Introductory Human Anatomy
+ANAT 10B	Introductory Human Physiology
+ANAT 35	Human Anatomy
+ANAT 36	Human Physiology
ANTH 1	Biological Anthropology
ANTH 1H	Biological Anthropology – Honors
+ANTH 1L	Biological Anthropology Laboratory
+BIOL 1	General Biology
+BIOL 2	Plant and Animal Biology
+BIOL 3	Ecology and Field Biology
+BIOL 4	Biology for Majors
+BIOL 4H	Biology for Majors – Honors
BIOL 6	Humans and the Environment
+BIOL 6L	Humans and the Environment Laboratory
+BIOL 8	Cell and Molecular Biology
BIOL 17	Neurobiology and Behavior
BIOL 20	Marine Biology
+BIOL 21	Marine Biology Laboratory
BIOL 34	Fundamentals of Genetics
+BIOL 34L	Fundamentals of Genetics Laboratory
+MICR 1	Principles of Microbiology
+MICR 22	Microbiology
PSYC 1B	Biological Psychology

B-3: Lab Science
This requirement is met by taking ONE of the courses above indicated by a "+" sign. Lab must be a corresponding section to the lecture course taken.

B-4: Mathematics
Select at least one course from the following list:

BUSC 17	Applied Business Statistics
MATH 100	Survey of College Mathematics
MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics – Honors
MATH 115	Statway 11
MATH 120	Finite Mathematics
MATH 130	College Algebra
MATH 140	Calculus for Business
MATH 150	Trigonometry
MATH 160	Precalculus Mathematics
MATH 180	Calculus and Analytic Geometry
MATH 181	Calculus and Analytic Geometry
MATH 280	Calculus and Analytic Geometry
MATH 285	Linear Algebra and Differential Equations
PSYC 10	Statistics for the Behavioral Sciences

Area C

Arts, Literature, Philosophy and Foreign Languages (*9 units*)
Select three courses, with at least one course from "Arts" and one course from "Humanities":

C-1: Arts

AHIS 1	Understanding the Visual Arts, ***or***
ARTB 1	Understanding the Visual Arts
AHIS 1H	Understanding the Visual Arts – Honors
AHIS 3	History of Women and Gender in Art
AHIS 3H	History of Women and Gender in Art – Honors
AHIS 4	History of Western Art: Prehistoric Through Gothic
AHIS 4H	History of Western Art: Prehistoric Through Gothic – Honors
AHIS 5	History of Western Art: Renaissance Through Modern
AHIS 5H	History of Western Art: Renaissance Through Modern – Honors
AHIS 6	History of Modern Art
AHIS 6H	History of Modern Art – Honors
AHIS 9	History of Asian Art
AHIS 10	A History of Greek and Roman Art and Architecture
AHIS 11	History of African, Oceanic and Native American Art
AHIS 12	History of Precolumbian Art
AHIS 12H	History of Precolumbian Art – Honors
ARCH 31	World Architecture I
ARCH 32	World Architecture II
ARTB 14	Basic Studio Arts
ARTD 15A	Drawing: Beginning
ARTD 20	Design: Two Dimensional
ARTD 25A	Beginning Painting I
ARTG 20	Art, Artists and Society
ARTS 22	Design: Three-Dimensional
ARTS 30A	Ceramics: Beginning I
ARTS 40A	Sculpture: Beginning

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2011-12

DN-T 20	History and Appreciation of Dance
ID 14	History of Furniture and Decorative Arts
MUS 7	Fundamentals of Music
MUS 11A	Music Literature Survey
MUS 11B	Music Literature Survey
MUS 12	History of Jazz
MUS 13	Introduction to Music Appreciation
MUS 13H	Introduction to Music Appreciation – Honors
MUS 14A	World Music
MUS 14B	American Folk Music
MUS 15	Rock Music History and Appreciation
PHOT 15	History of Photography
SPCH 4	Performance of Literature
THTR 9	Introduction to Theatre Arts
THTR 10	History of Theatre Arts
THTR 11	Principles of Acting I

C-2: Humanities

ARAB 1	Elementary Arabic
ARAB 2	Continuing Elementary Arabic
CHIN 1	Elementary Chinese
CHIN 2	Continuing Elementary Chinese
CHIN 3	Intermediate Chinese
CHIN 4	Continuing Intermediate Chinese
ENGL 1B	English – Intro to Literary Types
ENGL 1BH	English – Intro to Literary Types – Honors
FRCH 1	Elementary French
FRCH 2	Continuing Elementary French
FRCH 3	Intermediate French
FRCH 4	Continuing Intermediate French
FRCH 5	Advanced French
FRCH 6	Continuing Advanced French
FRCH 60	French Culture Through Cinema
GERM 1	Elementary German
GERM 2	Continuing Elementary German
GERM 3	Intermediate German
* HIST 1	History of the United States
* HIST 3	World History: Prehistoric to Early Modern
* HIST 3H	World History: Prehistoric to Early Modern – Honors
* HIST 4	World History: Early Modern to the Present
* HIST 4H	World History: Early Modern to the Present – Honors
* HIST 7	History of the United States
* HIST 7H	History of the United States – Honors
* HIST 8	History of the United States
* HIST 8H	History of the United States – Honors
* HIST 10	History of Asia
* HIST 11	History of Asia
* HIST 19	History of Mexico
* HIST 30	History of the African American
* HIST 31	History of the African American
* HIST 35	History of Africa
* HIST 36	Women in American History
* HIST 39	California History
* HIST 40	History of the Mexican American
HUMA 1	The Humanities
ITAL 1	Elementary Italian
ITAL 2	Continuing Elementary Italian
ITAL 3	Intermediate Italian
ITAL 4	Continuing Intermediate Italian
ITAL 5	Advanced Italian
ITAL 6	Continuing Advanced Italian
ITAL 60	Italian Culture Through Cinema
JAPN 1	Elementary Japanese
JAPN 2	Continuing Elementary Japanese
JAPN 3	Intermediate Japanese
JAPN 4	Continuing Intermediate Japanese
JAPN 5	Advanced Japanese
LATN 1	Elementary Latin
LATN 2	Continuing Elementary Latin
LIT 1	Early American Literature
LIT 2	Modern American Literature
LIT 3	Multicultural American Literature
LIT 6A	Survey of English Literature
LIT 6B	Survey of English Literature
LIT 10	Survey of Shakespeare
LIT 11A	World Literature to 1650
LIT 11B	World Literature from 1650
LIT 14	Introduction to Modern Poetry
LIT 15	Introduction to Cinema
LIT 20	African American Literature
LIT 25	Contemporary Mexican American Lit
LIT 36	Introduction to Mythology
LIT 40	Children's Literature
LIT 46	The Bible as Literature: Old Testament
LIT 47	The Bible as Literature: New Testament
PHIL 5	Introduction to Philosophy
PHIL 5H	Introduction to Philosophy – Honors
PHIL 12	Ethics
PHIL 12H	Ethics – Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions – Honors
PHIL 20A	History of Western Philosophy
PHIL 20AH	History of Western Philosophy – Honors
PHIL 20B	History of Western Philosophy
PHIL 20BH	History of Western Philosophy – Honors
* POLI 5	Political Theory I – Ancient to Modern
* POLI 7	Political Theory II – Early Modern to Contemporary
SIGN 101	American Sign Language 1
SIGN 102	American Sign Language 2
SIGN 103	American Sign Language 3
SIGN 104	American Sign Language 4
SIGN 202	American Deaf Culture
SPAN 1	Elementary Spanish
SPAN 2	Continuing Elementary Spanish
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish
SPAN 5	Advanced Spanish
SPAN 6	Continuing Advanced Spanish
SPAN 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking
SPAN 25	Spanish Literature

Area D

Social, Political, and Economic Institutions and Behavior; Historical Background

Required Courses: Minimum 9 units with courses from at least two disciplines (D0 – D9):

D-0: Sociology & Criminology

CHLD 1	Child, Family, School and Community
SOC 1	Sociology
SOC 1H	Sociology – Honors
SOC 2	Sociology
SOC 2H	Sociology – Honors
SOC 4	Introduction to Gerontology
SOC 5	Introduction to Criminology
SOC 5H	Introduction to Criminology – Honors
SOC 14	Marriage and the Family
SOC 14H	Marriage and the Family – Honors
* SOC 15	Child Development
* SOC 20	Sociology of Ethnic Relations
* SOC 20H	Sociology of Ethnic Relations – Honors

D-1: Anthropology & Archeology

ANTH 3	Archeology
ANTH 5	Principles of Cultural Anthropology
ANTH 22	General Cultural Anthropology
ANTH 30	The Native American

D-2: Economics

AGAG 1	Food Production, Land Use and Politics – A Global Perspective
AGFR 20	Conservation of Natural Resources
BUSC 1A	Principles of Economics – Macroeconomics
BUSC 1AH	Principles of Economics – Macroeconomics – Honors
BUSC 1B	Principles of Economics – Microeconomics
BUSC 1BH	Principles of Economics – Microeconomics – Honors
JOUR 100	Mass Media and Society

D-3: Ethnic Studies

* HIST 30	History of the African American
* HIST 31	History of the African American
* HIST 40	History of the Mexican American
* HIST 44	History of Native Americans
JOUR 107	Race, Culture, Sex, and Mass Media Images
* POLI 25	Politics of the Mexican American
* POLI 35	African American Politics
* SOC 20	Sociology of Ethnic Relations
* SOC 20H	Sociology of Ethnic Relations – Honors

D-4: Gender Studies

* HIST 36	Women in American History
* PSYC 25	The Psychology of Women

D-5: Geography

GEOG 2	Human Geography
GEOG 2H	Human Geography – Honors
GEOG 5	World Regional Geography
GEOG 8	The Urban World
GEOG 30	Geography of California

D-6: History

* HIST 1	History of the United States
* HIST 3	World History: Prehistoric to Early Modern
* HIST 3H	World History: Prehistoric to Early Modern – Honors
* HIST 4	World History: Early Modern to the Present
* HIST 4H	World History: Early Modern to the Present – Honors
* HIST 7	History of the United States
* HIST 7H	History of the United States – Honors
* HIST 8	History of the United States
* HIST 8H	History of the United States – Honors
* HIST 10	History of Asia
* HIST 11	History of Asia
* HIST 19	History of Mexico
* HIST 30	History of the African American
* HIST 31	History of the African American
* HIST 35	History of Africa
* HIST 36	Women in American History
* HIST 39	California History
* HIST 40	History of the Mexican American
* HIST 44	History of Native Americans

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2011-12

D-7: Interdisciplinary Social or Behavioral

* CHLD 10	Child Growth and Development
* CHLD 10H	Child Growth and Development – Honors
SPCH 7	Intercultural Communication
SPCH 7H	Intercultural Communication – Honors
* SPCH 26	Interpersonal Communication
* SPCH 26H	Interpersonal Communication – Honors
SPCH 30	Gateway to Communication Studies

D-8: Political Science, Government, and Legal Institutions

POLI 1	Political Science
POLI 1H	Political Science – Honors
POLI 2	Political Science
* POLI 5	Political Theory I – Ancient to Modern
* POLI 7	Political Theory II – Early Modern to Contemporary
POLI 9	Introduction to International Relations
POLI 10	Environmental Politics
POLI 25	Politics of the Mexican American
POLI 35	African American Politics

D-9: Psychology

PSYC 1A	Introduction to Psychology
PSYC 1AH	Introduction to Psychology – Honors
* PSYC 14	Developmental Psychology
PSYC 15	Introduction to Child Psychology
PSYC 19	Abnormal Psychology
* PSYC 25	The Psychology of Women

Attention: It is recommended that you use one of the options below as part of the 9 units required in Area D.

CSU AMERICAN INSTITUTIONS & U.S. HISTORY GRADUATION REQUIREMENT:

Option 1: HIST 7 (or 7H) + HIST 8 (or 8H)
If Option #1 is selected, DO NOT select another D6 course as your third Area D course.

Option 2: Completion of one course from U.S. History plus one course from American Institutions:

United States History:					***American Institutions:***	
HIST 1	HIST 7H	HIST 8H	HIST 31	HIST 40	POLI 1	POLI 25
HIST 7	HIST 8	HIST 30	HIST 36		POLI 1H	POLI 35

The two courses from Option 1 or Option 2 may be used as part of the 9 units for AREA D.

Area E

Lifelong Understanding & Self Development (*3 units*)
Select at least one course.

AD 3	Chemical Dependency: Intervention, Treatment and Recovery
BIOL 5	Contemporary Health Issues
BIOL 13	Human Reproduction, Development and Aging
BIOL 15	Human Sexuality
BIOL 15H	Human Sexuality – Honors
* CHLD 10	Child Growth and Development
* CHLD 10H	Child Growth and Development – Honors
COUN 5	Career/Life Planning
FCS 41	Life Management
LEAD 55	Exploring Leadership
NF 10	Nutrition for Personal Health and Wellness
NF 25	Essentials of Nutrition
NF 25H	Essentials of Nutrition – Honors
NF 28	Cultural and Ethnic Foods
PE 34	Fitness for Living
* PSYC 14	Developmental Psychology
* PSYC 25	The Psychology of Women
PSYC 26	Psychology of Sexuality
PSYC 33	Psychology for Effective Living
* SOC 15	Child Development
* SPCH 26	Interpersonal Communication
* SPCH 26H	Interpersonal Communication – Honors

Notes

1. Upper division transfer students (60 - 70 semester baccalaureate units), will need to have at least 30 semester units of general education. Within those 30 units, Area A (9) semester units and Mathematics (3) semester units must be completed with grades of "C" or better.
2. CSULA transfer students are advised to complete ENGL 1C or ENGL 1CH as part of the Area A requirements. CSULA requires completion of ENGL 102 (ENGL 1C or 1CH) as a prerequisite to UNIV 400 (Writing Proficiency Examination).
3. Courses on this list have been approved by the CSU Office of the Chancellor for Fall 2011 and beyond. If a course was completed prior to approval, it cannot be certified for CSU General Education–Breadth requirements.
4. Some majors at CSU do not allow double counting of major preparation courses and general education requirements. Students are advised to consult with a counselor or advisor to determine if courses can be double counted.
5. Some majors require specific general education courses. Students planning to transfer are advised to plan their schedules carefully in order to maintain progress.

*** Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.**

THE UNIVERSITY OF CALIFORNIA

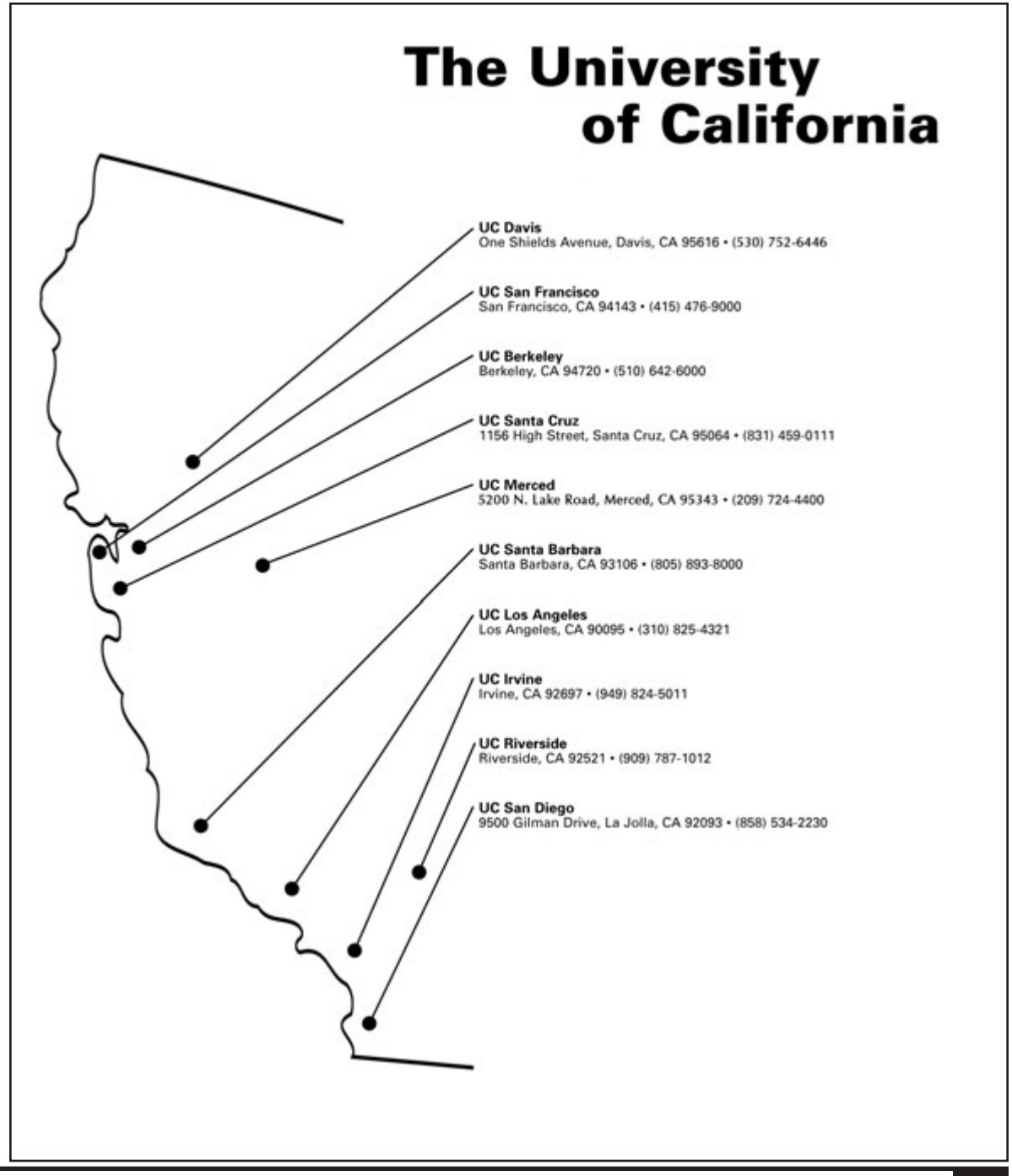
UC Minimum Admission Requirements

There are several ways to meet the University's minimum admission requirements for transfer students, as described below. The path you use depends on the degree to which you satisfied UC's minimum eligibility requirements for freshmen, at the time you graduated from high school. In all cases, you must have at least a "C" (2.0) grade point average in all transferable coursework. If you need assistance in determining whether you met the requirements, contact an educational advisor in the Counseling Center.

Minimum Admission Requirements for California Residents Transferring to UC

1. If you were eligible for admission to the University when you graduated from high school – meaning you satisfied the Subject, Scholarship, and Examination Requirements, or were identified by the University during your senior year in high school as eligible in the Local Context – you are eligible for transfer if you have a 2.0 GPA in your transferable coursework.
2. If you met the Scholarship Requirement in high school but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earn a "C" or better in each required course, and maintain a 2.0 GPA in all transferable coursework to be eligible to transfer.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
   A. Complete 60 semester units (or 90 quarter units) of transferable college credit with at least a 2.4 GPA. No more than 14 semester units may be taken pass/no pass; *and*
   B. Complete the following course pattern requirement, earning a grade of "C" or better in each course:
      - two transferable college courses (*3 semester or 4-5 quarter units each*) in English composition; *and*
      - one transferable college course (*3 semester or 4-5 quarter units*) in mathematical concepts and quantitative reasoning; *and*
      - four transferable college courses (*3 semester or 4-5 quarter units each*) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum [IGETC] prior to transferring to UC may satisfy Option 3B of the transfer admission requirements.



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2011-12

The requirements listed below are for the 2011-2012 academic year and are based upon information available at the time of catalog publication. Students may contact the Counseling Center for most current information at (909) 274-4293.

Completion of the IGETC will permit a student to transfer from Mt. SAC to a campus in either the University of California (UC) system or California State University (CSU) without the need, after transfer, to take additional lower-division general education courses to satisfy university general education requirements. It should be noted that completion of the IGETC is not an admission requirement for transfer to UC or CSU, nor is it the only way to fulfill the lower-division general education requirements of UC or CSU prior to transfer. Students pursuing majors that require extensive lower-division preparation may not find the IGETC option to be advantageous (*i.e.* Engineering, Sciences).

The requirements listed below must be completed in their entirety for full certification to the UC and CSU. For students who have completed coursework at multiple campuses, the campus of last attendance prior to transfer to UC or CSU will certify the coursework. Mt. SAC will certify coursework from other campuses according to the IGETC list of the originating campus. A minimum grade of "C" is required in each course. (A grade of "C –" is not acceptable.)

Students beginning Fall 2011 must follow 2011-2012 IGETC requirements. Courses are approved for the academic year in which they were completed. Students may obtain a copy from the Counseling Center.

Area 1

English Communication
Select one course from each group:

Group A: English Composition

ENGL 1A	Freshman Composition
ENGL 1AH	Freshman Composition – Honors

Group B: Critical Thinking – Composition

ENGL 1C	Critical Thinking and Writing
ENGL 1CH	Critical Thinking and Writing – Honors
PHIL 9	Critical Thinking and Logical Writing

Group C: Oral Communication
CSU requirements only

SPCH 1A	Public Speaking
SPCH 1AH	Public Speaking – Honors
SPCH 2	Fundamentals of Communication

Area 2

Mathematical Concepts and Quantitative Reasoning
Select one course from:

MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics – Honors
MATH 120	Finite Mathematics
MATH 130	College Algebra
MATH 140	Calculus for Business
MATH 160	Precalculus Mathematics
MATH 180	Calculus and Analytic Geometry
MATH 181	Calculus and Analytic Geometry
MATH 280	Calculus and Analytic Geometry
MATH 285	Linear Algebra and Differential Equations
PSYC 10	Statistics for the Behavioral Sciences

Area 3

Arts and Humanities
Select three courses minimum, at least one course from the Arts group and one course from the Humanities group:

Arts Courses:

AHIS 1	Understanding the Visual Arts, *or*
ARTB 1	Understanding the Visual Arts
AHIS 1H	Understanding the Visual Arts – Honors
AHIS 3	History of Women and Gender in Art
AHIS 3H	History of Women and Gender in Art – Honors
AHIS 4	History of Western Art: Prehistoric Through Gothic
AHIS 4H	History of Western Art: Prehistoric Through Gothic – Honors
AHIS 5	History of Western Art: Renaissance Through Modern
AHIS 5H	History of Western Art: Renaissance Through Modern – Honors
AHIS 6	History of Modern Art
AHIS 6H	History of Modern Art – Honors
AHIS 10	A History of Greek and Roman Art and Architecture
AHIS 11	History of African, Oceanic, and Native American Art
AHIS 12	History of Precolumbian Art
AHIS 12H	History of Precolumbian Art – Honors
ARCH 31	World Architecture I
ARCH 32	World Architecture II
DN-T 20	History and Appreciation of Dance
MUS 11A	Music Literature Survey
MUS 11B	Music Literature Survey
MUS 12	History of Jazz
MUS 13	Introduction to Music Appreciation
MUS 13H	Introduction to Music Appreciation – Honors
MUS 14A	World Music
MUS 14B	American Folk Music
MUS 15	Rock Music History and Appreciation
THTR 10	History of Theater Arts

Humanities Courses:

CHIN 3	Intermediate Chinese
CHIN 4	Continuing Intermediate Chinese
ENGL 1B	English – Introduction to Literary Types
ENGL 1BH	English – Introduction to Literary Types – Honors
FRCH 3	Intermediate French
FRCH 4	Continuing Intermediate French
FRCH 5	Advanced French
FRCH 6	Continuing Advanced French
FRCH 60	French Culture Through Cinema
GERM 3	Intermediate German
HIST 1	History of the United States
HIST 3	World History: Prehistoric to Early Modern
HIST 3H	World History: Prehistoric to Early Modern – Honors
HIST 4	World History: Early Modern to the Present
HIST 4H	World History: Early Modern to the Present – Honors
HIST 7	History of the United States
HIST 7H	History of the United States – Honors
HIST 8	History of the United States
HIST 8H	History of the United States – Honors
HIST 10	History of Asia
HIST 11	History of Asia
HIST 19	History of Mexico
HIST 30	History of the African American
HIST 31	History of the African American
HIST 35	History of Africa
HIST 36	Women in American History
HIST 39	California History
HIST 40	History of the Mexican American
HUMA 1	The Humanities
ITAL 3	Intermediate Italian
ITAL 4	Continuing Intermediate Italian
ITAL 5	Advanced Italian
ITAL 6	Continuing Advanced Italian
ITAL 60	Italian Culture Through Cinema
JAPN 3	Intermediate Japanese
JAPN 4	Continuing Intermediate Japanese
JAPN 5	Advanced Japanese
LIT 1	Early American Literature
LIT 2	Modern American Literature
LIT 3	Multicultural American Literature
LIT 6A	Survey of English Literature
LIT 6B	Survey of English Literature
LIT 10	Survey of Shakespeare
LIT 11A	World Literature to 1650
LIT 11B	World Literature from 1650
LIT 14	Introduction to Modern Poetry
LIT 15	Introduction to Cinema
LIT 20	African American Literature
LIT 25	Contemporary Mexican American Literature
LIT 36	Introduction to Mythology
LIT 46	The Bible as Literature: Old Testament
LIT 47	The Bible as Literature: New Testament
PHIL 5	Introduction to Philosophy
PHIL 5H	Introduction to Philosophy – Honors
PHIL 12	Ethics
PHIL 12H	Ethics – Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions – Honors
PHIL 20A	History of Western Philosophy
PHIL 20B	History of Western Philosophy
*POLI 5	Political Theory I – Ancient to Modern
*POLI 7	Political Theory II – Early Modern to Contemporary
SIGN 104	American Sign Language 4
SIGN 202	American Deaf Culture
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish
SPAN 5	Advanced Spanish
SPAN 6	Continuing Advanced Spanish
SPAN 25	Spanish Literature

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2011-12

Area 4

Social and Behavioral Sciences

Select three courses total from a minimum of two different subject areas:

ANTH 3	Archaeology
ANTH 5	Principles of Cultural Anthropology, *or*
ANTH 22	General Cultural Anthropology
BUSC 1A	Principles of Economics: Macroeconomics
BUSC 1AH	Principles of Economics: Macroeconomics – Honors
BUSC 1B	Principles of Economics: Microeconomics
BUSC 1BH	Principles of Economics: Microeconomics – Honors
GEOG 2	Human Geography
GEOG 2H	Human Geography – Honors
GEOG 8	The Urban World
GEOG 30	Geography of California
HIST 44	History of Native Americans
POLI 1	Political Science
POLI 1H	Political Science – Honors
*POLI 5	Political Theory I – Ancient to Modern
*POLI 7	Political Theory II – Early Modern to Contemporary
POLI 9	Introduction to International Relations
POLI 10	Environmental Politics
POLI 25	Politics of the Mexican American
POLI 35	African American Politics
PSYC 1A	Introduction to Psychology
PSYC 1AH	Introduction to Psychology – Honors
PSYC 14	Developmental Psychology
PSYC 19	Abnormal Psychology
PSYC 25	The Psychology of Women
SOC 1	Sociology
SOC 1H	Sociology – Honors
SOC 2	Sociology
SOC 2H	Sociology – Honors
SOC 4	Introduction to Gerontology
SOC 5	Introduction to Criminology
SOC 5H	Introduction to Criminology – Honors
SOC 20	Sociology of Ethnic Relations
SOC 20H	Sociology of Ethnic Relations – Honors
SPCH 7	Intercultural Communication
SPCH 7H	Intercultural Communication – Honors
SPCH 26	Interpersonal Communication
SPCH 26H	Interpersonal Communication – Honors
SPCH 30	Gateway to Communication Studies

Area 5

Physical and Biological Sciences

Choose two courses, one physical and one biological science, at least one must include a laboratory. Laboratory must be a corresponding section to the lecture course taken. Laboratory courses are underlined.

Physical Science:

ASTR 5	Introduction to Astronomy
ASTR 5H	Introduction to Astronomy – Honors
ASTR 5L	Astronomical Observing Laboratory
ASTR 7	Geology of the Solar System
ASTR 8	Introduction to Stars, Galaxies, and the Universe
CHEM 10	Chemistry for Allied Health Majors
CHEM 20	Introductory Organic and Biochemistry
CHEM 40	Introduction to General Chemistry
CHEM 50	General Chemistry I
CHEM 50H	General Chemistry I – Honors
CHEM 51	General Chemistry II
GEOG 1	Elements of Physical Geography
GEOG 1H	Elements of Physical Geography – Honors
GEOG 1L	Physical Geography Laboratory
GEOG 1LH	Physical Geography Laboratory – Honors
GEOL 1	Physical Geology
GEOL 8	Earth Science
GEOL 8H	Earth Science – Honors
GEOL 8L	Earth Science Laboratory
GEOL 9	Environmental Geology
METO 3	Weather and Atmospheric Environment
*METO 3L	Weather and Atmospheric Environment Laboratory
OCEA 10	Introduction to Oceanography
OCEA 10H	Introduction to Oceanography – Honors
OCEA 10L	Introduction to Oceanography Laboratory
PHSC 3	Energy Science
PHYS 1	Physics
PHYS 2AG	General Physics
PHYS 2BG	General Physics
PHYS 4A	Engineering Physics
PHYS 4B	Engineering Physics
PHYS 4C	Engineering Physics

Biological Science:

ANAT 10A	Introductory Human Anatomy
ANAT 10B	Introductory Human Physiology
ANAT 35	Human Anatomy
ANAT 36	Human Physiology
ANTH 1	Biological Anthropology
ANTH 1H	Biological Anthropology – Honors
ANTH 1L	Biological Anthropology Laboratory
BIOL 1	General Biology
BIOL 2	Plant and Animal Biology
BIOL 3	Ecology and Field Biology
BIOL 4	Biology for Majors
BIOL 4H	Biology for Majors – Honors
BIOL 6	Humans and the Environment
BIOL 6L	Humans and the Environment Laboratory
BIOL 8	Cell and Molecular Biology
BIOL 20	Marine Biology
BIOL 21	Marine Biology Laboratory
BIOL 34	Fundamentals of Genetics
MICR 1	Principles of Microbiology
MICR 22	Microbiology
PSYC 1B	Biological Psychology

UC REQUIREMENT ONLY

Language other than English:

The minimum proficiency required is met by completing one of the courses listed below or by completion of two years of high school study in the same language.

ARAB 1	Elementary Arabic	JAPN 1	Elementary Japanese
CHIN 1	Elementary Chinese	SIGN 101	American Sign Language 1
FRCH 1	Elementary French	SPAN 1	Elementary Spanish
GERM 1	Elementary German	SPAN 11	Spanish for the Spanish Speaking
ITAL 1	Elementary Italian		

CSU GRADUATION REQUIREMENTS ONLY IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS:

Note: UCSB requires a college-level U.S. history or government course.

Option 1: HIST 7 (or 7H) + HIST 8 (or 8H)
If Option #1 is selected, DO NOT select another D6 course as your third Area D course.
or

Option 2: Completion of one course from U.S. History plus one course from American Institutions.
See the categories below under United States History and American Institutions.

United States History:

HIST 1	History of the United States
HIST 7	History of the United States
HIST 7H	History of the United States – Honors
HIST 8	History of the United States
HIST 8H	History of the United States – Honors
HIST 30	History of the African American
HIST 31	History of the African American
HIST 36	Women in American History
HIST 40	History of the Mexican American

American Institutions:

POLI 1	Political Science
POLI 1H	Political Science – Honors
POLI 25	Politics of the Mexican American
POLI 35	African American Politics

Notes:

UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with an educational advisor or counselor in the Student Services Center. Students must see an educational advisor or counselor for preliminary IGETC certification. For IGETC certification, the course must be on the list during the year taken. Students from non-English speaking countries should see an educational advisor or international student counselor for language proficiency equivalences.

IGETC AFTER TRANSFER PARTIAL CERTIFICATION OF THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The IGETC provides a pattern of courses that fulfills the transfer general education requirements at both the University of California (UC) and the California State University (CSU). Each California community college offers a complete set of courses that satisfies IGETC. If you attend more than one community college, the campus you attend just prior to transfer will certify your completion of IGETC, including courses taken at other colleges. The IGETC pattern is not recommended for all majors. See your counselor/educational advisor for advice and more complete information on the IGETC certification.

CALIFORNIA INDEPENDENT COLLEGES AND UNIVERSITIES

California's fully-accredited independent colleges and universities provide many options at the undergraduate, graduate, and professional levels for students planning to continue their education beyond the community college.

Admission requirements vary and are listed in the catalogs of the various universities and colleges.

Financial aid may be a primary factor in making it possible for a student to attend an independent college or university. There are many forms of financial assistance available, such as federal, state, institutional, and private aid. Students should apply for scholarships, grants, loans, and work-study awards from all possible sources. All independent colleges urge, and some require, that all undergraduates who are California residents apply for a Cal Grant. Financial aid applications are available in January for the following academic year and may be obtained from a campus financial aid office. Filing instructions and deadlines are indicated on the form. Contact the individual campuses for details and assistance in completing the necessary forms.

The independent colleges and universities include:

- Alliant International University
- American Academy of Dramatic Arts Los Angeles
- American Jewish University
- Antioch University Los Angeles
- Art Center College of Design
- Azusa Pacific University
- Biola University
- Brandman University
- California Baptist University
- California College of the Arts
- California Institute of Technology (Cal Tech)
- California Institute of the Arts
- California Lutheran University
- Chapman University
- California Institute of Integral Studies
- The Chicago School of Professional Psychology
- Claremont Graduate University
- Claremont McKenna College
- Claremont University Consortium
- Cogswell Polytechnical College
- Concordia University
- DeVRY Institute of Technology
- Dominican University of California
- Drexel University Center for Graduate Studies
- Fielding Graduate University
- Fresno Pacific University
- Golden Gate University
- Harvey Mudd College
- Holy Names College
- Hope International University
- Humphreys College
- Keck Graduate Institute
- La Sierra University
- Laguna College of Art and Design
- Loma Linda University
- Loyola Marymount University
- Marymount College
- The Master's College
- Menlo College
- Mills College
- Mount St. Mary's College
- National University
- Notre Dame de Namur University
- Occidental College
- Otis College of Art and Design
- Pacific Oaks College
- Pacific Union College
- Palo Alto University
- Patten College
- Pepperdine University
- Phillips Graduate Institute
- Pitzer College
- Point Loma Nazarene University
- Pomona College
- Saint Mary's College of California
- Samuel Merritt College
- San Diego Christian College
- San Francisco Conservatory of Music
- Santa Clara University
- Saybrook Graduate School and Research Center
- Scripps College
- Simpson University
- Soka University of America
- Southern California University of Health Sciences
- Stanford University
- Thomas Aquinas College
- Touro University
- University of La Verne
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- University of the Pacific
- Vanguard University of Southern California
- Western University of Health Sciences
- Westmont College
- Whittier College
- William Jessup University
- Woodbury University

For more information on California Independent Colleges and Universities see an educational advisor or counselor in the Counseling Center. You may also obtain information from the aiccu.edu.

section ten

Courses Descriptions

DEFINITIONS OF TERMS

CSU Transfer

Courses designated "CSU" are baccalaureate level and will transfer to all of the California State Universities and count toward graduation at Mt. San Antonio College.

CSU/UC Cross Enrollment Program

California residents students at Mt. San Antonio College may enroll in one undergraduate course per term at any CSU or UC campus provided the student has met the course prerequisites and approval is granted by both Mt. SAC and the university. To cross-enroll, students must: have completed at least one term at Mt. SAC; have a 2.0 GPA in transferable course work; and be enrolled in at least six units at Mt. SAC. A $10.00 fee plus any material/laboratory fees associated with the course may be charged. To apply for the CSU/UC Cross Enrollment Program, students must complete the CSU/UC Cross Enrollment application; these forms are available in the Advising Center.

UC Transfer/UC Credit Limitation

Courses designated "UC" are baccalaureate level and will transfer to all of the University of California campuses and California State Universities, and will count toward graduation at Mt. San Antonio College. UC limits credit for some courses. Students contemplating transfer to UC should consult with an educational advisor and review the UC Transfer Course Agreement (TCA) for course credit limitations and changes.

UC Credit for Physical Education Activity Courses

A maximum of four semester units of UC credit will be awarded for Physical Education Activity courses. Courses of a vocational nature such as Fire or Police Academy Protection Preparation or Aerobic Instructor Training will not be awarded UC credit.

UC Credit Pending

Credit for Special Projects courses are given only after a review of the topic for the course by the enrolling UC campus. This usually occurs after transfer and may include recommendations from faculty. The UC will not give credit for special projects courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of the credit restrictions in those areas.

Eligibility

In listing a prerequisite for enrolling in a course, an "eligibility" may also be listed. An eligibility requirement specifies the course level the student must qualify to enroll in-not that the course has to be completed prior to enrollment. For example, the prerequisite "eligibility for English 68" requires that the student must qualify to enroll in English 68 in order to enroll in the particular course.

Prerequisite

A prerequisite is a course which must be taken as preparation for enrolling in another course.

Corequisite

A corequisite is a course which is required to be taken simultaneously in order to enroll in another course.

Advisory

An advisory prerequisite is a course which is advised, but not required, to be taken either before or in conjunction with enrollment in a course.

Pre-Collegiate Basic Skills

Courses designated "Pre-collegiate" develop basic skills in reading, writing, and computation. They will neither count toward graduation from Mt. San Antonio College nor transfer to four-year colleges and universities.

Non-Degree Credit

Courses designated "Non-Degree Credit" are college level classes which are neither a part of an associate degree or certificate program nor transferable to four-year colleges and universities.

Degree Appropriate

Courses designated "Degree Appropriate" are college-level classes which are a part of an associate degree or certificate program.

Physical Education Activity

Physical education activity units consist of a combination of lecture and activity hours. This includes all PE classes except those having a prefix of PE.

UC Credit for Physical Education Activity Courses

A maximum of four semester units of UC credit will be awarded for Physical Education activity courses. Courses of a vocational nature such as Fire or Police Academy Protection Preparation or Aerobic Instructor Training will not be awarded UC credit.

COURSE PREFIX LISTING

AD Alcohol Drug Counseling ... 119
ADJU Administration of Justice: Law Enforcement ... 110
AERO Aeronautics ... 110
AGAG Agriculture: General Subjects ... 112
AGAN Agriculture: Animal Science – General ... 112
AGFR Agriculture: Forestry, Conservation ... 112
AGHE Agriculture: Animal Health Technology ... 111
AGLI Agriculture: Livestock Production ... 112
AGOR Agriculture: Ornamental Horticulture ... 113
AGPE Agriculture: Pet Science ... 115
AIRC Air Conditioning & Refrigeration ... 115
AIRM Aircraft Maintenance Technology ... 117
AIRT Air Traffic Control ... 116
AMLA American Language ... 119
ANAT Anatomy & Physiology ... 120
ANTH Anthropology ... 121
ARAB Arabic ... 121
ARCH Architectural Technology ... 121
ANIM Art: Advertising Design/Graphics ... 124
ANIM Art: Animation ... 122
ARTB Art: Basic Studio Arts ... 125
ARTG Art: Gallery & Professional Practices ... 125
ARTZ Art: Special Studio Arts ... 125
ARTS Art: Three-Dimensional Studio Arts ... 126
ARTD Art: Two-Dimensional Studio Arts ... 127
AHIS Art History ... 128
ASTR Astronomy ... 129
BIOL Biology ... 130
BTNY Botany ... 131
BUSA Business: Accounting ... 131
BUSC Business: Business Communications ... 132
BUSC Business: Economics ... 132
BUSL Business: Law ... 133
BUSM Business: Management ... 133
BUSR Business: Real Estate ... 135
BUSS Business: Sales, Merchandising & Marketing ... 136
CHMT Chemical Technology ... 137
CHEM Chemistry ... 137
CHIN Chinese ... 140
CHLD Child Development ... 138
GRAP Computer Graphics ... 140
CISB Computer Information Systems: Beginning ... 141
CISD Computer Information Systems: Database ... 142
CISI Computer Information Systems: Informtion Processing ... 142
CISM Computer Information Systems: Management ... 142
CISN Computer Information Systems: Networking ... 143
CISP Computer Information Systems: Programming ... 143
CISS Computer Information Systems: Security ... 144
CISW Computer Information Systems: Web Applications ... 144
CISX Computer Information Systems: Auxiliary ... 141
CNET Computer and Networking Tech ... 146
CORS Correctional Sciences ... 146
COUN Counseling ... 147
CSCI Computer Science ... 145
DN-T Dance: Theory ... 149
DNCE Dance ... 147
DSPS Disabled Students ... 150
EDUC Education ... 151
EDT Engineering Design Technology ... 155
ELEC Electronics ... 151
EMS Emergency Medical Service ... 153
EMT Emergency Medical Technician ... 154
ENGL English: Composition ... 155
ENGR Engineering ... 154
EST Electronics Systems Technology ... 153
FCS Family & Consumer Sciences ... 158
FASH Fashion Merchandising & Design ... 158
FIRE Fire Technology ... 160
FRCH French ... 161
GEOG Geography ... 161
GEOL Geology ... 163
GERM German ... 163
HIST History ... 164
HRM Hospitality & Restaurant Management ... 166
HT Histotechnology ... 165
HUMA Humanities ... 167
ID Interior Design ... 167
INSP Inspection & Estimating, Building ... 167
ITAL Italian ... 167
JAPN Japanese ... 170
JOUR Journalism ... 170
LATN Latin ... 171
LCOM Learning Communities ... 172
LEAD Leadership ... 171
LERN Learning Assistance Services ... 171
LIBR Library & Instructional Media ... 172
LIT English: Literature ... 157
MATH Mathematics ... 173
MEDI Medical Terminology ... 175
MENT Mental Health/Psychiatric Technician ... 175
METO Meteorology ... 176
MFG Manufacturing Technology ... 172
MICR Microbiology ... 176
MUS Music ... 176
NF Nutrition & Food ... 181
NURS Nursing ... 180
OCEA Oceanography ... 182
PAP Physician Assistant Preparatory ... 192
PE Physical Education: Theory ... 191
PE-A Physical Education: Aquatics ... 184
PE-F Physical Education: Fitness ... 187
PE-I Physical Education: Individual ... 188
PE-L Physical Education: Adaptive ... 184
PE-S Physical Education: Team Sports ... 190
PE-X Physical Education: Athletics ... 185
PHIL Philosophy ... 182
PHOT Photography ... 183
PHTH Physical Therapy ... 192
PHSC Physical Science ... 192
PHYS Physics ... 192
PLGL Business: Paralegal ... 134
POLI Political Science ... 193
PSYC Psychology ... 194
R-TV Radio & Television ... 195
RAD Radiologic Technology ... 197
READ Reading ... 198
RESD Respiratory Therapy ... 199
SIGN Sign Language & Interpreting ... 200
SL Service Learning ... 200
SOC Sociology ... 201
SPAN Spanish ... 202
SPCH Speech ... 203
STDY Study Techniques ... 205
SURV Surveying ... 205
TECH Technology & Related Courses ... 205
THTR Theater Arts ... 206
TRAN Transportation ... 206
TUTR Tutor Training ... 207
WATR Water Technology ... 207
WELD Welding ... 207

ADMINISTRATION OF JUSTICE: LAW ENFORCEMENT

■ **ADJU 1 — The Administration of Justice System** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
History and philosophy of the justice system, subsystems, roles, relationships and theories of crime causation and correction.

■ **ADJU 2 — Principles and Procedures of the Justice System** **3 Units**
Degree Applicable, CSU
54 hours lecture
Roles and responsibilities of each segment of the justice system; additional focus on relationships between system segments and sub-system procedures from initial incident to final disposition.

■ **ADJU 3 — Concepts of Criminal Law** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Provides an overview of California criminal law from the perspective of the law enforcement officer.

■ **ADJU 4 — Legal Aspects of Evidence** **3 Units**
Degree Applicable, CSU
54 hours lecture
Introduction to criminal evidence, including admissibility, witness competency, privileged communication, hearsay, and collection and preservation of evidence.

■ **ADJU 5 — Community Relations** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for English 68
Community problems and policing. Focus on service image, diversity, human relations, crises and confrontations with the public.

■ **ADJU 6 — Concepts of Enforcement Services** **3 Units**
Degree Applicable
54 hours lecture
Responsibilities, techniques and methods of police patrol with emphasis on the basic knowledge required in handling common police occurrences.

■ **ADJU 13 — Concepts of Traffic Services** **3 Units**
Degree Applicable
54 hours lecture
A study of traffic management, collision reconstruction, collision factors including law violations and human factors, collision evidence, traffic enforcement techniques and specialization in traffic management. Emphasis is placed on service to the motoring public.

■ **ADJU 20 — Principles of Investigation** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Eligibility for English 68
Fundamentals of investigation; 4th Amendment issues including crime scene search and recording; collection and preservation of physical evidence; modus operandi; scientific aids; sources of information; interviews and interrogation; follow up and case preparation.

■ **ADJU 38 — Narcotics Investigation** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: Eligibility for English 68
Investigation techniques for drug enforcement. Drug effects, use of informants, amendment issues, and handling of evidence.

■ **ADJU 59 — Gangs and Corrections** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68, and ADJU 1
Contemporary street and prison gang issues, including historical and current perspectives, gang dynamics, identification of characteristics, and cultural differences of gang philosophy. Includes law enforcement and correction?s role in intervention and suppression.

■ **ADJU 68 — Administration of Justice Report Writing** **3 Units**
Degree Applicable
54 hours lecture
Techniques for proper documentation of crime reports and related law enforcement records. Use of simulations and role-playing.

■ **ADJU 74 — Vice Control** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: Eligibility for English 68
Code and case law dealing with vice; detection and suppression; apprehension and prosecution of violators; special consideration of laws dealing with gambling, prostitution, and sex crimes.

AERONAUTICS

■ **AERO 23 — Primary Pilot Ground School** **4 Units**
Degree Applicable, CSU
72 hours lecture
Basic aerodynamics, aircraft performance, Federal Aviation Regulations, aviation weather factors, and cross-country navigation procedures; provides introductory material on radio navigation, aeromedical factors, and radio communications procedures. Meets the preparation requirements for the FAA Private Pilot computerized knowledge examination.

■ **AERO 24 — Navigation** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23
Advanced dead reckoning navigation procedures. Aeronautical computers and their application in cross-country flying. Use of radio navigation aids, flight planning, flight directors, global positioning system, and electronic flight instrumentation systems.

■ **AERO 25 — Commercial Pilot Ground School** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23
FAA Commercial Pilot certification requirements, including aerodynamics, commercial pilot maneuvers, complex aircraft operations, multi-engine aircraft operations, aircraft weight and balance, aircraft performance charts, and radio navigation using advanced instrumentation. Prepares students for completion of the FAA Commercial Pilot Computerized Knowledge Examination.

■ **AERO 26 — Aviation Weather** **3 Units**
Degree Applicable, CSU
54 hours lecture
A basic study of weather elements, the atmosphere, weather mechanics, weather disturbances, weather analysis and forecasts. Evaluation of aviation weather reports and forecasts.

■ **AERO 27 — Aviation Safety and Human Factors** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23
Evaluation and analysis of factors which lead to aircraft accidents. Includes the study of aircraft accident cause factors, with emphasis on human behavior as it relates to the environment of the pilot and air traffic controller.

■ **AERO 28 — Aircraft and Engines** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23
Aircraft design, subsystems, repair and maintenance. Principles of internal combustion engines, fuel system, engine construction and design, lubrication and cooling methods, ignition system, basic troubleshooting. Turbine engine basic design and operational characteristics.

■ **AERO 29 — Federal Aviation Regulations** **2 Units**
Degree Applicable, CSU
36 hours lecture
Federal Aviation Regulations that pertain to pilot certification, aircraft maintenance, general operating rules; air traffic control practices and procedures; reporting of aircraft accidents.

■ **AERO 30 — Instrument Ground School** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23 and AERO 26
Instrument Flight Rules, Air Traffic Control communications and procedures, air navigation radio aids, instrument landing systems, flight instruments, aircraft performance, aeronautical publications, instrument approach procedures, IFR cross-country navigation, and instrument weather. Meets the preparation requirements for the FAA Instrument Pilot computerized knowledge exam.

■ **AERO 40 — Flight** **1 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
18 hours lecture
Advisory: AERO 23 taken prior or concurrently
Flight training career preparation, including evaluation of locally available flight training options and flight career opportunities including corporate aviation, charter operations, cargo airline careers, and military flight training.

■ **AERO 40L — Flight Laboratory** **1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lab
Corequisite: AERO 40
Advisory: AERO 23 taken prior or concurrently
Primary pilot training and the development of specialized skills. Students individually schedule training lessons at a flight school of their choice, under the supervision of an FAA certificated flight instructor. Students must complete a minimum of 15 hours of flight time, including three hours of dual instruction. Students who repeat this course will improve skills through further instruction and practice.

■ **AERO 41 — Basic Flight Simulator Laboratory** **.5 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
27 hours lab
Advisory: AERO 25
Flight simulator training in the iGATE PC-ATD simulator in preparation for the instrument rating. Full and partial panel airwork, holding patterns, VOR and ADF orientation, and instrument approach procedures.

■ **AERO 42 — Advanced Flight Simulator Laboratory** **.5 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
27 hours lab
Advisory: AERO 30 or AERO 41
Flight simulator training in the ATC-810 simulator in preparation for the multi-engine rating and advanced instrument flight. Emergency procedures for multi-engine aircraft and high performance airplanes.

■ **AERO 45A — Multi-Engine Turbine Aircraft Operations** **3 Units**
Degree Applicable
54 hours lecture
Advisory: Private Pilot's Certificate and AERO 30 or Instrument Rating
An introduction to the design features and operational characteristics of a selected multi-engine turbine aircraft utilized in regional airline operations and corporate aviation, with emphasis on aircraft and engine systems.

■ **AERO 58 — Flight Instructor Ground School** **3 Units**
Degree Applicable
54 hours lecture
Advisory: AERO 25 and AERO 30 or Commercial Pilot Certificate with Instrument Rating
The learning process, basic teaching principles, and the application of these principles in teaching student pilots. Analysis of flight maneuvers and instruments. Prepares students for the FAA computerized knowledge tests for Flight Instructors.

■ **AGHE 54 — Veterinary Office Procedures** **3 Units**
Degree Applicable
54 hours lecture
Includes veterinary hospital records, client relations, medical terminology, filing of governmental reports, legal responsibilities of animal health technicians and application of veterinary medical ethics.

■ **AGHE 60 — Medical Nursing and Animal Care** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: AGHE 86 and formal admittance to the Registered Veterinary Technology program
Animal examination for health and disease conditions in the animal hospital, including sanitation, administration of medicine, emergency treatment, therapeutic techniques, dental prophylaxis, venipuncture, electrocardiology, application of casts, splints and other appliances. Includes diseases, their causes and effects, and immunology of animals.

■ **AGHE 61 — Surgical Nursing** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: AGHE 60
Surgical preparation, surgical assistance, post-operative care, administer and monitor anesthesia, dentistry, CPR, sterilization and the maintenance of a sterile environment.

■ **AGHE 62A — Clinical Pathology** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: AGHE 86
Hematology, clinical chemistries, internal parasites, immunology, serology, and vaginal cytology of domestic animals.

■ **AGHE 62B — Clinical Pathology** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: AGHE 86
Bacteriology, clinical chemistry, urinalysis, external parasites and cytology of domestic animals.

■ **AGHE 64 — Veterinary Pharmacology** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Formal admittance to Advanced Class Status in the Registered Veterinary Technology Program, and completion of MATH 51 or MATH 51B or AGAG 91
Basic concepts in pharmacological chemistry. Pharmaceuticals and biologics commonly used in the maintenance of animal health. Includes generic terminology, abbreviations for prescriptions, labeling requirements, state and federal laws, classification of materials, weights and measures, drug dosage flow rates, pharmacological mathematics and the metric system, side effects and drug interactions.

■ **AGHE 65 — Veterinary Radiography** **2 Units**
Degree Applicable, CSU
18 hours lecture
54 hours lab
Prerequisite: Formal admittance to the Registered Veterinary Technology Program
Basic concepts and skills of veterinary positioning of canine, feline, avian, reptilian species, and livestock for radiography; processing of the radiograph; radiation safety; basic technique and instrumentation; contrast radiography and ultrasound imaging. Emphasizes performance of x-ray procedures for the veterinary practitioner.

■ **AGHE 79 — Laboratory Animal Medicine and Care** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Laboratory animal medicine, care and procedures, rules and regulations governing laboratory animals.

■ **AGHE 83A — Work Experience in Animal Health** **1 to 2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 150 hours lab
Prerequisite: Formal admittance in the Registered Veterinary Technology Program. Compliance with Work Experience regulations as designated in the College Catalog.
This course is designed to provide majors with actual on-the-job experience in an approved work station which is related to classroom instruction. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **AGHE 84B — Applied Animal Health Procedures** **1 Unit**
Degree Applicable
54 hours lab
Spring field study course in the collection, handling and analysis of feces, urine and blood samples of pet and domestic animals. Practical experience in applied clinical procedure and techniques, including treatments and minor surgical procedures with school domestic farm animals. Experiences with animals will vary due to seasonal changes and different husbandry practices during fall and spring.

■ **AGHE 85 — Seminar in Registered Veterinary Technology** **1 Unit**
Degree Applicable
18 hours lecture
Prerequisite: Completion of the Registered Veterinary Technology program
Group study course designed to prepare students for national and state vetinary technician registration examinations. Course includes exposure to the types of questions encountered in registration examinations, question analysis strategies, and review of important anatomical, physiological, and nursing concepts.

■ **AGHE 86 — Anatomy and Physiology of Domestic Animals**
4 Units
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: Formal admittance to the Registered Veterinary Technology Program.
Analyzes the body structures and systems, comparing domestic animals commonly found in veterinary medicine. The physiology section will emphasize functions of internal organs and body systems.

AGRICULTURE: ANIMAL SCIENCE GENERAL

■ **AGAN 1 — Animal Science** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Fundamental problems and essential concepts of animal production. Includes the study of the types of domestic animals and their utilization by humans.

■ **AGAN 2 — Animal Nutrition** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Composition of feeds and their utilization by domestic animals, including digestive physiology, animal assessment, feed appraisal and compiling of rations.

■ **AGAN 51 — Animal Handling and Restraint** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Methods of proper handling for large and small animals, including chemical and physical techniques of restraint. Field trip required.

■ **AGAN 94 — Animal Breeding** **3 Units**
Degree Applicable
54 hours lecture
The science of animal breeding, including fundamentals of inheritance, reproduction and breeding systems for domestic animals. Artificial insemination, embryo manipulation and current topics in reproductive biotechnology will also be included.

AGRICULTURE: FORESTRY, CONSERVATION

■ **AGFR 20 — Conservation of Natural Resources** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Concepts of conservation biology for natural resources, including biogeography, biodiversity and extinction, environmental law, and conservation organizations. Emphasis on temperate forest, tropical forest, desert, and grassland ecosystems.

AGRICULTURE: GENERAL SUBJECTS

■ **AGAG 1 — Food Production, Land Use and Politics - A Global Perspective** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Surveys the world's food producing systems in terms of economic, political and cultural forces. Emphasizes ethical, sustainable food producing agriculture.

■ **AGAG 59 — Work Experience in Agriculture** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
This course is designed to provide Animal Science majors with actual on-the-job experience in an approved work station which is related to classroom instruction. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **AGAG 91 — Agricultural Calculations** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: MATH 50
Calculating the proper dosages of veterinary drugs, application rates of farm and horticultural chemicals inclusive of fertilizer and pesticide materials, feed rations, land area and volume measurements, calibrating application equipment, plotting production rates and feed conversion, determining proper concentrations and dilutions.

■ **AGAG 99 — Special Projects in Agriculture** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
36 hours lecture
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to insure that proficiencies are enhanced.

AGRICULTURE: LIVESTOCK PRODUCTION

■ **AGLI 12 — Exotic Animal Management** **3 Units**
Degree Applicable
54 hours lecture
Care and management of exotic and alternative livestock species with emphasis on identification, health maintenance, handling techniques, nutrition and reproduction. Includes analysis of industry trends and principal marketing uses of exotic animals.

■ **AGLI 14 — Swine Production** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
A study of the various types of swine enterprises and the ways and means of entering them. Swine management, including handling, feeding, breeding, farrowing, butchering, and marketing. Practical skills are taught using the college farm.

■ **AGLI 16 — Horse Production and Management** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Selection, utilization, and management of the light horse. Emphasis is on evaluation, health care, and handling skills.

■ **AGLI 17 — Sheep Production** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
A study of the various types of sheep enterprises and the ways and means of entering them. Sheep management, sheep handling, feeding, shearing, breeding, lambing, and marketing. Practical skills are taught on the school farm and sheep farms in the area.

■ **AGLI 18 — Horse Ranch Management** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: AGLI 16
Skills and knowledge to work on or manage a modern equine ranch, including management of the breeding farm, farm lay out, estrous cycles, breeding problems and stallion care.

■ **AGLI 19 — Horse Hoof Care** **2 Units**
Degree Applicable, CSU
18 hours lecture
54 hours lab
Emphasizes proper horse hoof care; shoeing, trimming and disease recognition and control.

■ **AGLI 20 — Horse Behavior and Training** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Corequisite: AGLI 16 or AGLI 18 (may have been taken previously) or equivalent experience with horses.
Breaking and starting young horses. Concentrates on halter training of foals, ground work on yearlings, and green-breaking two-year-olds and up. Includes lunging techniques, driving, and breaking to a saddle. Training in collection, turning, backing, leads, and trailer loading.

■ **AGLI 30 — Beef Production** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Principles and practices in the selection and management of feeder, market, and breeding beef cattle. Economics of production, retail product, utilization of farm-grown feeds, and feedlot operation.

■ **AGLI 34 — Livestock Judging and Selection** **2 Units**
Degree Applicable, CSU, UC
18 hours lecture
54 hours lab
Study of form and appearance of farm animals as related to their function. Includes judging of breeding and terminal livestock as well as carcass evaluation.

■ **AGLI 96 — Animal Sanitation and Disease Control** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prevention and control of infectious diseases affecting domestic animals, including basic disease concepts, transmission of infectious diseases, principles of sanitation and fundamentals of immunology.

■ **AGLI 97 — Artificial Insemination of Livestock** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Theory and application of artificial insemination of domestic animals, including semen evaluation and processing, heat synchronization, and pregnancy diagnosis.

AGRICULTURE: ORNAMENTAL HORTICULTURE

■ **AGOR 1 — Horticultural Science** **3 Units**
Degree Applicable, CSU
54 hours lecture
Basic horticulture skills and techniques for use in gardening, nursery, and landscape applications. Emphasis on propagation, cultural practices, and the study of plant relationships, structure, growth and development.

■ **AGOR 2 — Plant Propagation/Greenhouse Management** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Plant propagation and production practices with emphasis on florists' plants, woody ornamentals and fruits. Commercial techniques include seed propagation, cuttings, grafting and budding, layering, fern sporing and division. Stresses greenhouses and other environmental structures for plant propagation and production.

■ **AGOR 4 — Park Management** **3 Units**
Degree Applicable
54 hours lecture
Management and operation of municipal park departments. Includes the development of budgets, purchasing, park policies, planning and scheduling.

■ **AGOR 5 — Park Facilities** **3 Units**
Degree Applicable
54 hours lecture
Management and operation of different types of park facilities. Includes the management of sports fields, recreation centers, campgrounds, aquatic facilities and golf courses.

■ **AGOR 13 — Landscape Design** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Fundamentals and implementation of landscape design. Principles of design, the design process, drafting, graphics, site evaluation, landscaping materials, and plant usage. Projects emphasize residential and small commercial sites. Field trips and off-campus assignments required.

■ **AGOR 15 — Interior Landscaping** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Design, installation and maintenance practices used in interior landscaping. Includes identification, culture and care of plants suitable for interior use. Field trip required.

■ **AGOR 24 — Integrated Pest Management** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Identifies common agricultural pests in Southern California and analyzes physical, biological and chemical pest control principles and practices, including integrated pest management (IPM). Stresses use, safety, equipment, laws, and regulations of pesticides.

■ **AGOR 29 — Ornamental Plants - Herbaceous** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
Identification, growths habits, culture and ornamental use of landscape annuals, biennials, perennials, ferns, indoor plants, groundcovers and vines adapted to climates of California. Plants emphasized will come from the California Association of Nurserymen (CAN) and California Landscape Contractors Association (CLCA) certification test plant lists.

■ **AGOR 30 — Ornamental Plants - Trees and Woody Shrubs 3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
Identification, growth habits, culture and ornamental use of landscape trees and shrubs adapted to climates of California. Plants emphasized will come from the California Association of Nurserymen (CAN) and California Landscape Contractors Association (CLCA) certification test plant lists.

■ **AGOR 32 — Landscaping and Nursery Management 3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Advisory: AGOR 1
Operation and management of wholesale and retail nurseries. Includes site location and layout of areas; greenhouse management; soil mixes and proper use of fertilizers, insecticides, fungicides, herbicides and growth regulators; irrigation; mechanization; financing; personnel management; retail displays, advertising and customer relationships; federal, state and local laws and regulations. Field trips are included.

■ **AGOR 39 — Turf Grass Production and Management 3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Introduction to cultivation, maintenance and management of turfgrasses utilized for athletic fields, golf courses, parks, cemeteries, commercial and residential lawns. Identification, installation, cultural requirements and maintenance practices are emphasized. Field trips required.

■ **AGOR 40 — Sports Turf Management 3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: AGOR 39 or equivalent experience
Prepares students to work in the sports turf industry. Emphasizes turf cultural techniques used in sports turf management. Includes turf surfaces used on baseball, football, soccer, tennis, golf courses, driving ranges and other sports fields in both professional and amateur sports. Field trips included.

■ **AGOR 50 — Soil Science and Management 3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
Principles of proper soil management to optimize plant growth, including management of air, water, nutrients and organic matter. Physical and chemical properties of soil that govern soil reactions and interactions. Field trips are included.

■ **AGOR 51 — Tractor and Landscape Equipment Operations 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Selection, operation, repair and maintenance of power equipment used in the landscape industry. Includes two- and four-wheel drive tractors, skip loaders, skid steer loaders, backhoes, lawnmowers, edgers, weed eaters, blower vacuums, rototillers, chainsaws, spraying equipment and all-terrain vehicles. Laboratory includes use of this equipment.

■ **AGOR 52 — Hydraulics 3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Operation, maintenance, and repair of hydraulic systems used for agriculture and industrial equipment. Emphasis on pumps, valves, cylinders, flow control, reservoirs, lines, motors, and hydrostatic transmissions.

■ **AGOR 53 — Small Engine Repair I 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Principles and repair of small engines used in landscape, industrial and agricultural applications. Includes repairs of lawnmowers, chainsaws, 2-cycle engines, 4-cycle engines, spraying equipment, all-terrain vehicles, and other related gas-powered equipment.

■ **AGOR 54 — Small Engine Repair II 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Advanced repair and maintenance of mid-horsepower gasoline and diesel engines. Multi-cylinder air- and water-cooled engines used in landscape, industrial and agricultural applications. Repair of ridemowers, generator engines, air compressor engines, 2-cycle and 4-cycle engines, spraying equipment, all-terrain vehicles, and other related gas-powered equipment. Students gain actual hands-on experience maintaining and overhauling engines.

■ **AGOR 55 — Diesel Engine Repair 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Repair and maintenance of diesel engines used to power industrial, landscape and agricultural equipment.

■ **AGOR 56 — Engine Diagnostics 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Analysis and evaluation of tractor engine power failures with hands-on experience in the proper diagnostic procedures of power equipment. Includes service, maintenance and repair of tractor electrical systems: electrical wiring, voltage regulators, generators, alternators, switches, gauges, batteries and test equipment.

■ **AGOR 57 — Power Train Repair 3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Service, maintenance, and repair of power trains. Includes clutches, transmissions, differentials, power take-off units, and final drives used to transmit power on tractors and other outdoor power equipment.

■ **AGOR 62 — Landscape Irrigation - Design and Installation 3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Design and installation of turf and ornamental irrigation systems. Design techniques, sprinkler system components and hydraulic principles used in nursery management, interior design, residential and commercial landscaping. Special emphasis is given to water conservation incorporating controlled flow technologies.

■ **AGOR 63 — Landscape Irrigation Systems Management 3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Systematic approach to water conservation in landscapes. Repair techniques that will allow a current system to efficiently operate to its initial design. Trouble shooting procedures including field testing of valves and controllers. Irrigation efficiency testing will be incorporated to demonstrate proper methods of water audits and system evaluation.

■ **AGOR 64 — Landscape Irrigation - Drip and Low Volume 3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Conservation of water in landscapes by utilization of drip and low-flow irrigation practices. Design, installation techniques, operation and maintenance of drip and low-flow irrigation systems, including determination of irrigation requirements, selection of emitters and low-flow devices, and uniformity of water distribution. Includes hands-on experience in design and installation techniques.

■ **AGOR 71 — Landscape Construction Fundamentals** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Advisory: Eligibility for ENGL 68
Fundamentals of construction techniques and tools used in landscaping. Students will gain skills in construction projects that include utilities (gas, water, electricity), woodworking, masonry and surveying techniques applied to landscaping.

■ **AGOR 72 — Landscape Hardscape Applications** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Landscape construction pertaining to all hardscape features. Course covers estimation and installation of fences, walks, planters, patios, lighting, barbecues, gazebos, decks, ponds, spas, fountains and pools. Students will gain hands-on experience in the laboratory activities.

■ **AGOR 73 — Landscaping Laws, Contracting, and Estimating** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Landscape laws, contracting, and estimating as they pertain to landscape construction. Information covered will be helpful for the Landscape Contractors (C-27 classification) licensing exam administered by the state of California. Off campus assignments required.

■ **AGOR 75 — Urban Arboriculture** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Care and management of ornamental trees. Includes pruning techniques, fruit tree care, bracing, cabling, and pest control. Safe practices in the use of equipment including the use of ropes, chippers, boom trucks, chain saws, and identification and evaluation of common trees. Prepares students for the tree worker and arborist certification exams.

■ **AGOR 91 — Work Experience in Nursery Operations** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
This course is designed to provide majors with actual on-the-job experience in an approved work station which is related to classroom instruction. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

AGRICULTURE: PET SCIENCE

■ **AGPE 70 — Pet Shop Management** **3 Units**
Degree Applicable
54 hours lecture
The pet industry, pet shop operations and the economic aspects of the retail/wholesale pet business. Includes organization and operation of pet shops, animal care practices, and sound business management practices.

■ **AGPE 71 — Canine Management** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Selection, feeding, housing, breeding and management of dogs, including commercial aspects of the dog as a domestic pet. Laboratory work will include practical experience in the handling and grooming of dogs. May include field trips.

■ **AGPE 72 — Feline Management** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68
Care and management of cats. Includes breed identification and characteristics, grooming, showing, nutrition, practical care, behavior, breeding, and housing.

■ **AGPE 73 — Tropical and Coldwater Fish Management** **2 Units**
Degree Applicable
36 hours lecture
Advisory: Eligibility for ENGL 68
Care and keeping of marine and freshwater aquarium fishes, plants, and invertebrates. Includes guidance on setting up aquariums, choosing compatible species, feeding, health care, breeding and raising fish.

■ **AGPE 74 — Reptile Management** **2 Units**
Degree Applicable
36 hours lecture
Advisory: Eligibility for ENGL 68
Care and keeping of reptiles and amphibians, including snakes, lizards, turtles, tortoises, newts, salamanders and frogs. Includes identification and characteristics of reptiles commonly kept as pets. Guidance regarding the housing, feeding, health maintenance, breeding and raising of reptiles will be offered.

■ **AGPE 76 — Aviculture - Cage and Aviary Birds** **3 Units**
Degree Applicable
54 hours lecture
Presents cage and aviary birds marketed in the wholesale and retail pet trade, including identification, nutrition, breeding, disease prevention and control, aviary construction and providing the proper environment. Includes information on psittacines, soft bills, finches, game birds, poultry and ornamental waterfowl.

AIR CONDITIONING AND REFRIGERATION

■ **AIRC 10 — Technical Mathematics in Air Conditioning and Refrigeration** **2 Units**
Degree Applicable
27 hours lecture
27 hours lab
Develops mathematical skills required for the study and application of air conditioning and refrigeration including measurements and equations applied to heat loads, air distribution, electricity, and the design of air conditioning and refrigeration equipment.

■ **AIRC 11 — Welding for Air Conditioning and Refrigeration** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Fundamentals of welding related to the field of air conditioning and refrigeration with emphasis on the sterile techniques and skills required for joining copper refrigerant lines and the procedures for light fabrication.

■ **AIRC 12 — Air Conditioning Codes and Standards** **3 Units**
Degree Applicable
54 hours lecture
Building codes and standards as they apply to the air conditioning and refrigeration industry. Develops skills necessary to read and interpret building codes and resolve installation and service problems as they apply to the construction industry.

■ **AIRC 20 — Refrigeration Fundamentals** **4 Units**
Degree Applicable

48 hours lecture
71 hours lab
Principles of mechanical refrigeration based on the refrigeration cycle and associated mechanical components. Develops skills for interpreting service gauge pressures and sensible temperatures, system dehydration techniques, and the safe handling and containment of refrigerants.

■ **AIRC 25 — Electrical Fundamentals for Air Conditioning and Refrigeration** **5 Units**
Degree Applicable

66 hours lecture
54 hours lab
Electrical principles and practices used in air conditioning, refrigeration, and heat pump systems as applied to the development and interpretation of schematics and the sequential approach to wiring circuits including power supplies, motors, and controls. Develops skills for designing electrical circuits, and electrical trouble shooting.

■ **AIRC 26 — Gas Heating Fundamentals** **2 Units**
Degree Applicable

36 hours lecture
Advisory: AIRC 12 and AIRC 25
Theory, operation, and application of natural gas and propane heating systems used in residential and light commercial heating installations including the properties of fuel gasses, gas combustion, furnace construction, pilot proving devices and ignition systems.

■ **AIRC 30 — Heat Load Calculations and Design** **4 Units**
Degree Applicable

72 hours lecture
Advisory: AIRC 20 taken prior
Heat loss and heat gain will be examined, developed and applied to residential dwellings air conditioning systems. Equipment sizing, selection and duct design based on the Heat Load of the structure. Heat Load calculation software will be explored and used to aid in the process.

■ **AIRC 31 — Commercial Electrical for Air Conditioning and Refrigeration** **4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: AIRC 25 taken prior
Electrical control of commercial air conditioning and refrigeration equipment emphasizing time clocks, defrost, three phase transformers, three phase motors, timers, sequencers, starting methods and troubleshooting of three phase systems.

■ **AIRC 32A — Air Properties and Measurement** **1.5 Units**
Degree Applicable

27 hours lecture
Advisory: AIRC 20, AIRC 30 taken prior
Investigates the air-side operating theory and application of comfort cooling systems. This course will broaden the student's understanding of air conditioning systems by addressing psychrometrics to include the measurement of dry bulb and wet bulb temperatures, relative humidity, dew point temperatures, and sensible and latent heat processes.

■ **AIRC 34 — Advanced Mechanical Refrigeration** **4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: AIRC 31, AIRC 32A, AIR 32B taken prior
Advanced principles of mechanical air conditioning and refrigeration based on operating characteristics of working equipment and the interpretation of the pressure-enthalpy chart. Advanced technical aspects of mechanical components will be explored to include compressors, metering devices, pressure regulators, capacity controls, and defrost methods.

■ **AIRC 61 — Building Automation Fundamentals** **2.5 Units**
Degree Applicable

36 hours lecture
27 hours lab
Basics of commercial HVAC control theory as it applies to electric, pneumatic, and digital control systems. Principles of chiller plant operation, air distribution, Variable Air Volume, constant air systems, and multizone systems.

■ **AIRC 63 — Building Control Networks** **3 Units**
Degree Applicable

54 hours lecture
Building Control Network implementations and protocol standards including web based applications, BACnet, Ethernet, LonTalk, and proprietary systems. Routers, installation, and troubleshooting will also be studied.

■ **AIRC 65 — Building Automation Networks and Programming** **3 Units**
Degree Applicable

18 hours lecture
108 hours lab
Programming HVAC direct digital controllers using line (text) programming, icon based programming, and template programming. Stresses good programming practices including complete program documentation.

■ **AIRC 67 — Energy Management** **4 Units**
Degree Applicable

72 hours lecture
Principles and practical applications for energy cost reduction and strategies. Emphasis on the use of Building Automation Systems to achieve control over energy costs. Includes theory for sustainable Green Building Technologies with introduction to Energy Star Buildings and LEED programs.

■ **AIRC 95 — Work Experience in Air Conditioning and Refrigeration** **1 to 4 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Approval of college Work Experience supervisor and compliance with Work Experience regulations as designated in the College Catalog
This course is designed to combine actual job experience in air conditioning and refrigeration with related classroom instruction. This work experience may be during a regular semester or during a summer session. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

AIR TRAFFIC CONTROL

■ **AIRT 41 — Aircraft Recognition and Performance** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: AERO 23
Designed for students who want to become air traffic controllers for the Federal Aviation Administration (FAA). Students will learn to recognize the distinctive features of aircraft, identify types of aircraft, classify aircraft as to FAA category and class, and analyze aircraft for performance characteristics required for air traffic control separation. Commercial Pilot majors are encouraged to take the class as an elective course.

■ **AIRT 42A — Terminal Air Traffic Control** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: AERO 23 and AIRT 41
Designed for students who want to become air traffic controllers for the Federal Aviation Administration (FAA). Students will learn about aircraft operation in the National Airspace System, control tower operations, terminal radar control, radio communication techniques and phraseology, and responding to emergencies.

■ **AIRT 42B — Enroute Air Traffic Control** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: AERO 23 and AIRT 41
Enroute air traffic control operations in the National Airspace System. Includes radar and non-radar separation rules, enroute air traffic control clearances, emergencies and search and rescue, and future air traffic control technologies. This course is designed for students who want to become air traffic controllers for the Federal Aviation Administration (FAA).

■ **AIRT 43 — Air Traffic Control Team Skills** **1.5 Units**
Degree Applicable, CSU

27 hours lecture
Advisory: AIRT 42
Leadership skills for aviation professionals, with emphasis on air traffic control scenarios. Control tower simulations, including communication and conflict resolution. Coordination and control of air traffic utilizing FAA standards and interpersonal team skills.

■ **AIRT 47 — Work Experience in Air Traffic Control** **1 Unit**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
On-the-job experience in an approved FAA work station. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **AIRT 51 — Air Traffic Control Laboratory** **1 Unit**
Degree Applicable

54 hours lab
Advisory: AERO 23, AERO 26, AERO 29
Concepts, procedures, and skills related to air traffic control. Microphone technique, voice control, phraseology, facility and interfacility coordination, strip markings, airport traffic control, weather observing, and control tower functions.

■ **AIRT 55 — Terminal Radar Approach Control Laboratory** **1 Unit**
Degree Applicable

(May be taken four times for credit)
54 hours lab
Advisory: AIRT 51and AERO 30 taken prior or concurrently
Simulation of a radar approach control facility concentrating on approach and departure procedures using appropriate phraseology, flight progress strip markings and radar separation standards. Students who repeat this course will improve skills through further instruction and practice.

AIRCRAFT MAINTENANCE TECHNOLOGY

■ **AIRM 65A — Aircraft Powerplant Maintenance Technology** **13 Units**
Degree Applicable, CSU

108 hours lecture
376 hours lab
Theory and overhaul of aircraft reciprocating and turbine powerplants. Approved and required for the FAA powerplant certification and Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 65B — Aircraft Powerplant Maintenance Technology** **13 Units**
Degree Applicable, CSU

108 hours lecture
376 hours lab
Reciprocating and turbine engine systems and components. Approved and required for the FAA powerplant certification and Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 66A — Airframe Maintenance Technology** **13 Units**
Degree Applicable, CSU

108 hours lecture
376 hours lab
Theory of flight. Aircraft structures including inspection, maintenance, repair, and alteration. Approved and required for the FAA airframe certification and Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 66B — Airframe Maintenance Technology** **13 Units**
Degree Applicable, CSU

108 hours lecture
376 hours lab
Airframe systems and components. Approved and required for the FAA and required airframe certification and the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 70A — Aircraft Maintenance Electricity and Electronics** **3 Units**
Degree Applicable

36 hours lecture
72 hours lab
Advisory: AIRM 71
Basic electrical theory including units, terminology, applications of Ohm's Law in series and parallel circuits, nickel cadmium and lead acid storage batteries, generators and related control circuits, electrical wiring practices, and electrical measuring instruments construction and use. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology Major.

■ **AIRM 70B — Aircraft Maintenance Electricity and Electronics** **3 Units**
Degree Applicable

36 hours lecture
72 hours lab
Advisory: AIRM 72, AIRM 73 (May be taken concurrently)
Basic principles of alternating current, terminology, units and circuit arrangements, alternators, inverters and related controls, derating of switches and circuit breakers, capacitors, inductors, transistors, cathode ray tubes, digital electronics, microprocessors, computers, power distribution systems for large aircraft. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 71 — Aviation Maintenance Science** **6 Units**
Degree Applicable

108 hours lecture
Federal aviation regulations, interpretation of aircraft drawings, basic physics, technical mathematics, and aircraft weight and balance computations. FAA approved course required of all aircraft powerplant and airframe maintenance technology majors.

■ **AIRM 72 — Aviation Materials and Processes** **1.5 Units**
Degree Applicable

18 hours lecture
36 hours lab
Advisory: AIRM 70B, AIRM 73
An FAA approved course covering aviation materials, non-destructive testing, basic heat-treating and an introduction to machine tool operation.

■ **AIRM 73 — Aviation Welding** **1.5 Units**
Degree Applicable

18 hours lecture
36 hours lab
Advisory: AIRM 70B, AIRM 72 (May be taken concurrently)
Theory and techniques of gas and inert gas welding as they apply to aircraft construction and repair. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 74 — Aircraft Maintenance Technology - Work Experience** **2 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
90 hours lab
Prerequisite: AIRM 65A and AIRM 65B or AIRM 66A and AIRM 66B
Combines aircraft maintenance experience in addition to classroom instruction for college credit. Two units of credit will be earned as a result of 120 unpaid or 150 paid work hours. The employer/evaluator will have the student perform aircraft maintenance work under direct supervision at a maintenance facility.

■ **AIRM 80 — Lab Studies in Aircraft Maintenance Technology** **.5 to 1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
27 to 54 hours lab
Advisory: AIRM 65 A/B, or AIRM 66 A/B, or AIRM 90-93 A/B, or AIRM 95-98 A/B, or equivalent
Additional lab instruction for students needing FAA required hours to complete a training certificate or required remediation of program modules or completion of aboratory assignments. Students who repeat this course will improve skills through further instruction and practice.

■ **AIRM 90A — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
A FAA approved course covering aircraft flight, flight control and construction methods and procedures.

■ **AIRM 90B — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft structural designs, station numbers, aviation nomenclature and definitions. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 91A — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft wood structures, their coverings and finishes. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 91B — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Metals and composite materials used in aircraft construction, maintenance, and repair. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 92A — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft hydraulic and pneumatic power systems, landing gear and wheel and brake systems. FAA approved. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 92B — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft warning systems, aircraft instrument systems and aircraft fuel storage and transfer systems. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology Major.

■ **AIRM 93A — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
A FAA aproved course coveing aircraft cabin heating and cooling, communication and navigation systems, and ice and rain control systems in small and large aircraft.

■ **AIRM 93B — Airframe Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft fire detection and suppression systems. Aircraft inspection requirements and procedures. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 95A — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
A FAA approved course covering piston powerplant theory. Includes calculations and construction methods.

■ **AIRM 95B — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
A FAA approved course covering piston engine overhaul, inspection, and troubleshooting procedures.

■ **AIRM 96A — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Aircraft turbine engine history, construction, thrust formulas and turbine engine types. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology Major.Required for FAA certification.

■ **AIRM 96B — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Propeller theory, nomenclature, application, constant speed devices, and propeller controls. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology Major. Required for FAA certification.

■ **AIRM 97A — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
A FAA approved course covering instrumentation and smoke and fire detection/suppression systems used in small and large aircraft. Includes engine starting systems and electrical power generating devices.

■ **AIRM 97B — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Reciprocating engine and turbine engine fuels, fuel metering devices, and system operation. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 98A — Aircraft Powerplant Maintenance Technology** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Reciprocating and turbine engine ignition system theory and operation. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

■ **AIRM 98B — Aircraft Powerplant Maintenance Technology 3 Units**
Degree Applicable

36 hours lecture
72 hours lab
Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73
Reciprocating and turbine engine lubricants and lubricating systems. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

ALCOHOL DRUG COUNSELING

■ **AD 1 — Alcohol/Drug Dependency 3 Units**
Degree Applicable, CSU

54 hours lecture
Presents an overview of alcohol and chemical dependencies and ramifications. Explores the impact these dependencies have upon the individual's social, psychological, economic, physiological well-being, community and family concerns. Examines the "myths," images, and stereotypes about substances and substance abusers. Includes familiarization with terms.

■ **AD 2 — Physiological Effects of Alcohol/Drugs 3 Units**
Degree Applicable, CSU

54 hours lecture
Examines in-depth the physiological effect of alcohol and other drugs on the human body. Includes aspects of tolerance, habituation, cross tolerance and synergistic effect.

■ **AD 3 — Chemical Dependency: Intervention, Treatment and Recovery 3 Units**
Degree Applicable, CSU

54 hours lecture
Examines and analyzes the tools and techniques necessary in moving the chemically dependent individual into the treatment process; the varying types of treatment programs, and the essentials of effective recovery.

■ **AD 4 — Issues in Domestic Violence 3 Units**
Degree Applicable

54 hours lecture
Examines the history, law and psychology of domestic violence; cultural/social aspects; relationship to substance abuse.

■ **AD 5 — Chemical Dependency: Prevention and Education 1.5 Units**
Degree Applicable, CSU

27 hours lecture
Reviews and examines drug prevention effectiveness, at both the private and public level. Appraises personal attitudes, past and present, and their influence on societal norms. Evaluates current prevention programs and the necessary steps for developing, funding and managing a program.

■ **AD 6 — Dual Diagnosis 3 Units**
Degree Applicable, CSU

54 hours lecture
Overview of the complex interactions of mental disorders and chemical dependency. Reviews and examines the key areas involving dual diagnosis: definition, diagnosis, treatment and aftercare.

■ **AD 8 — Group Process and Leadership 3 Units**
Degree Applicable

54 hours lecture
Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently
Introduces the theory and practice of group counseling, the group process and dynamics of group interaction.

■ **AD 9 — Family Counseling 3 Units**
Degree Applicable

54 hours lecture
Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently
Introduces the theory and practice of family counseling. Topics include, family systems and dynamics, effects of chemical dependency, and counseling techniques.

■ **AD 10 — Client Record and Documentation 1.5 Units**
Degree Applicable

27 hours lecture
Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently
Identify documentation methods required by government regulatory bodies in clinical records. Emphasis on biopsychosocial history.

■ **AD 11 — Techniques of Intervention and Referral 3 Units**
Degree Applicable

54 hours lecture
Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently
Study and practice techniques used for crisis and beginning counseling, intake interviewing and referral. Using an experiential format, participants will learn and practice skills in attentive listening, recognizing and responding to different levels of client communication.

■ **AD 13 — Internship/Seminar 4 Units**
Degree Applicable, CSU

(May be taken for Pass/No Pass only)
27 hours lecture
126 hours lab
Advisory: AD 1, AD 2, AD 3, AD 4, AD 5, AD 6, and six units of Restricted Electives taken prior and AD 8, AD 9, AD 10, AD 11 taken prior or concurrently
The first of a two-semester sequence which places students in Alcohol/Drug Abuse agencies and organizations. This first semester emphasizes growth in self-awareness and professionalism, interviewing skills and group process skills.

■ **AD 14 — Advanced Internship/Seminar 4 Units**
Degree Applicable, CSU

(May be taken for Pass/No Pass only)
27 hours lecture
126 hours lab
Advisory: AD 10 and AD 13
The second of a two-semester sequence in which the student applies the values, concepts and skills gained from previous courses to the actual process of helping chemically dependent persons.

AMERICAN LANGUAGE

■ **AMLA 21S — Accent Reduction 2 Units**
Not Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Pronunciation and listening for non-native speakers with emphasis on articulation, stress and intonation patterns, and listening. Students will analyze individual pronunciation strengths and weaknesses.

■ **AMLA 22S — American Language Interpersonal Communication 2 Units**
Not Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Enhances ability of non-native speakers to communicate in everyday and academic situations. Emphasis on grammatical accuracy and sophisticaton as well as confidence in communications in pesonal and professional settings.

■ **AMLA 23S — American Language Formal Speaking 2 Units**
Not Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Advisory: Eligibility for AMLA 41W
Enhances the ability of non-native speakers to listen effectively and speak formally in a variety of situations. Emphasis is on note-taking, outlining, organizing speeches, and verbal articulation of ideas.

■ **AMLA 24 — Idiomatic English 2 Units**
Not Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Intermediate course in the study of idiomatic language, including common American idioms and proverbs, as used in everyday language situations

■ **AMLA 31R — American Language Basic Reading 4 Units**
Not Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Satisfactory score on appropriate Reading Placement Test or successful completion of noncredit ESL Level 4
Basic reading and vocabulary for non-native speakers.

■ **AMLA 32R — American Language Intermediate Reading 4 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Successful completion of AMLA 31R, or satisfactory score on appropriate Reading Placement Test, or successful completion of noncredit ESL levels 5, 6, or VESL
Intermediate reading and vocabulary for non-native speakers.

■ **AMLA 33R — American Language Advanced Reading 4 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Successful completion of AMLA 32R or satisfactory score on appropriate Reading Placement Test
Advanced reading and vocabulary for non-native speakers.

■ **AMLA 41W — American Language Basic Writing 4 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Satisfactory score on the English Placement Test or successful completion of noncredit ESL Level 4
Advisory: AMLA 31R taken prior or concurrently
Basic grammar and writing for non-native speakers.

■ **AMLA 42W — American Language Intermediate Writing 4 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Satisfactory score on the English Placement Test or successful completion of AMLA 41W or noncredit ESL level 5 or 6 or VESL
Advisory: AMLA 32R taken prior or concurrently
Intermediate grammar and writing for non-native speakers.

■ **AMLA 43W — American Language Advanced Writing 4 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Satisfactory score on the English Placement Test or successful completion of AMLA 42W
Advisory: AMLA 33R taken prior or concurrently
Advanced grammar and writing for non-native speakers.

■ **AMLA 56 — American Language Nouns and Articles 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Concentrates on count and non-count nouns, article usage and other determiners for non-native learners of English. Writing practice and exercises will emphasize correct usage of these structures in writing and speaking.

■ **AMLA 57 — American Language Verb Review I 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Concentrates on verb tense, form, and use for non-native learners of English. Practice in present, past, and future verb tense forms, meaning, and use in both spoken and written English, with special emphasis on writing for college courses.

■ **AMLA 58 — American Language Verb Review II 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Advanced work on modals, passive voice, passive modals, and conditionals for non-native English students. Exercises and writing practice will emphasize improved verb usage in writing.

■ **AMLA 59 — American Language Prepositions 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Spoken and written practice in prepositions for non-native English learners. Students will analyze prepositions and idiomatic expressions through reading and will apply their knowledge to written work.

■ **AMLA 60 — American Language Verb Review III 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Advanced work on gerunds, infinitives and participles for non-native English students. Exercises and writing practice will emphasize improved verb usage in writing.

■ **AMLA 61 — American Language Word Forms 1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Spoken and written practice in noun, verb, adjective, and adverb word forms for non-native English students.

ANATOMY AND PHYSIOLOGY

■ **ANAT 10A — Introductory Human Anatomy 4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
A systematic study of the macroscopic and microscopic structures of the human body. Emphasis on cell structures, skeletal, muscular, respiratory, circulatory, nervous, digestive, excretory, endocrine, and reproductive systems.

■ **ANAT 10B — Introductory Human Physiology 4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: ANAT 10A or ANAT 35
Advisory: CHEM 10 or CHEM 40
An integrated study of the function of and interaction between the skeletal, muscular, respiratory, circulatory, nervous, digestive, excretory (including electrolyte and acid-base balance), endocrine, and reproductive systems (including human genetics and embryology).

■ **ANAT 35 — Human Anatomy 5 Units**
Degree Applicable, CSU, UC
54 hours lecture
108 hours lab
Prerequisite: BIOL 1 or BIOL 4 or BIOL 4H
Structure of the organ systems at the gross, subgross, and microscopic levels based on human material and dissection of the cat. Designed to serve as an introduction to vertebrate embryology.

■ **ANAT 36 — Human Physiology 5 Units**
Degree Applicable, CSU, UC
54 hours lecture
108 hours lab
Prerequisite: ANAT 35, and CHEM 10 or CHEM 40
Extensive study of human physiology at the cellular and molecular levels covering muscular, nervous, circulatory, respiratory, renal, digestive, endocrine, and reproductive systems. Includes regulation and integration of organ systems where appropriate.

■ **ANAT 40A — Human Prosection 2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
108 hours lab
Prerequisite: ANAT 35
Techniques for human prosection. Regional exploration of superficial and deep human muscles at the gross level. Anatomy 40A and 40B must be taken in sequence in order to receive credit for college level prosection.

■ **ANAT 40B — Human Prosection 2 Units**
Degree Applicable, CSU
108 hours lab
Prerequisite: ANAT 40A
Techniques for human prosection. Regional exploration of the human organ systems at the gross level with emphasis on the organs, blood vessels and nerves of the body cavities.

■ **ANAT 50 — Basic Anatomy and Physiology** **3 Units**
Degree Applicable

54 hours lecture
Introduction to human anatomy and physiology by systems, with brief descriptions of biochemistry, cell biology, and molecular biology. Upon completion, students will understand normal functions of major human organ systems and be able to recognize pathologies.

ANTHROPOLOGY

■ **ANTH 1 — Biological Anthropology** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Eligibility for ENGL 68
The evolutionary biology of primates with particular emphasis on hominid evolution and behavior. The genetic and evolutionary mechanisms underlying evolution, human variation, primate field studies, and the hominid palentological record are stressed.

■ **ANTH 1H — Biological Anthropology - Honors** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Acceptance into the Honors Program
The evolutionary biology of primates with particular emphasis on homonid evolution and behavior. The genetic and evolutionary mechanisms underlying evolution, human variation, primate field studies, and the hominid palentological record are stressed. This enriched course is designed for the honors program allowing, for example, more student directed discussions and more extensive writing assignments. Students may not receive credit for both ANTH 1 and ANTH 1H.

■ **ANTH 1L — Biological Anthropology Laboratory** **1 Unit**
Degree Applicable, CSU, UC

54 hours lab
Corequisite: ANTH 1 or ANTH 1H (may have been taken previously)
Scientific study of human evolution. Students will generate and test hypotheses using the techniques and materials of biological anthropology. Includes genetic observations and calculations, osteological techniques and measurements, and primate behavior observations. One field trip to a zoo for primate observation is required.

■ **ANTH 3 — Archaeology** **3 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Introduction to the aims, methods and ethics of archaeological research and their application to the archaeological record, in contrast to popular depictions of archaeology. Topics include the evolution of culture from the earliest stone toolmakers to the primary civilizations of the Old and New Worlds, with emphasis on the invention and spread of agriculture and the impact of this change on prehistoric cultures.

■ **ANTH 5 — Principles of Cultural Anthropology** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
The anthropological approach to the study of human behavior from a cross cultural, comparative, and an evolutionary perspective. An exploration into the languages, economics, sociopolitical systems, religions, and world views of diverse world cultures. A technical presentation is stressed as this course is designed for Social Sciences majors.

■ **ANTH 22 — General Cultural Anthropology** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
An introductory course to explore the nature of culture and how cultural anthropologists study cultural phenomena such as language, personality, subsistence, economics, social and political organization, marriage, kinship systems, religion, the arts, and culture change. A substantial amount of case material will be drawn from at least three of the following: African Americans, indigenous peoples of the United States, Asian Americans, Chicano/Latino Americans, and European Americans. This course may meet the cultural diversity requirement at transfer universities.

■ **ANTH 30 — The Native American** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Surveys the prehistory and history of Native Americans. An overview of the classification system used to organize particular groups into culture areas related to adaptive strategies. Identification of world contributions and contemporary issues for modern Native Americans.

■ **ANTH 99 — Special Projects in Anthropology** **2 Units**
Degree Applicable, CSU

(May be taken four times for credit)
36 hours lecture
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

ARABIC

■ **ARAB 1 — Elementary Arabic** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Intended for students with little or no previous exposure to Arabic. Begins to develop elementary reading, writing, and speaking skills in Modern Standard Arabic. Focuses on mastery of Arabic script, pronunciation, simple grammatical structures, and basic vocabulary, along with an introduction to Arab culture.

■ **ARAB 2 — Continuing Elementary Arabic** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: ARAB 1 or equivalent
Continues to develop elementary reading, writing, and speaking skills in Modern Standard Arabic. Emphasizes verbs, word patterns, and vocabulary building; introduces short authentic texts. Includes some exposure to Formal Spoken Arabic.

ARCHITECTURAL TECHNOLOGY

■ **ARCH 10 — Design I - Elements of Design** **3 Units**
Degree Applicable, CSU, UC

36 hours lecture
72 hours lab
Fundamentals of two- and three-dimensional design and design process. Elements include visualization, perception, presentation, expression, and site analysis of physical/contextual/cultural aspects of design and/or the urban environment. Portfolio will be produced.

■ **ARCH 11 — Architectural Drawing** **3 Units**
Degree Applicable, CSU, UC

36 hours lecture
71 hours lab
Advisory: Eligibility for MATH 51
Architectural drawing techniques, including graphic standards, scales, orthographic, paraline, and perspective projections.

■ **ARCH 12 — Architectural Materials and Specifications** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: Eligibility for MATH 51
Building materials and specifications used in architecture and construction. Includes a lab component of common building material applications. Field trips are required.

■ **ARCH 13 — Architectural Illustration** **3 Units**
Degree Applicable, CSU, UC

36 hours lecture
71 hours lab
Advisory: ARCH 11
Architectural and interior illustration including perspective drawing, sketching, shades and shadows, entourage, and color application utilizing various media and development of project portfolio.

■ **ARCH 14 — Building and Zoning Codes** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: ARCH 11 or equivalent experience
Building and zoning codes, including code requirements related to architectural design and construction documentation. Process of obtaining design approvals and building permits from proper authorities having jurisdiction.

■ **ARCH 15 — Architectural Working Drawings - I** **3 Units**
Degree Applicable, CSU
36 hours lecture
72 hours lab
Advisory: ARCH 11, ARCH 12, ARCH 14, and eligibility for MATH 51
Methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, practice, and working drawings. Portfolio will be produced.

■ **ARCH 16 — Basic CAD and Computer Application** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Advisory: Eligibility for MATH 51
Basic CAD (Computer Aided Design and Drafting) and computer application in architecture, engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications).

■ **ARCH 18 — Architectural CAD and BIM** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Advisory: ARCH 11 or ARCH 16
3-D Computer Aided Design and Drafting (CAD) and Building Information Modeling (BIM) for architectural design and design development. Portfolio of 3-D building models and extracted 2-D drawings will be produced.

■ **ARCH 21 — Design II - Architectural Design** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Advisory: ARCH 10, ARCH 11, ARCH 13
Application of methods and theory used in architectural design projects. Includes graphic technique, design process, site analysis, presentation drawings and construction principles. Portfolio will be produced.

■ **ARCH 23 — Architectural Presentations** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Advisory: ARCH 10, ARCH 11 taken prior
Analysis and preparation of architectural presentation projects, including schematic and final design, architectural models, oral presentation techniques, board layouts using hand-drawn and computer-aided techniques, and development of project portfolio.

■ **ARCH 26 — Architectural CAD Working Drawings** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: ARCH 15, ARCH 18 or equivalent experience
Advanced architectural CAD drawings. Portfolio of working drawing and presentation applications of integrated 2-D and 3-D CAD models will be produced.

■ **ARCH 27 — Design III - Environmental Design** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Advisory: ARCH 21, ARCH 23 or equivalent experience
Application of theory and principles of environmental design as applied to architecture, landscape architecture, urban design, urban planning and (civil) engineering. Portfolio will be produced.

■ **ARCH 28 — Architectural CAD Illustration and Animation** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Advisory: ARCH 18
Architectural CAD 3-D illustration, rendering and animation. Virtual walk-through and fly-through videos of interior and exterior 3-D models with photo-realistic materials and lighting will be produced.

■ **ARCH 29 — Design IV - Advanced Project** **3 Units**
Degree Applicable, CSU
36 hours lecture
72 hours lab
Advisory: ARCH 23, ARCH 27 or equivalent experience
Advanced design seminars and complex building design projects in architecture, including portfolio development.

■ **ARCH 31 — World Architecture I** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Development of architecture including ancient Egypt, Europe through the Middle Ages, and classic civilizations of Asia and the Americas. Influence of geography, religion, and socio- economic movements on architecture.

■ **ARCH 32 — World Architecture II** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Development of modern architecture from the Renaissance to the present day. Influence of environment, religion and socio-economic movements on architecture.

■ **ARCH 89 — Architectural Work Experience** **1 to 2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 150 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
This course is designed to provide actual on-the-job experience in architecture at an approved work site which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. This course is available to students achieving a minimum of 12 units in architecture. Students who repeat this course will improve skills through further instruction and practice.

ART: ANIMATION

■ **ANIM 101A — Drawing - Gesture and Figure** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Contemporary and traditional approaches to sketching objects and the human figure using drawing techniques for rapid visualization. Emphasizes and develops perceptual and technical skills for capturing basic visual mechanics of motion and gesture.

■ **ANIM 101B — Figure Gesture - Design** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ANIM 101A (formerly ANIM 101)
Contemporary and traditional approaches to sketching the human figure using drawing techniques for rapid visualization. Emphasizes and develops elements of design for the purposes of visual communication and storytelling.

■ **ANIM 101C — Figure Gesture - Design** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ANIM 101A
Contemporary and traditional approaches to sketching the human figure using drawing techniques for rapid visualization. Emphasizes and develops personal interpretation, individual expression, and media exploration.

■ **ANIM 104 — Drawing Fundamentals** **3 Units**
Degree Applicable, CSU
36 hours lecture
72 hours lab
Emphasizes creative expression through the use of drawing media and techniques. Emphasis is placed on use of light logic, atmospheric and linear perspective. Includes basic drawing skills and methods of achieving compositional integrity through objective analysis and synthesis.

■ **ANIM 107 — Figure in Motion** **3 Units**
Degree Applicable
(May be taken four times for credit)
36 hours lecture
72 hours lab
Prerequisite: ANIM 101
Drawing human figures in motion. Anatomical landmarks, proportion, light and shadow, line composition, figure/ground relationship, the interaction of form and content, and the expressive potential of the human figure will be explored. Students who repeat this course will improve skills through further instruction and practice.

■ **ANIM 108 — Principles of Animation** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Principles of drawing for traditional animation concentrating on the mechanics of movement, timing, and emotion for the creation of expressive line drawings.

■ **ANIM 109 — Advanced Principles of Animation** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ANIM 108
Advanced principles of animation including mechanics of motion, weighted movement, lip sync and expression applied to story, staging, and character development. Focus will be on the animated film process from script to storyboards, timing sheets, key posing, inbetweening and clean up through the completion of a final animation.

■ **ANIM 111A — Animal Drawing** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ARTD 15A or ANIM 104
Explores traditional and contemporary approaches to sketching and drawing animals. Gesture, anatomical structure, proportion, line and action analysis will be explored. Requires several off-campus field trips.

■ **ANIM 111B — Animal Drawing** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ANIM 111A
Contemporary and traditional approaches to sketching animals using drawing techniques for rapid visualization. Emphasizes and develops elements of design for the purposes of visual communication and storytelling Requires several off-campus field trips.

■ **ANIM 115 — Storyboarding** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Prerequisite: ARTD 15A or ANIM 104
Storyboarding with emphasis on storytelling, cinematography, drawing, and notation as it relates to the animation industry.

■ **ANIM 116 — Character Development** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ARTD 15A or ANIM 104
Techniques for innovation and development of animated characters. Observation of details for drawings of character attitude, personality, movement, posing, point-of-view, dialog/mouth positions, body language, and development of consistent drawing techniques for model sheets.

■ **ANIM 117 — Animation Background Layout** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Prerequisite: ARTD 15A or ANIM 104
Principles of design, composition and story as applied to layout and background creation for animation. Industry appropriate drawing and painting techniques exploring rendering, modeling, light logic, perspective, color, space and environments are included.

■ **ANIM 118 — Background Painting** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Analysis and production of environments for scenes in animation. Emphasis on the study of light logic and color as they pertain to the creation of atmosphere, mood and environments.

■ **ANIM 120 — Script Development for Animation** **3 Units**
Degree Applicable
54 hours lecture
Creative and problem solving processes as applied to story and script development. Scripts screenplays, live action and animated film, and the practical application of story adaptation to screenplay.

■ **ANIM 121 — Nature and History of Animation** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
History of animated film and its relationship to the disciplines of art, communication, theater, music, literature, film making, philosophy, and world history. Includes early pioneers through current visionaries, social influences that affected the development of animated film and the social impact of the animated product, and the differences between live action film and inanimate, nonliving objects in a variety of forms such as two-dimensional, clay, or computer created.

■ **ANIM 130 — Introduction to 3-D Computer Animation** **3 Units**
Degree Applicable, CSU
36 hours lecture
72 hours lab
Explores 3-D computer animation interfaces, use of polygons, perspective views, contouring, links, external processors for special computer effects, and using the Alias MAYA software. 3-D modeling, rendering, and animation of primitive and complex poly-spline meshes used in environments, and following a story board developed for scene sequencing are included.

■ **ANIM 131 — Introduction to Gaming** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: GRAP 10
The field of game design including the principles, tools, and strategies for designing various types of games.

■ **ANIM 132 — Modeling, Texture Mapping and Lighting** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Advisory: ANIM 130
3D polygon modeling and UV polygon texture mapping used in computer graphic games, TV programs or film. Includes camera animation with stage and environmental scenes featuring fly-through, lighting setup and lighting visual effects. Software used is Autodesk Maya.

■ **ANIM 134 — Visual Effects I: Dynamics** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Advisory: ANIM 132
Advanced course exploring the animation techniques called dynamics. Covers building material for 3-D objects using bitmaps to create texture maps and using light effects in 3-D computer environments.

■ **ANIM 135 — Visual Effects II: Particle Systems** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Advisory: ANIM 134
Advanced course in the creation of computer animated particle systems that imitate the natural forces of nature, the physical forces of the universe and plasma forces of combustion.

■ **ANIM 136 — Animation Environment Layout** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Advisory: ANIM 130 and ANIM 132
Create a digital 3D environment. Design, model, texture, and light a 3D digital environment for a computer graphics game, TV program or film.

■ **ANIM 137A — Work Experience in New Digital Media** **1-3 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Advisory: Completion of the first and second semester of the Animation Program
This course is designed to provide actual on-the-job experience in Animation at an approved work site which is related to classroom instruction. A minimum of five hours per week of supervised work (60 non-paid clock hours or 75 paid clock hours per semester) is required for each one unit of credit. Students who repeat this course will improve skills through further instruction and practice.

■ **ANIM 145 — Advanced 3-D Modeling** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: ANIM 132
An advanced course in 3-D modeling with a focus on designing, modeling, and rigging a character for animation.

■ **ANIM 146 — Advanced 3-D Animation** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Advisory: ANIM 132
Animation of a pre-selected 3-D dynamic environment project and development of characteristics and personality of 3-D characters through animation.

■ **ANIM 148 — Demo-Reel** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ANIM 130
Production of a demo-reel representative of student interest, strength and skill for entry into animation fields, professional schools or baccalaureate institutions.

■ **ANIM 172 — Motion Graphics, Compositing and Visual Effects** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTC 70
Elements of motion graphics: design, typography, animation, compositing, visual effects, and editing in a production environment (i.e. TV, Film, DVD, or Web) using industry standard software.

■ **ANIM 175 — Web Animation With Flash** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ARTC 70 or ARTC 100
Principles of animation using Adobe Flash for web and multimedia.

ART: ADVERTISING DESIGN/GRAPHICS

■ **ARTC 100 — Graphic Design I** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Advisory: ARTD 15A, ARTD 20, or PHOT 4
Contemporary graphic design for the commercial arts industry. Covers technology, creativity, design, and production. Focuses on using Adobe Photoshop to produce effective commercial art. Additional exposure to Adobe Illustrator and other professional production tools.

■ **ARTC 120 — Graphic Design II** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTC 70 or ARTC 100
Graphic design concepts, theories, and strategies for the design and layout of printed commercial art. Covers typical printed products including advertisements, flyers, brochures, posters, newsletters, books, and catalogs. Focuses on using Adobe InDesign with additional exposure to Photoshop and Illustrator.

■ **ARTC 140 — Graphic Design III** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ARTC 70 ir ARTC 100
Digital illustration, design, skills, and concepts working primarily with vector art. Focuses on using Adobe Illustrator as the primary development tool.

■ **ARTC 160 — Typography** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ARTC 100
Design and use of basic letterforms, type families, characteristics, history, and principles of typography in graphic design. Traditional and digital skills for the art of typeface design, typographic layout, expressive typography, and conceptual thinking.

■ **ARTC 165 — Illustration** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Corequisite: ARTD 20 or ARTD 15A or ARTD 17A or ANIM 101 or ANIM 104 (may have been taken previously)
Introduction to contemporary illustration with an emphasis on story, editorial, and advertising applications. Proper uses of illustrative rendering techniques in traditional drawing and painting media, paper, and their integration to electronic media. Using professional illustration software, peripherals, and color laser printing, students advance to produce more complex illustrations.

■ **ARTC 200 — Web Design** **3 Units**
Degree Applicable
36 hours lecture
71 hours lab
Prerequisite: ARTC 100
Design, usability, production, and marketing of web site development using contemporary methods including XHTML, CSS, and contemporary tools including Adobe Dreamweaver and Flash. Web-focused multimedia concepts, including animation and video integration are explored.

■ **ARTC 220 — Graphic Design IV** **3 Units**
Degree Applicable

36 hours lecture
71 hours lab
Prerequisite: ARTC 100
Advanced graphic design concepts and skills working with Adobe Photoshop and other graphic design applications.

■ **ARTC 240 — Multimedia Design** **3 Units**
Degree Applicable

36 hours lecture
71 hours lab
Prerequisite: ARTC 74 or ARTC 200
Multimedia design and development using a variety of professional software and tools. Focus is on the web as the primary, although not exclusive, delivery channel for multimedia. Covers technical skills including intermediate web design, basic video editing, basic sound editing, and basic animation. Covers creative and conceptual skills including interface design, clarity of communication, and user experience.

■ **ARTC 280 — Commercial Art Studio - Special Projects** **4 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
36 hours lecture
108 hours lab
Prerequisite: Completion of a minimum of 15 semester units in Graphic Design, Illustration, Web Design, Animation, Architectural Design, Art, Fashion Merchandising, Industrial Design, Interior Design or Computer Graphics.
Collaborative, interdisciplinary, teams will research, design, produce, and deliver commercial art projects. Projects will be "real world" and complex in scope, typically involving clients from the college or community.

■ **ARTC 290 — Portfolio** **3 Units**
Degree Applicable

36 hours lecture
71 hours lab
Prerequisite: Completion of a minimum of 15 semester units in one of the following programs: Graphic Design, Illustration, Animation, Web Design, Architectural Design, Art, Fashion Merchandising, Industrial Design, Interior Design, Photography or Computer Graphics.
Selection, preparation, and assembly of a portfolio, book, or package of works of art, including digital and multimedia formats, that represent individual interests and strengths of students from the visual arts disciplines for use in entering a four-year institution, professional art school, or professional field of choice. Also includes cover letter and resume preparation.

■ **ARTC 299 — Graphic Design Internship** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Advisory: ARTC 120 and ARTC 220
Provides students with on-the-job experience in graphic design, web design, media design, advertising design, illustration or other graphic design related field in an approved work site. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further experience.

ART: BASIC STUDIO ARTS

■ **ARTB 1 — Understanding the Visual Arts** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Eligibility for ENGL 68
Fundamentals of visual art forms and the role art plays in various historical periods and cultures. Students may not earn credit for both ARTB 1 and AHIS 1.

■ **ARTB 14 — Basic Studio Arts** **3 Units**
Degree Applicable, CSU, UC

36 hours lecture
72 hours lab
Prerequisite: Eligibility for ENGL 68
An entry level course designed for non-art majors emphasizing creative expression through the visual arts. Painting, drawing, printmaking and sculpture are explored to introduce the student through various media to the arts.

ART: GALLERY AND PROFESSIONAL PRACTICES

■ **ARTG 20 — Art, Artists and Society** **3 Units**
Degree Applicable, CSU

36 hours lecture
71 hours lab
Art and artists studied through class lectures and required field trips. Public art display and exhibition design, with an overview of art movements, styles, symbols, theories and terms.

■ **ARTG 21A — Introduction to Exhibition Production** **3 Units**
Degree Applicable, CSU

36 hours lecture
71 hours lab
Prerequisite: ARTG 20
Concepts and hands-on applications of curatorial processes, management skills, and gallery operations. The professional side of the arts with emphasis on contemporary art, theories and media will be explored. Field trips required.

■ **ARTG 21B — Intermediate Exhibition Production** **3 Units**
Degree Applicable, CSU

36 hours lecture
71 hours lab
Prerequisite: ARTG 21A
Exhibition planning, research, operation and management. Art as a profession, with emphasis on historical and contemporary terms, theories, movements and media in the context of an art exhibition production. Field trips required.

■ **ARTG 22A — Exhibition Design and Art Gallery Operation Work Experience** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
75 to 225 hours lab
Prerequisite: ARTG 21B
Provides on-the-job experience in exhibition design and art gallery operation at an approved work site related to the classroom-based learning. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

ART: SPECIAL STUDIO ARTS

■ **ARTZ 50 — Specialized Studio-Art Studies** **2 Units**
Degree Applicable, CSU

(May be taken four times for credit)
18 hours lecture
54 hours lab
Prerequisite: Satisfactory completion of all courses within a given art emphasis
Extended studio experiences supplementary to those available in the courses within a given art emphasis and allows the student to pursue more advanced and complex studio projects and experiments. Emphasis is placed upon the development of an individual creative direction. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

ART: THREE-DIMENSIONAL STUDIO ARTS

■ **ARTS 22 — Design: Three-Dimensional** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: Eligibility for ENGL 68
Develops perception and enhances decision making within the three-dimensional world. Emphasis is placed on concept development and artistic expression utilizing principles and elements of three-dimensional design as well as practical experiments with various media.

■ **ARTS 30A — Ceramics: Beginning I** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Clay, glazes and firing through lecture and projects in hand building and on the wheel. Emphasis on developing skills, vocabulary, analysis of form, function and aesthetics through projects, oral and written criticism. Field trip required.

■ **ARTS 30B — Ceramics: Beginning II** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTS 30A
Clay, glazes and firing. Emphasis is on repetition of forms, integrating hand building and wheel work for a single object, using up to 5 pounds of clay and developing vocabulary, skill and aesthetics. Field trip required.

■ **ARTS 31A — Ceramics: Intermediate** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Prerequisite: ARTS 30B
Integrating materials and design through advanced problems in the techniques of clay construction, glazing and firing.

■ **ARTS 31B — Ceramics: Intermediate** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Prerequisite: ARTS 31A
A continuation of ARTS 31A, examining the problems of aesthetically integrating materials and design by means of advanced problems in the technique of clay construction, glazing and firing. Emphasis is on integrating form and content, mixing glazes and the variety of firing processes.

■ **ARTS 33 — Ceramics: Hand Construction** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Introduction to clay, glazes and firing through projects that are hand built. Emphasis is on developing skills and vocabulary and analysis of form, function, aesthetics and craftsmanship through projects, discussion and oral/written criticism.

■ **ARTS 34 — The Sculpture Vessel** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
108 hours lab
Prerequisite: ARTS 30A
Advisory: ARTS 33
Advanced study of the ceramic vessel through the integration of technique, form and content. Field trips required.

■ **ARTS 40A — Sculpture: Beginning** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
An overview of traditional and contemporary approaches to sculpture. Emphasizes principles of sculptural design and concept development Includes exploration of technique and materials as an integral part of creative expression.

■ **ARTS 40B — Sculpture: Beginning** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTS 40A
Advanced projects in subtractive, additive and manipulative approaches are explored.

■ **ARTS 40C — Sculpture: Carving** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTS 40A
Advanced projects in stone or wood carving offering the opportunity to further explore carving using hand, power and pneumatic tools. Emphasis is on individual interpretation.

■ **ARTS 41A — Sculpture: Life** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Modeling from the human figure with emphasis on composition, gesture, motion and human anatomy as it informs sculptural form. Development of perceptual and technical skills in clay modeling from the human figure.

■ **ARTS 41B — Sculpture: Life** **3 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
36 hours lecture
72 hours lab
Prerequisite: ARTS 41A
Sculptural study of the human figure with emphasis on composition and human anatomy. Advanced projects using materials and techniques suitable for the human form. Students who repeat this course will further develop perceptual skills in clay modeling from the human figure.

■ **ARTS 42 — Sculpture: Mold Making** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Construction and use of flexible and plaster molds.

■ **ARTS 46A — Sculpture: Special Effects Makeup** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Advisory: ARTS 42
Modeling, molding, casting of makeup appliances and masks to the human figure.

■ **ARTS 46B — Sculpture: Special Effects Makeup** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTS 46A
Sculpture special effects modeling, molding and casting techniques and materials applied to create appliances for the full human head, torso or mouth.

■ **ARTS 99 — Sculpture Special Studies** **2 Units**
Degree Applicable
(May be taken four times for credit)
107 hours lab
Prerequisite: ARTS 22 or ARTS 40A or ARTS 41A
Extended sculpture experiences supplementary to those available in sculpture courses. Allows the student to pursue more advanced and complex sculpture projects with emphasis on the development of an individual creative direction. Content of each course and the methods of study vary from semester to semester. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

ART: TWO-DIMENSIONAL STUDIO ARTS

■ **ARTD 15A — Drawing: Beginning** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
An entry level course emphasizing creative expression through the use of drawing media. Emphasis is placed on basic drawing methods and skills, composition and exploration of drawing media.

■ **ARTD 15B — Drawing: Intermediate** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: ARTD 15A
Drawing course emphasizing perceptual and technical skills to cmpose in dry and fluid media. Uses the formal elements and principles in black, wite and color in representational and expressionistic styles.

■ **ARTD 16 — Drawing: Perspective** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Prerequisite: ARTD 15A or ANIM 104
Drawing using the elements and principles of linear perspective with lights and shadows to represent natural and fabricated forms. Emphasizes methods and techniques directly related to the artist's needs.

■ **ARTD 17A — Drawing: Life** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Prerequisite: ARTD 15A or ANIM 104
Explores both contemporary and traditional approaches to sketching/drawing the human figure. Surface anatomy, proportion, line, light and shadow, composition, and the expressive potential of the human figure will be explored.

■ **ARTD 17B — Drawing: Life** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Prerequisite: ARTD 17A
Extends and expands the principles and techniques introduced in ARTD 17A. More emphasis is placed on personal interpretation, individual expression, and media exploration.

■ **ARTD 20 — Design: Two Dimensional** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
72 hours lab
Development of perception through study of the relationships of two-dimensional dynamics and organization. Emphasis is placed on the vocabulary, theory, and analysis of the formal elements and principles of all forms of art through lecture, discussion, oral and written criticism and testing as they apply to studio projects in design for all disciplines of the arts. Study will emphasize the fundamental organization and workings of the two-dimensional picture plane in black/white and achromatic value and basic color mixing.

■ **ARTD 21 — Design: Color and Composition** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: ARTD 20
Color theory and relationships of pigment and light. Emphasis on color harmonies, color matching, the effects of light, color perception and expression in their application to design and composition and as used in all disciplines of the arts.

■ **ARTD 23A — Drawing: Head and Hands** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
36 hours lab
Prerequisite: ARTD 15A or ANIM 104
Contemporary and traditional approaches to constructing images of the human head and hands. Anatomy, proportion, light logic, composition, expression and the interaction of form and content.

■ **ARTD 23B — Drawing: Advanced Heads and Hands** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ARTD 23
Explores contemporary and traditional approaches to drawing the human head and hands. Emphasizes and develops techniques for rendering as well as capturing a likeness.

■ **ARTD 23C — Drawing: Expressive Heads and Hands** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: ARTD 23
Explores contemporary and traditional approaches to sketching the human head and hands. Emphasis is placed on personal interpretation, individual expression, and media exploration.

■ **ARTD 25A — Beginning Painting I** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Development of basic paint applications in various styles and subjects focusing on the formal elements of compositoin, light logic, and color.

■ **ARTD 25B — Beginning Painting II** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: ARTD 25A
Creation of large paintings through various styles including mixed media. Includes conceptualization and communication of ideas and solving compositional and technical painting problems with a variety of materials.

■ **ARTD 26A — Intermediate Painting I** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: ARTD 25B
Creation of large paintings focusing on conceptual issues and art historical influences. Conceptualization of work is done by responding to current and past art movements and popular culture in order to create unique artworks.

■ **ARTD 26B — Intermediate Painting II** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
71 hours lab
Prerequisite: ARTD 26A
Development of a personal style focusing on conceptual issues and art historical influences. Students will conceptualize their work by responding to current and past art movements and popular culture in order to create unique artworks.

■ **ARTD 27 — Painting: Watercolor** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTD 15A or ARTD 20 or ARTD 25A
Basic watercolor techniques as they relate to compositional and technical problems in painting. Emphasis is placed upon painting skills as related to transparent watercolor methods as well as exploration into opaque and mixed-media approaches.

■ **ARTD 43A — Introduction to Printmaking** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Creative techniques in fine art printmaking using relief and intaglio processes. Emphasis is on developing skills, vocabulary and analysis of its aesthetics, historical context, cultural traditions and craftsmanship through projects, discussion, and oral and written criticism. Field trips may be required.

■ **ARTD 43B — Intermediate Printmaking in Intaglio/Relief** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTD 43A
Creation of complex editioned color prints in relief and intaglio printmaking from multiple matrices. Focus is on color registration, project collaboration, and learning how to combine different printing techniques in order to realize personal artistic expression. Field trips may be required.

■ **ARTD 44A — Printmaking: Introduction to Lithography I** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Creative techniques in planographic printmaking using lithography. Emphasis is on skill development, vocabulary expansion, and critical analysis of aesthetics, historical context, and craftsmanship through projects, discussion, and oral and written criticism. Field trips may be required.

■ **ARTD 44B — Printmaking: Intermediate Lithography** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTD 44A
Single and multi-color composition in lithographic printmaking. Focus is on techniques in stone lithography, color registration, and composition issues. Field trips may be required.

■ **ARTD 45A — Printmaking: Introduction to Screenprinting** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Creative techniques in fine art screenprinting printmaking. Emphasis is on developing skills, vocabulary and critical understanding of the different stencil methods used in serigraphy. Screenprinting's aesthetics, historical context and role in contemporary society are examined through projects, discussion of craftsmanship and content by oral and written discussion and criticism. Field trips may be required.

■ **ARTD 45B — Printmaking: Intermediate Screenprinting** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTD 45A
Complex multi-color registration in screenprinting. Emphasis on registration of colors, exploration of printing on a variety of substrates, and integration of social and political issues in print design. Field trips may be required.

■ **ARTD 46A — Introduction to Painterly Printmaking** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Printmaking methods including carborundum prints and collography with the main focus on monotype and monoprint. Emphasis on developing skills in painterly approaches to printmaking, its vocabulary, and critical understanding of its aesthetics, historical context and craftsmanship through projects, discussion, and oral and written criticism. Field trips may be required.

■ **ARTD 46B — Intermediate Painterly Printmaking** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
71 hours lab
Prerequisite: ARTD 46A
Painterly printmaking techniques such as viscosity etchings and the complexities of simultaneous relief and intaglio printing inherent in collography. Emphasis on achieving personal artistic expression. Field trips may be required.

■ **ARTD 47A — Printing: Alternative Methods Relief and Intaglio** **3 Units**
Degree Applicable, CSU
36 hours lecture
71 hours lab
Non-toxic printmaking processes that use a variety of light sensitive polymer plates for intaglio and relief, preparation of imagery with digital means, and combining these techniques with traditional processes. Vocabulary and critical understanding of aesthetics, contemporary context, and craftsmanship are developed through projects, discussion, and oral and written criticism. Field trips may be required.

■ **ARTD 99 — Figure Drawing Special Studies** **2 Units**
Degree Applicable
(May be taken four times for credit)
108 hours lab
Prerequisite: ARTD 17A, ANIM 101A, or ARTD 23A
Specialized studies exploring advanced and complex figure drawing projects with emphasis on the development of an individual creative direction. Content of each course and the methods of study vary from semester to semester.

ART HISTORY

■ **AHIS 1 — Understanding the Visual Arts** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Fundamentals of visual art forms and the role art plays in various historical periods and cultures. Students may not earn credit for both AHIS 1 and ARTB 1.

■ **AHIS 1H — Understanding the Visual Arts - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Fundamentals of visual art forms and the role art plays in various historical periods and cultures. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 1 (formerly ARTA 1) and AHIS 1H.

■ **AHIS 3 — History of Women and Gender in Art** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 1A
Survey of the roles of women and gender in cultural creation and production with a focus on the visual arts. A historical and global survey, covering the role of women artists in the history of art and the representation of gender in a variety of cultures and time periods.

■ **AHIS 3H — History of Women and Gender in Art - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Survey of the roles of women and gender in cultural creation and production with a focus on the visual arts. A historical and global survey, covering the role of women artists in the history of art and the representation of gender in a variety of cultures and time periods. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 3 (formerly ARTA 3) and AHIS 3H.

■ **AHIS 4 — History of Western Art: Prehistoric Through Gothic** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
An examination of Western art from the Prehistoric through Gothic periods, demonstrating the relationship of various visual art forms to each other and to the cultural context in which they were produced.

■ **AHIS 4H — History of Western Art: Prehistoric Through Gothic - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Western art from the Prehistoric through Gothic periods demonstrating the relationship of various visual art forms to each other and to the cultural context in which they were produced. This is an honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 4 (formerly ARTA 4) and AHIS 4H.

■ **AHIS 5 — History of Western Art: Renaissance Through Modern** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Western art from the Renaissance through Modern periods, demonstrating the relationship of various visual art forms to each other and to the cultural context in which they were produced.

■ **AHIS 5H — History of Western Art: Renaissance Through Modern - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Western art from the Renaissance through Modern periods demonstrating the relationship of various visual art forms to each other and to the cultural context in which they were produced. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 5 (formerly ARTA 5) and AHIS 5H.

■ **AHIS 6 — History of Modern Art** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Examines the artistic movements, influences, and individuals who have formed the Modern tradition. Emphasis is on the 20th century; the international and multicultural character of Modern art will be explored.

■ **AHIS 6H — History of Modern Art - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Examines the artistic movements, influences, and individuals who have formed the Modern tradition. Emphasis is on the 20th century; the international and multicultural character of Modern art will be explored. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 6 (formerly ARTA 6) and AHIS 6H.

■ **AHIS 9 — History of Asian Art** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
An examination of Asian artistic traditions. Major monuments of painting, sculpture, architecture and other visual art forms are studied within their religious and cultural contexts.

■ **AHIS 10 — A History of Greek and Roman Art and Architecture** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
A critical history of Greek and Roman art before 500 CE. Works of art and architecture will be examined in their cultural contexts. Historical perceptions of Classical art and culture and their impact on Europe and America will be studied.

■ **AHIS 11 — History of African, Oceanic, and Native American Art** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 1A
Examination of the traditional arts of African tribes and kingdoms, Oceania and Australia, and Native North America. Visual arts including painting, sculpture, architecture, body decoration, and ritual objects will be studied in their cultural contexts.

■ **AHIS 12 — History of Precolumbian Art** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
The arts of Pre-Columbian Mesoamerica and Andean South America. Major monuments of sculpture, painting, architecture, ceramics and textiles from civilizations including the Maya, Aztecs, and Inca will be studied in their cultural contexts.

■ **AHIS 12H — History of Precolumbian Art - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
The arts of Pre-Columbian Mesoamerica and Andean South America. Major monuments of sculpture, painting, architecture, ceramics and textiles from civilizations including the Maya, Aztecs, and Inca will be examined in their cultural contexts. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 12 (formerly ARTA 12) and AHIS 12H.

■ **AHIS 99 — Special Projects in Art History** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 hours lab
Advisory: AHIS 1 (formerly ARTA 1)
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer special projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

ASTRONOMY

■ **ASTR 5 — Introduction to Astronomy** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
A non-technical survey of the Universe. Fundamental concepts and facts of astronomy. Topics include the origin and evolution of planets, stars, and galaxies; results of space exploration and modern cosmology. Enroll in ASTR 5L to receive laboratory science credit. Field trips may be required.

■ **ASTR 5H — Introduction to Astronomy - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A; acceptance into Honors Program
An honors course designed to provide an enriched experience. A non-technical survey of the Universe. Fundamental concepts and facts of astronomy. Topics include the origin and evolution of planets, stars, and galaxies; results of space exploration and modern cosmology. Enroll in ASTR 5L to receive laboratory science credit. Field trips may be required. Students may not receive credit for both ASTR 5H and ASTR 5.

■ **ASTR 5L — Astronomical Observing Laboratory** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Corequisite: ASTR 5 or ASTR 5H or ASTR 7 or ASTR 8 (may have been taken previously)
Provides practical experience in astronomy including use of telescopes and demonstrations in the college planetarium. Occasional evening observing sessions with the telescopes and other field trips are required.

■ **ASTR 7 — Geology of the Solar System** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A study of the Earth-like planets, satellites, and meteorites, from a geological point of view. Surveys geological methods and their application to the study of cratering, tectonic and volcanic activity, weathering, rock formation, landsliding, erosion, faulting, etc. Emphasis on solar system bodies other than Earth. Field trips may be required.

■ **ASTR 8 — Introduction to Stars, Galaxies, and the Universe** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Survey of current astronomical models, structure and evolution of stars, galaxies, and the universe. Field trip(s) required. Enroll in ASTR 5L to receive lab science credit.

■ **ASTR 99 — Special Projects in Astronomy** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
In order to offer selected students recognition for their academic interests and ability, and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Student must have instructor's authorization before enrolling in this class. Students who repeat this course will improve skills through further instruction and practice.

BIOLOGY

■ **BIOL 1 — General Biology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: ENGL 67
Advisory: READ 90
Major principles and concepts, including cellular biology, energy relationships, biological systems, heredity, evolution and ecology for non-science majors.

■ **BIOL 2 — Plant and Animal Biology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: BIOL 1 or BIOL 4; and Math 71
Basic structures and functions of plants and animals including concepts in systematics, evolution, physiology, ecology, and biotic relationships.

■ **BIOL 3 — Ecology and Field Biology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Identification and ecological relationships of common local plants and animals. Emphasizes evolutionary relationships; ecology including animal behavior, communities, ecosystems, wilderness and wildlife preservation, and population dynamics. Techniques of collecting and preserving. Many laboratory meetings conducted off campus; most trips require walking/ hiking. Includes one weekend or all day field trip.

■ **BIOL 4 — Biology for Majors** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
72 hours lab
Prerequisite: CHEM 10 or CHEM 40, and MATH 71
Examines core principles of biology required for advanced study, including concepts of cellular and molecular biology, bioenergetics, genetics, reproduction, evolution, biodiversity, and ecology. Includes one hour discussion group per week.

■ **BIOL 4H — Biology for Majors - Honors** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
72 hours lab
Prerequisite: Acceptance into the Honors Program, CHEM 10, and MATH 71
Explores core principles of biology required for advanced study, including concepts of cellular and molecular biology, bioenergetics, genetics, reproduction, evolution, biodiversity and ecology. An honors course designed to provide an enriched experience for accelerated students. Students may not receive credit for both BIOL 4 and BIOL 4H.

■ **BIOL 5 — Contemporary Health Issues** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Provides an overview of contemporary health issues known to affect the quality and longevity of life. Topics include: sexuality and reproduction, stress management, fitness and nutrition, substance use and abuse, and environmental quality. Emphasis is on prevention of illness and injuries. May satisfy the Health Education requirement for a California State Teaching Credential.

■ **BIOL 6 — Humans and the Environment** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Ecological concepts to aid understanding our environmental crisis and determining courses of action to correct the problem. Emphasis will be placed on specific problems of population, pollution, preservation of wildlife and wilderness, and open space. A historical appraisal of human attitudes toward the land and of the necessity of developing a new land ethic.

■ **BIOL 6L — Humans and the Environment Laboratory** **2 Units**
Degree Applicable, CSU, UC
108 hours lab
Corequisite: BIOL 6 (may have been taken previously)
Investigates major principles and problems of humans and the environment in the field and in the biological science laboratory. Most laboratory meetings will be conducted at off-campus locations. Some trips will require significant amounts of walking. Course includes one weekend field trip. Taking BIO 6 prior to BIO 6L is highly recommended.

■ **BIOL 8 — Cell and Molecular Biology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: BIOL 4 or BIOL 4H, and CHEM 50
Introduction to cell and molecular biology including eukaryotic cells, eukaryotic organelles, protein structure and functions; DNA and RNA structure and functions; protein synthesis; genome organization in viruses, prokaryotes and eukaryotes; gene cloning; protein and DNA technology and applications of genetic engineering.

■ **BIOL 13 — Human Reproduction, Development and Aging** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Provides a basic understanding of human development, from conception to death. Conception, growth, maturation and aging are studied as a natural continuum, influenced by our bio-physical and psycho-social environment. Several off-campus sites, related to course content, will be visited.

■ **BIOL 15 — Human Sexuality** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Surveys biological, behavioral, cultural and ethical aspects of human sexuality. Contains mature and sexually explicit content.

■ **BIOL 15H — Human Sexuality - Honors** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Acceptance into the Honors Program
Surveys biological, behavioral, cultural and ethical aspects of human sexuality. Contains mature and sexually explicit content. An honors course designed to provide an enriched experience. Students may not receive credit for both BIOL 15 and BIOL 15H.

■ **BIOL 17 — Neurobiology and Behavior** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
An integrated analysis of the biological, ecological and evolutionary bases of behavior (ethology.) Historical and evolutionary contexts are emphasized through a detailed consideration of the psychobiological, ecological, ontological and sociobiological determinants of animal behavior. Field trips may be required.

■ **BIOL 20 — Marine Biology** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
An introduction to the marine environment including the principles of marine science, biology of marine invertebrates and vertebrates, structure and function of marine ecosystems, and human impact on the ocean. Field trip required.

■ **BIOL 21 — Marine Biology Laboratory** **1 Unit**
Degree Applicable, CSU, UC

54 hours lab
Corequisite: BIOL 20 (may have been taken previously)
An introduction to the field and laboratory aspects of the marine environment. Emphasizes the structure and functional biology of marine invertebrates and vertebrates, ecology of intertidal organisms and ecology of estuaries. Field trips required.

■ **BIOL 24 — Introduction to Public Health** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: Eligibiilty for ENGL 68
Public health concepts and practice by examining the philosophy, purpose, history, organization, function, tools, activities and outcomes of public health practice at the global, national, state, and community levels. Instruction prepares students to identify and assess important national and international problems and ethical issues facing public health today.

■ **BIOL 34 — Fundamentals of Genetics** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: BIOL 4 or BIOL 4H
Explores theory and applications of genetics. Major topics include Mendelian and molecular genetics, mechanisms of inheritance, gene expression, linkage and chromosome mapping, mutations and evolution, population genetics, and ethical and moral implications of DNA technology.

■ **BIOL 34L — Fundamentals of Genetics Lab** **1 Unit**
Degree Applicable, CSU

54 hours lab
Corequisite: BIOL 34 (May have been taken previously)
Experiments and problem solving in genetics including Mendelian Genetics, linkage and recombination, cell division, mutation, molecular genetics including use of PCR and electrophoresis, population genetics, and bioinformatics.

■ **BIOL 50 — Biology Basic Skills** **.5 Unit**
Not Degree Applicable

(May be taken for Pass/No Pass only)
9 hours lecture
Basic skills needed for students to succeed in biological science classes. Topics include a contrast of the academic demands of science to non-science disciplines, preparation for biological laboratory experiences as well as lectures, development of personal study plan to manage the large volume of information, interpretation of biological graphs and diagrams, introduction to common Latin and Greek words to build vocabulary, use of memorization techniques, application of test-taking strategies for biological exams, especially lab practica, and analysis of test results. These techniques and strategies will be discussed using biological concepts and vocabularies as examples. Recommended to be taken concurrently with any biological science class.

■ **BIOL 99A — Special Projects in Biology** **1 to 2 Units**
Degree Applicable, CSU

(May be taken four times for credit)
18 to 36 hours lecture
In order to offer students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students must have instructor's authorization before enrolling in this course. Students repeating this course will make individual contracts of a more advanced nature with the instructor to insure that proficiencies are enhanced.

BOTANY

■ **BTNY 3 — Plant Structures, Functions, and Diversity** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Advisory: BIOL 1 or BIOL 4 and Eligibility for ENGL 1A
An introduction to the structures, functions and comparative morphology, and phylogenetic relationships of organisms from bacteria to angiosperms with an emphasis on ethnobotany, evolution, classification, ecology and conservation. Several laboratory meetings are mandatory field trips, conducted off-campus, and students provide their own transportation.

BUSINESS: ACCOUNTING

■ **BUSA 7 — Principles of Accounting - Financial** **5 Units**
Degree Applicable, CSU, UC

90 hours lecture
Prerequisite: BUSA 11 or eligibility for MATH 51
Advisory: Eligibility for ENGL 1A
Introduction to financial accounting required of Business Administration and Accounting majors. Defines financial accounting and its relevance to business decision makers, accounting concepts and techniques, analysis and recording of financial transactions, and preparation, analysis and interpretation of financial statements focusing on application of generally accepted accounting practices. Includes asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, ethics, and financial statement analysis. General Ledger Accounting Software program is integrated throughout and used to complete various homework assignments.

■ **BUSA 8 — Principles of Accounting - Managerial** **5 Units**
Degree Applicable, CSU, UC

90 hours lecture
Prerequisite: BUSA 7
Review of managerial accounting, job and process costing, cost-volume-profit analysis, cost behavior analysis and use, cost allocation, the budgeting process, responsibility accounting in a decentralized operation, standard costing, pricing decisions, relevant costs for decision making, segment reporting, variable costing, capital budgeting decisions, inventory management and analysis, and financial statement analysis. Gives the student the tools and methods needed for decision making.

■ **BUSA 11 — Fundamentals of Accounting** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: BUSA 68 or eligibility for MATH 50
Accounting vocabulary and theory, equations to solve word problems, percentages, simple and compound interest, payroll, business taxes, present value, investments, inventory, depreciation, financial statement analysis and ratios.

■ **BUSA 21 — Cost Accounting** **4 Units**
Degree Applicable

72 hours lecture
18 hours lab
Prerequisite: BUSA 8
Practical and theoretical concepts of cost accounting. Includes variable and fixed costs, cost-volume-profit analysis, job order and process costing, activity-based costing, general and flexible budgeting, standard costs, product costing/pricing methods, cost allocation, inventory management, capital budgeting, and transfer pricing.

■ **BUSA 52 — Intermediate Accounting** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSA 8
Detailed review of basic accounting concepts and principles and an in-depth analysis of the balance sheet and income statement. Emphasis is placed on the changing nature of principles and practices, the application of present-value concepts, the complexity of transactions that arise in a complex economic environment and the use of accounting information in decision making.

■ **BUSA 53 — Ten-Key Calculations** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Prerequisite: BUSA 68 or eligibility for MATH 50
Operation of electronic calculators by the touch method to solve business and accounting problems. Focuses on the application of calculator features to specific business concepts including banking records, payroll, invoice pricing and inventory.

■ **BUSA 58 — Federal Income Tax Law** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSA 7 or BUSA 72
Federal and state income tax laws as related to individuals, partnership and corporation taxation including interpretations of recent changes. Emphasis is placed on individual income taxes and related problems in research through the use of a federal tax reporting service.

■ **BUSA 68 — Business Mathematics** **3 Units**
Not Degree Applicable
54 hours lecture
Reviews addition, subtraction, multiplication, division, decimals, percentages, fractions, sign numbers, equations and problem solving.

■ **BUSA 70 — Payroll and Tax Accounting** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: Eligibility for BUSA 11
Examines all areas of on-the-job payroll accounting. Surveys the various tax procedures required by the employer and employee in filing the correct forms for Social Security, federal, and state income taxes and their reconciliation. Laws related to Worker's Compensation, State Disability Benefit Laws and Fair Employment Practices are discussed.

■ **BUSA 71 — Personal Financial Planning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Personal and family financial planning for those who wish to understand their own finances across the lifespan and assist others in money management. Topics include financial goal setting, budgeting, consumer credit, debt management, banking functions, income taxes, home ownership, insurance, investing, and retirement planning. Students may not earn credit for both BUSA 71 and FCS 80.

■ **BUSA 72 — Bookkeeping - Accounting** **5 Units**
Degree Applicable
90 hours lecture
Prerequisite: BUSA 68 or eligibility for MATH 50
Fundamental bookkeeping and accounting principles including the accounting cycle for service and merchandising companies, cash management, payroll and special journals. Computerized simulations and completion of a practice set.

■ **BUSA 75 — Using Microcomputers in Financial Accounting** **1 Unit**
Degree Applicable
18 hours lecture
Prerequisite: BUSA 7 or BUSA 72
Application of basic accounting concepts utilizing a computerized ledger software program. Hands-on use of a microcomputer to process accounting transactions, prepare statements and reports, and complete accounting cycle tasks. Completion of a computerized accounting practice set will be required.

■ **BUSA 76 — Using Microcomputers in Managerial Accounting** **1 Unit**
Degree Applicable
18 hours lecture
Prerequisite: BUSA 7 or BUSA 72
Analyze financial data and prepare managerial accounting reports using Excel software. Development of "what-if" formulas to be used as an aid in decision-making. Manufacturing and consolidation worksheets, financial statement analysis, and statement of cash flows.

■ **BUSA 81 — Work Experience in Accounting** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Advisory: BUSA 7 or BUSA 72
Provides accounting students with actual on-the- job experience in an approved work site which is related to classroom-based learning. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. Work experience placement is not guaranteed but assistance is provided. Students who repeat this course will improve skills through further instruction and practice.

BUSINESS: BUSINESS COMMUNICATIONS

■ **BUSO 5 — Business English** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Thorough training in the skills and techniques of English, as applied to business situations, with emphasis on effective paragraphs and memos.

■ **BUSO 25 — Business Communications** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: ENGL 1A
Written communications including letters and memos meeting a variety of situations in the business environment. Includes writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

■ **BUSO 26 — Oral Communications for Business** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Oral communication used in business situations such as training sessions, presentations, professoinal discussions, and telephone interactions.

■ **BUSO 96A — Business Vocabulary** **1.5 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
27 hours lecture
Develops a broad word command of new and specialized business vocabulary for use in various businesses. Improves vocabulary to enhance written and oral communication

BUSINESS: ECONOMICS

■ **BUSC 1A — Principles of Economics - Macroeconomics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A, and successful completion of MATH 71 or MATH 71B or MATH 71X
Principles of aggregate economic analysis; economic cycles including recession, unemployment, inflation and economic growth; national income accounts; money and financial institutions; monetary and fiscal policy; alternative economic viewpoint; budget deficits and public debts; international trade and finance.

■ **BUSC 1AH — Principles of Economics - Macroeconomics - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program and MATH 71, or MATH 71B, or MATH 71X
Principles of aggregate economic analysis; economic cycles including recession, unemployment, inflation and economic growth; national income accounts; money and financial institutions; monetary and fiscal policy; alternative economic viewpoint; budget deficits and public debts; international trade and finance. An honors course designed to provide an enriched experience. Students may not receive credit for both BUSC 1A and BUSC 1AH.

■ **BUSC 1B — Principles of Economics - Microeconomics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: BUSC 1A or BUSC 1AH
Economic analysis with emphasis on price and distribution theory, scarcity, opportunity costs, supply, demand, elasticity; cost theory; price and output determination under various market structures; factor markets; public choice; income distribution; externalities and government regulation; comparative economic systems.

■ **BUSC 1BH — Principles of Economics - Microeconomics - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: BUSC 1A or BUSC 1AH
Economic analysis with emphasis on price and distribution theory, scarcity, opportunity costs, supply, demand, elasticity; cost theory; price and output determination under various market structures; factor markets; public choice, income distribution, externalities and government regulations; comparative economic systems. An honors course designed to provide an enriched experience. Students may not receive credit for both BUSC 1B and BUSC 1BH.

■ **BUSC 17 — Applied Business Statistics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MATH 71
Statistical reasoning and application of primary statistical techniques used in solving managerial problems. Topics include: collection and interpretation of data, measures of central tendency and dispersion, probability distributions, sampling and estimation, hypothesis testing, analysis of variance, linear regression and correlation and index numbers.

BUSINESS: LAW

■ **BUSL 18 — Business Law** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Principles of business law emphasizing legal setting of business, nature of the law and court procedure, principles of contract law, sales of goods under the Uniform Commercial Code, personal property, bailments, and secured transactions.

■ **BUSL 18H — Business Law - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Principles of business law emphasizing legal setting of business, nature of the law and court procedure, principles of contract law, sales of goods under the Uniform Commercial Code, personal property, bailments, and secured transactions. An honors course designed to provide an enriched experience. Students may not receive credit for both BUSL 18 and BUSL 18H.

■ **BUSL 19 — Advanced Business Law** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: BUSL 18
Principles of business law emphasizing commercial paper, agency, partnerships, corporations, bankruptcy, regulation of trade and real property.

■ **BUSL 20 — International Business Law** **3 Units**
Degree Applicable
54 hours lecture
Advisory: Eligibility for ENGL 68
A comparative approach to the study of the international legal environment for business. Cultural, political, economic and ethical issues are emphasized as well as traditional business law subjects such as sales, commercial paper, corporate law, agency, licensing, employment, crimes, trade regulation and technology transfers.

BUSINESS: MANAGEMENT

■ **BUSM 10 — Principles of Continuous Quality Improvement** **3 Units**
Degree Applicable
54 hours lecture
Advisory: Eligibility for ENGL 68 or BUSO 5
History and evolution of thought in Continuous Quality Improvement, including the theories and methods of Deming, Juran and Crosby. The quality management process and tools for the continuous improvement of quality are presented. Relevant case studies are included.

■ **BUSM 20 — Principles of Business** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Study of business and its functions, background, development, organization, and opportunities. Business terms, current trends, methods, contemporary and future problems, and current business practices are covered.

■ **BUSM 25 — Principles of E-Commerce** **3 Units**
Degree Applicable
54 hours lecture
Advisory: Eligibility for ENGL 68 or BUSO 5
A hands-on course focusing on learning the principles of E-commerce through the use of the internet. Students study the economic importance of E-commerce domestically and internationally. Includes uses of the internet, consumer buying, retail and business purchases, Internet marketing, digital advertising, global E-commerce and business Web sites.

■ **BUSM 50 — World Culture: A Business Perspective** **3 Units**
Degree Applicable, CSU
54 hours lecture
An overview of the effects of culture on business communication and interaction. Cultural roles and components are described and related to the business environment and the student's own culture.

■ **BUSM 51 — Principles of International Business** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68 or BUSO 5
An overview of the rapidly changing international business environment, designed to provide a global perspective. Introduces global viewpoints across the full spectrum of business functions, including, but not limited to: accounting, finance, human resources, management, operations, production, purchasing, and strategic planning.

■ **BUSM 52 — Principles of Exporting and Importing** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68 or BUSO 5
Acquaints the student with the vocabulary, acronyms and the basic information needed for an understanding of and participating in the exporting and importing of goods and services.

■ **BUSM 60 — Human Relations in Business** **3 Units**
Degree Applicable, CSU

54 hours lecture
Behavior, personality, self-management, self-development, and elementary business psychology as an aid to furthering the student's business advancement and lifelong learning. Class discussions focus on the student's understanding of intrapersonal and interpersonal effectiveness with emphasis on communications, motivation, leadership and other related areas.

■ **BUSM 61 — Business Organization and Management** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: BUSM 20
Functions of management, techniques of decision making and problem solving, and methods used by the manager to achieve organizational goals. Various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls are discussed.

■ **BUSM 62 — Human Resource Management** **3 Units**
Degree Applicable

54 hours lecture
Direction of people including guidance, control supervisory problems, training, job analysis interviewing, testing, rating, and other functions involving human resources. Designed to improve the overall understanding of the relationship between the individual and the business organization.

■ **BUSM 66 — Small Business Management** **3 Units**
Degree Applicable, CSU

54 hours lecture
Practical problems encountered in organizing and operating a small business enterprise: initiating the business, financial and administrative control, legal and government relationships and other related considerations.

■ **BUSM 81 — Work Experience in Business** **1 to 4 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Corequisite: BUSM 20 (may have been taken previously)
Provides business students with actual on-the-job experience in an approved worksite which is related to classroom-based learning. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. Work experience placement is not guaranteed but assistance is provided. Students who repeat this course will improve skills through further instruction and practice.

■ **BUSM 85 — Special Issues in Business** **2 Units**
Degree Applicable

(May be taken two times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Provide business majors with a forum to gain knowledge, develop techniques, problem solve and implement an actual business plan. Special emphasis will be placed on the particular project of the actual business used as the class project. Students who repeat this course will improve skills through further instruction and practice.

BUSINESS: PARALEGAL

■ **PLGL 30 — Introduction to Paralegal/Legal** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite:ENGL 68
Federal and state legal systems, the relationship of paralegals to attorneys, legal writing and research, investigation of claims, and legal ethics for paralegals.

■ **PLGL 31A — Legal Analysis and Writing** **3 Units**
Degree Applicable, CSU

54 hours lecture
Corequisite: PLGL 30 or BUSL 30 (may have been taken previously)
Use of a law library for legal research and references, reading and analyzing codes and statutes, and preparation of case briefs and research reports.

■ **PLGL 31B — Advanced Legal Analysis and Writing** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: PLGL 30 and PLGL 31A
Preparation of research memoranda, trial briefs, appellate briefs and other paralegal documents. Continuation of PLGL 31A, Legal Analysis and Writing.

■ **PLGL 33A — Civil Procedure Pretrial** **3 Units**
Degree Applicable, CSU

54 hours lecture
Corequisite: PLGL 30 (may have been taken previously)
Analysis of the pretrial procedural steps to litigating a cause of action. Examines the concepts of jurisdiction, venue, parties to the action, summons, default judgments, and pleadings.

■ **PLGL 33B — Civil Procedure-Trial and Post-Trial** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: PLGL 33A
Preparing for litigation. Includes discovery, preparation of law and motion documents, remedies, summary judgments, motions to dismiss, settlements, and arbitration.

■ **PLGL 35A — Law Office Procedures** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: PLGL 30
Examines procedures utilized by a paralegal in a law office. Includes knowledge of court systems, preparation and filing of legal papers and court documents, and drafting specialized documents in such areas as estate planning, real estate, divorce, unlawful detainer, adoption, corporations, conservatorships and guardianships.

■ **PLGL 35B — Automated Law Office Procedures** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: PLGL 35A
Corequisite: PLGL 30 (may have been taken previously)
Advisory: CISB 15 or equivalent computer experience
Use of the personal computer for special purposes in the law office; includes the drafting of pleadings, legal research, document control, preparation of billing, law office and case load management, and tax reports.

■ **PLGL 36 — Paralegal Internship** **1 Unit**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 hours lab
Prerequisite: PLGL 31A, PLGL 33A, and PLGL 35A
Corequisite: PLGL 31B, PLGL 33B, PLGL 35B, PLGL 37, PLGL 39 (may have been taken previously)
Designed to provide the student with actual on-the-job experience in the paralegal profession which relates to student's classroom based learning. Placement is not guaranteed but assistance is provided by the paralegal faculty. A minimum of five hours per week of supervised work (minimum 75 paid clock hours or 60 non-paid clock hours per semester) is required. Students who repeat this course will improve skills through further instruction and practice.

■ **PLGL 37 — Tort Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Analysis of the law of torts including intentional torts such as assault, battery, false imprisonment, defamation, privacy, trespass and nuisance, negligence, and strict liability. Examination of insurance defense issues.

■ **PLGL 38 — Employment and Ethical Issues in Paralegalism** **2 Units**
Degree Applicable

36 hours lecture
Prerequisite: PLGL 31A, PLGL 33A, and PLGL 35A
Corequisite: PLGL 31B, PLGL 33B, PLGL 35B, PLGL 37, PLGL 39 (may have been taken previously)
Job search skills including preparation of professional resumes and cover letters. interviewing techniques, networking, application of these skills in beginning the search for paralegal employment, and paralegal and attorney ethics.

■ **PLGL 39 — Contract Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Laws relating to the formation of contracts. Includes study of the statute of frauds, third-party rights, liability for breach of contract, remedies, discharge, and the Uniform Commercial Code.

■ **PLGL 40 — Landlord-Tenant Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Landlord-tenant law and creation of legal documentation to represent the landlord-tenant relationship. Examination of the rights and liabilities of the landlord and the tenant.

■ **PLGL 41 — Property Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Examination of the law relating to real and personal property. Analysis of the various forms of ownership of real property; easements, covenants, conditions, and licenses; constitutional questions; types of real estate deeds; and land use controls.

■ **PLGL 42 — Family Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Laws relating to marriage, dissolution, nullity, and legal separation. Includes topics of community property, child custody, child support, spousal support, and prenuptial/antenuptial agreements.

■ **PLGL 43 — Wills and Trusts** **3 Units**
Degree Applicable, CSU

54 hours lecture
Legal principles of the laws of wills and trusts, organization and jurisdiction of the California Probate Courts, estate planning and estate taxes.

■ **PLGL 44 — Bankruptcy Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Creation, scope, and administrative function of federal bankruptcy proceedings and arrangements. Includes wage earner plans and insolvency proceedings.

■ **PLGL 45 — Creditors' Rights** **3 Units**
Degree Applicable, CSU

54 hours lecture
Creation, perfection, and enforcement of security interests in property. Unsecured creditors and their methods of enforcing rights and obtaining judgments.

■ **PLGL 47A — Litigation Procedures** **3 Units**
Degree Applicable

54 hours lecture
Overview of litigation procedures. Description of a trial and trial presentations are emphasized. Preparation of opening statements, direct and cross examinations, and closing statements. Elements of oral argument are examined. Methods of responding to questioning are analyzed.

■ **PLGL 47B — Litigation Practice** **1.5 Units**
Degree Applicable

27 hours lecture
Students will present a case and evaluate the effectiveness of their presentation. Continuous revision of opening arguments, closing arguments, direct examinations, and cross-examinations.

■ **PLGL 48 — Criminal Law and Procedures** **3 Units**
Degree Applicable, CSU

54 hours lecture
General principles of criminal law and procedure, elements of crimes against person and property, parties to a crime, defenses to crimes. Analysis of procedural law relating to arrest, search and seizure, rights to counsel and a jury, evidentiary issues, sentencing and appeal.

■ **PLGL 49 — Evidence Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Overview of evidence law in civil and criminal cases: principles of relevance and competence of evidence; hearsay and character evidence rules; evidentiary privileges; use and authentication of writings. Use of evidence at trial, burdens of proof and presumptions, constitutional issues.

■ **PLGL 50 — Comparative Law** **3 Units**
Degree Applicable

54 hours lecture
Advisory: Eligibility for ENGL 1A
A comparison of the traditions and legal systems of various nations. Specific legal concepts and principles relating to areas of business, substantive law, and procedural law are compared to illustrate and distinguish those systems from the U.S. system. Ethics, language, and management issues are considered with regard to doing business abroad.

BUSINESS: REAL ESTATE

■ **BUSR 50 — Real Estate Principles** **3 Units**
Degree Applicable, CSU

54 hours lecture
Introductory real estate law, public control, property valuation, finance and real estate practice. Meets some of the California Real Estate Salesperson and Broker License requirements and meets 30 hours toward Basic Appraisal Procedures 2008 Appraiser Qualifications Board (AWB) requirements for certified-residential/certified-general appraiser license. Also provides 30 hours toward office of real estate Appraisers (OREA) requirements for state licensing.

■ **BUSR 51 — Legal Aspects of Real Estate** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: BUSR 50 or employment in the real estate field
Real estate contracts, leases, deeds, foreclosures, homesteads, agency, and disclosures. Can be used to meet the additional educational requirements for the salesperson or broker license.

■ **BUSR 52 — Real Estate Practice** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: BUSR 50 (may have been taken previously) or employment in the real estate field
Office procedures and practices in listings, advertising, prospecting, financing, exchanges, property management, salesmanship, land utilization and public relations. A course in real estate practice must be completed within 18 months of licensure.

■ **BUSR 52D — Real Estate Practice Work Experience** **3 Units**
Degree Applicable

(May be taken four times for credit)
225 hours lab
Corequisite:BUSR 50 and not possessing a permanent California real estate license at time of enrollment. Student must be enrolled in seven units minimum including work experience units.
Provides a minimum of 180 hours of on-site real estate office and/or field work experience under the supervision of a licensed California real estate professional and a college instructor/coordinator. Designed to satisfy Department of Real Estate licensing requirements serving as an equivalent to BUSR 52. Students who repeat this course will improve their skills through further instruction and practice.

■ **BUSR 53 — Real Estate Finance** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: BUSR 50 or employment in the real estate field
Real estate financing sources, loans underwriting, applications, and appraisals. Can be used to meet the additional education requirement of the salesperson or broker license.

■ **BUSR 55 — Real Estate Economics** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSR 50 or employment in the real estate field
Analysis of international, national and local factors which determine the value of real estate. Required by the DRE for the real estate broker license and may be used as the elective course for the salesperson license.

■ **BUSR 57 — Income Tax Aspects of Real Estate Investments** **3 Units**
Degree Applicable
54 hours lecture
Current income tax principles governing the acquisition, ownership, operation and disposition of real property investments with special emphasis on tax planning and integration of tax concepts with procedural aspects. May be used as an elective course to satisfy one of the California Department of Real Estate's requirements for the salesperson or broker license.

■ **BUSR 59 — Real Estate Property Management** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSR 50
Property management for owners and managers of residential and commercial income properties. Meets California real estate license requirements for salesperson and broker.

■ **BUSR 60 — Real Estate Investment Planning** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSR 50 or employment in the real estate field
A comprehensive analysis of various investment strategies, techniques, systems, and theories involving all forms of real estate with particular emphasis on research methods needed for successful investing.

■ **BUSR 62 — Mortgage Loan Brokering and Lending** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSR 50 or employment in the real estate field.
Overview of the technical knowledge of the State and Federal laws that govern the practice of mortgage loan brokerage and lending in the State of California as well as mortgage lending history and process. May be used as an elective for the salesperson or broker license.

■ **BUSR 76 — Escrow Procedures I** **3 Units**
Degree Applicable
54 hours lecture
A case study method of escrow procedures including processing of sale escrows with and without new trust deed financing; learning and using the vocabulary of escrow; drawing of documents; and other processing details pertinent to handling escrows from inception to closing. May be used as an elective for the salesperson or broker license.

■ **BUSR 77 — Escrow Procedures II** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: BUSR 76
Advanced escrow procedures covering the more unusual and difficult types of escrows and evaluating the possible solutions. Emphasis on practical processing of real estate sale and loan transactions with some personal property sales. Designed to assist those either directly or indirectly connected with the escrow industry.

■ **BUSR 81 — Appraisal: Priniciples and Procedures** **3.5 Units**
Degree Applicable
63 hours lecture
Principles and procedures of appraising real property with emphasis on residential properties. Required by Office of Real Estate Appraisers (OREA) for all appraisal licenses and by the Department of Real Estate (DRE) for real estate broker license. Provides 60 hours toward OREA requirements for state licensing. Includes all topics listed in Appraisal Qualifications Board (AQB) Basic Appraisal Principles and Basic Appraisal Procedures modules. May be used as the elective course for the salesperson license.

■ **BUSR 82 — Uniform Standards of Professional Appraisal Practice (USPAP)** **1 Unit**
Degree Applicable
18 hours lecture
Emphasizes appraisal standards and professional ethics. Meets the national 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) requirement for initial licensing by the Office of Real Estate Appraisers (OREA).

■ **BUSR 83 — Residential Appraisal** **3.5 Units**
Degree Applicable
63 hours lecture
Includes all topics listed in Appraisal Qualifications Board (AQB)Modules: Residential Market Analysis and Highest and Best Use, Residential Appraiser Site Valuation and Cost Approach, and Residential Sales Comparison and Income Approaches. Required by Office of Real Estate Appraisers (OREA) for all appraisal licenses and provides 60 hours toward OREA requirements for appraisal licensing. May be used as the elective course for the salesperson license or the required appraisal course for broker license.

■ **BUSR 84 — Residential Appraisal: Case Studies** **2.5 Units**
Degree Applicable
45 hours lecture
Emphasizes residential appraisal case studies, report writing, statistics, modeling, and finance. Required by Office of Real Estate Appraisers (OREA) for all appraisal licenses. Provides 45 hours toward OREA requirements for state licensing. Includes all topics listed in Appraisal Qualifications Board (AQB) Modules: Residential Report Writing and Case Studies; Statistics, Modeling, and Finance; and Advanced Residential Applications and Case Studies.

BUSINESS: SALES, MERCHANDISING, AND MARKETING

■ **BUSS 33 — Advertising and Promotion** **3 Units**
Degree Applicable, CSU
54 hours lecture
Characteristics and role of advertising and promotion in business are explored. Emphasis is placed on promotional mix, trend and forecast research, and developing a comprehensive multimedia promotion plan including advertising layout and copy. Students may not receive credit for both BUSS 33 and FASH 63.

■ **BUSS 35 — Professional Selling** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Principles of selling and the role of a salesperson in the marketing process. Includes characteristics and skills necessary for a successful salesperson, techniques for prospecting and/or qualifying buyers, buyer behavior and critical steps in the selling process. Students develop and offer a sales presentation for a selected product, service or concept.

■ **BUSS 36 — Principles of Marketing** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Organization and function of system of distributing goods and services from the point of production to the consumer. Preparation of a marketing plan using product, distribution, promotional and pricing strategies.

■ **BUSS 50 — Retail Store Management and Merchandising** **3 Units**
Degree Applicable, CSU
54 hours lecture
Principles and practices used in the management and merchandising of retail stores. Includes all aspects of the critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service. Students may not receive credit for both FASH 62 and BUSS 50.

■ **BUSS 79 — Work Experience in Marketing Management** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: BUSS 33 or BUSS 35 or BUSS 36 or BUSS 50 and compliance with Work Experience regulations as designated in the College Catalog
Provides marketing students with actual on-the-job experience in an approved work site which is related to classroom-based learning. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work Experience placement is not guaranteed but assistance is provided by the business faculty. Students who repeat this course will improve skills through further instruction and practice.

■ **BUSS 85 — Special Issues in Marketing** **2 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Prerequisite: BUSS 33 or BUSS 35 or BUSS 36 or BUSS 50
Provides marketing majors with a forum to gain knowledge, develop techniques, problem solve, and implement an actual business marketing plan. Special emphasis will be placed on the particular project of the actual business used as the class project. Students who repeat this course will improve skills through further instruction and practice.

CHEMICAL TECHNOLOGY

■ **CHMT 1 — Introduction to Chemical Laboratory Technology** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: CHEM 10
A survey of chemical laboratory professional and ethical responsibilities, aspects of environmental health and safety, safe handling of chemicals, data collection, data presentation, and strategies for quality improvement. Group projects and case studies will be used to illustrate specific aspects of the course. May include field trips.

■ **CHMT 8 — Work Experience in Chemical Technology** **1 to 2 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 150 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Provides Chemistry Technology students with actual on-the-job experience in an approved work setting which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

CHEMISTRY

■ **CHEM 10 — Chemistry for Allied Health Majors** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
72 hours lab
Prerequisite: Eligibility for MATH 71
Principles of inorganic chemistry including measurements, structure, nomenclature, reactions, radioactivity, energy, properties of matter, acids/bases and solutions. For Allied Health majors such as nursing, dental hygiene, radiation technology. Completion does not give eligibility for CHEM 50.

■ **CHEM 20 — Introductory Organic and Biochemistry** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Prerequisite: CHEM 10 or CHEM 40
Nomenclature, structure, function and reactions of major classes of organic compounds and of biomolecules, including amino acids, lipids, carbohydrates, nucleic acids and proteins. Structure and function of vitamins, coenzymes and enzymes. Metabolic pathways and biochemical energy.

■ **CHEM 40 — Introduction to General Chemistry** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
72 hours lab
Prerequisite: Eligibility for MATH 71
Advisory: Eligibility for ENGL 1A
Introduction to measurements, structure and properties of matter, writing/balancing equations, stoichiometry, properties and behavior of gases, and properties of solutions. For science/ engineering majors preparing for admission into General Chemistry (CHEM 50.)

■ **CHEM 50 — General Chemistry I** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Prerequisite: (CHEM 40 or satisfactory score on Chemistry Placement Examination) and (MATH 71, 71B or 71X or equivalent)
Topics in general chemistry such as scientific method, measurements, nomenclature, formulas and equations, reaction patterns, stoichiometry, thermodynamic processes, periodic trends, atomic structure, molecular bonding and geometry, properties of gases, liquids, solids and solutions. Emphasis is on critical thinking and mathematical problem-solving using dimensional analysis. Hands-on laboratory experiments use computer and calculator-based technologies in data acquisition and analysis. Introduces techniques of scientific writing.

■ **CHEM 50H — General Chemistry I - Honors** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Prerequisite: Acceptance into the Honors Program. Also (CHEM 40 or satisfactory score on the Chemistry Placement Exam) and (MATH 71, 71B or 71X or equivalent)
Topics in general chemistry such as scientific method, measurements, nomenclature, formulas and equations, reaction patterns, stoichiometry, thermodynamic processes, periodic trends, atomic structure, molecular bonding and geometry, properties of gases, liquids, solids and solutions. Emphasis is on critical thinking and mathematical problem-solving using dimensional analysis. Hands-on laboratory experiments use computer and calculator-based technologies in data acquisition and analysis. Introduces techniques of scientific writing. An honors course designed to provide an enriched experience. Students may not receive credit for both CHEM 50 and CHEM 50H.

■ **CHEM 51 — General Chemistry II** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Prerequisite: CHEM 50 or CHEM 50H
The application of the laws, theories and principles presented in CHEM 50 to a variety of chemical systems. Topics include kinetics, equilibrium, thermodynamics, acid-base and oxidation-reduction reactions, transition metals, electrochemistry and nuclear chemistry. Emphasis is on critical thinking and mathematical problem- solving. Laboratory experiments use computer and calculator-based technologies in data acquisition and analysis.

■ **CHEM 60 — Quantitative Chemical Analysis** **5 Units**
Degree Applicable, CSU, UC

54 hours lecture
108 hours lab
Prerequisite: CHEM 51
Techniques of gravimetric, volumetric and instrumental analysis. Precision in measurements, computations, accurate record keeping and report writing. General procedures, skills, methods, practices, philosophies, terminologies and ethics found in industrial, governmental and academic laboratories.

■ **CHEM 80 — Organic Chemistry** **5 Units**
Degree Applicable, CSU, UC
54 hours lecture
108 hours lab
Prerequisite: CHEM 51
Designed for chemistry, biochemistry, chemical engineering and biology majors; also for those in pre-professional programs such as medicine, veterinary medicine, dentistry, optometry and pharmacy. Structure/reactivity relationships, energetics, reactions, reaction mechanisms, synthesis, separation, characterization and spectroscopic methods for organic compounds. To assure that all content material is covered, it is recommended that students complete the entire one-year sequence at one campus prior to transfer.

■ **CHEM 81 — Organic Chemistry** **5 Units**
Degree Applicable, CSU, UC
54 hours lecture
108 hours lab
Prerequisite: CHEM 80
Continuation of CHEM 80. Designed for chemistry, biochemistry, chemical engineering and biology majors; also for those in pre-professional programs such as medicine, veterinary medicine, dentistry, optometry and pharmacy. Structure/ reactivity relationships, energetics, reactions, reaction mechanisms, synthesis, separation, characterization and spectroscopic methods. Structure, synthesis and representative reactions of carbohydrates, lipids and proteins.

■ **CHEM 99 — Special Projects in Chemistry** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
In order to offer students the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester, and depend on the particular project under consideration. Students must have an instructor's authorization before enrolling in this class. Students repeating this course will make individual contracts of a more advanced nature to ensure that proficiencies are enhanced.

CHILD DEVELOPMENT

■ **CHLD 1 — Child, Family, School and Community** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Child development is presented as the interaction and collaboration between children, parents, family, school and community. Studies of family systems in contemporary society as they impact children and their individual heritage, diverse culture, ability and language. Explores the value of communication, the development of child advocacy skills and the ability to use community resources to empower families and children.

■ **CHLD 5 — Principles and Practices in Child Development Programs** **3 Units**
Degree Applicable, CSU
54 hours lecture
Overview of early child development programs: their histories, philosophies and emphasis; methods of guidance and discipline, licensing and regulations for state, federal and private programs. Reviews philosophies of educating young children and learning, while examining developmentally appropriate practices, including the influence of culture and inclusive environments on the developing child. Explores career paths, professional growth, and ethics. Student assignments involve ten hours outside of class time observation and participation in children's programs.

■ **CHLD 6 — Survey of Child Development Curriculum** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: CHLD 5 or CHLD 10
Overview of curriculum design for early childhood programs, including planning, implementation and evaluation of curriculum, and observing the interaction of play and development of the whole child. Organization of materials, curriculum areas, and resources are explored.

■ **CHLD 10 — Child Growth and Development** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Developmental approach to the study of the child identifying forces affecting growth processes from conception through adulthood. Meets requirements for Title 22 and Title V Regulations pertaining to Child Development Permit. Out-of-class observations and interviews required. TB test required.

■ **CHLD 10H — Child Growth and Development - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Developmental approach to the study of the child identifying forces affecting growth processes from conception through adulthood. Meets requirements for Title 22 and Title V Regulations pertaining to Child Development Permit. Out-of-class observations and interviews required. An honors course designed to provide an enriched experience for accelerated students. Students may not receive credit for both CHLD 10 and CHLD 10H. TB test required.

■ **CHLD 50 — Multicultural Education: Anti-Bias Perspective** **3 Units**
Degree Applicable
54 hours lecture
Advisory: CHLD 1
Current approaches to diversity in the early childhood setting. Students will create culturally relevant and inclusive teaching environments while fostering the goals of anti-bias curriculum. An emphasis is placed on addressing issues of bias that children and families experience on a daily basis in our society and recognizing effective and respectful handling of bias.

■ **CHLD 51 — Early Literacy in Child Development** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: CHLD 61
Examines the developmental continuum of literacy from birth through early childhood. Considerations of cultural and linguistic diversity are applied to the study of how children become competent in all areas of language. An appreciation of the importance of interaction and cooperation between home and school underlies the exploration of language and literacy acquisition. Issues of early literacy in public policy are reviewed. TB test/observations required.

■ **CHLD 61 — Language Arts and Art Media for Young Children** **3 Units**
Degree Applicable
54 hours lecture
Language and literacy development of young children (0 to 6 years) is explored through developmentally appropriate activities, language study, games and play. Describes the role of creative art in the curriculum in relationship to the child's development and creativity. Emphasizes ways to develop an inclusive culturally and linguistically appropriate learning environment which encourages the child's use of senses and builds an awareness of aesthetic materials.

■ **CHLD 62 — Music and Motor Development for Young Children** **3 Units**
Degree Applicable, CSU
54 hours lecture
Exploration of the role of music and movement in a young child's sensory motor development. Emphasizes student development in practical activities including making music, movement, singing and musical instruments. Out of class observation at a child development center required. TB test required.

■ **CHLD 63 — Creative Sciencing and Math for Young Children** **3 Units**

Degree Applicable

54 hours lecture
Advisory: Eligibility for ENGL 68
Exploration of children's thinking processes and problem solving abilities as they become aware of the physical world. Discussion, planning, and creating basic science and math experiences. Emphasizes creative aspects of math and science.

■ **CHLD 64 — Health, Safety and Nutrition of Young Children** **3 Units**

Degree Applicable, CSU

54 hours lecture
Examines the relationship between a child's health status, safe learning environments, and proper nutrition. Emphasizes the adult role in preventative health care, legal and ethical reporting of abuse, assisting families to access community services while supporting family practices from diverse populations. Includes universal health precautions, evaluate center/agency policies with licensing requirements, and food program service with guidelines for food handling.

■ **CHLD 66 — Early Childhood Development Observation** **2 Units**

Degree Applicable, CSU

36 hours lecture
Prerequisite: CHLD 5 and CHLD 10 or CHLD 10H
Corequisite: CHLD 66L (may have been taken previously)
Emphasizes the importance of observation of children's behavior and its significance in understanding child development principles. Focus will be on the interaction of the preschool child with the environment and with significant people.

■ **CHLD 66L — Early Childhood Development Observation Laboratory** **1 Unit**

Degree Applicable, CSU

54 hours lab
Corequisite: CHLD 66
Provides the student with an understanding of child development through observations in the laboratory school. The holistic approach to child study is emphasized. Students synthesize information which they have recorded and relate it to different areas of the preschool child's growth and development.

■ **CHLD 67 — Early Childhood Development Participation** **2 Units**

Degree Applicable, CSU

36 hours lecture
Prerequisite: CHLD 6 and CHLD 66
Corequisite: CHLD 67L
Application of knowledge of child development principles in the preschool children's classroom setting and recognition of skills necessary for the teacher of young children. Evaluation of participation experiences.

■ **CHLD 67L — Early Childhood Development Participation Laboratory** **1 Unit**

Degree Applicable, CSU

63 hours lab
Corequisite: CHLD 67
Teaching experiences in the preschool children's classroom related to creating environment, managing program, preparing materials, planning and carrying out activities for individual children and groups of children.

■ **CHLD 68 — Children With Special Needs** **3 Units**

Degree Applicable, CSU

54 hours lecture
Prerequisite: CHLD 10 or CHLD 10H
Characteristics of the needs of typically and atypically developing children in areas of cognitive, physical, neurological, emotional and social development. Identifies legal requirements, current issues, community resources and the IEP/IFSP process. Emphasizes modifications, adaptations, accommodations and teaching techniques involved in the inclusive classroom. Required observations in community agencies.

■ **CHLD 69 — Early Childhood Development Field Work Seminar** **2 Units**

Degree Applicable, CSU

36 hours lecture
Prerequisite: CHLD 67, CHLD 67L
Corequisite: CHLD 91
Selected topics pertinent to problems of students placed in community sites. Topics include philosophical orientation, curriculum, parent involvement, staff relations, professionalism and professional growth, and will involve study, discussion and research.

■ **CHLD 71A — Administration of Child Development Programs** **3 Units**

Degree Applicable, CSU

54 hours lecture
Advisory: CHLD 1, CHLD 5, CHLD 6, CHLD 10 or CHLD 10H, or experience as an Administrator of a Children's Program
History of the education of children in context of their care and development, laws governing children's programs in California, and goals of childhood development. The administrator's job description, program budget, personnel selection and standards, records and reports, and staff policies are included.

■ **CHLD 71B — Management/Marketing/Personnel for ECD Programs** **3 Units**

Degree Applicable

54 hours lecture
Prerequisite: CHLD 71A
Strategic planning for ECD programs, including financial administration, budgeting and marketing. Investigates basic financial/data management programs; examines personnel management practices designed to facilitate director/administrator/staff relationships; and explores staff development strategies and techniques employed in creative teaching methods.

■ **CHLD 72 — Teacher, Parent, and Child Relationships** **3 Units**

Degree Applicable

54 hours lecture
Comprehensive examination of child/parent/teacher relationships to better understand family dynamics and to recognize influences in the child development setting. Theories of sequential changes in parent/child/school relations within the large social context. Strategies dealing with issues that emerge when working with children and their families in the school setting.

■ **CHLD 73 — Infant/Toddler Care and Development** **3 Units**

Degree Applicable, CSU

54 hours lecture
Advisory: CHLD 10 or CHLD 10H
Caregivers and parents learn developmentally appropriate practices for infants and toddlers applicable to families and group care, environmental planning, and developing relationships between diverse families and staff. Student assignments involve up to ten hours of observations and participation with infants and toddlers outside of class time.

■ **CHLD 74 — Program Planning for the School Age Child** **3 Units**

Degree Applicable

54 hours lecture
Advisory: CHLD 10 or CHLD 10H
Integrates principles of child development related to working with the school-age child. Program planning and legal requirements for school-age programs are emphasized. Explores age-appropriate discipline and conflict resolution. Develops activity planning consistent with school-age content standards. Student assignments will include observations of school-age programs.

■ **CHLD 75 — Supervising Adults in Early Childhood Settings** **2 Units**

Degree Applicable

36 hours lecture
Advisory: CHLD 1 and CHLD 5
Methods and principles of working with and supervising adults in the early childhood setting. Emphasis is on the role of the experienced children's teacher who functions as a model and mentor to new teachers as s/he addresses the needs of children, parents and staff.

■ **CHLD 81 — Current Curriculum Models in Child Development** **1 Unit**
Degree Applicable
(May be taken two times for credit)
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Provides students with working knowledge of specific curriculum models appropriate for child development programs. Origins, classroom practices, pros, cons, and evaluation methods discussed. Curriculum model will change with course offering.

■ **CHLD 82 — Advocacy in Child Development** **1 Unit**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Investigates current issues in Child Development; explores process of advocacy on behalf of children.

■ **CHLD 83 — Current Issues in Child Development** **1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Advisory: CHLD 5, CHLD 10 or CHLD 10H
Provides students with a working knowledge of current research in child development and helps them apply that research to their programs and teaching. Issues covered will change with course offerings. Students who repeat this course will improve skills through further instruction and practice.

■ **CHLD 84 — Guidance and Discipline in Child Development Settings** **1 Unit**
Degree Applicable, CSU
18 hours lecture
Advisory: CHLD 5
Problem solving approach to guidance and discipline of children in child development settings. Investigation of appropriate developmental and attitudinal aspects of producing a respectful environment between children, caregivers and parents.

■ **CHLD 85 — Infants At Risk** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: CHLD 10
Advisory: CHLD 73
Principles and methods of working with infants who are disabled or at-risk. Emphasis on prenatal prevention, postnatal intervention, and support programs. Course will prepare caregivers of infants at risk for appropriate program planning. TB test and out-of-class observations required.

■ **CHLD 91 — Early Childhood Development Field Work** **1 Unit**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
75 hours lab
Prerequisite: CHLD 67 and CHLD 67L
Corequisite: CHLD 69
A teacher-supervised work experience course which permits students to apply early childhood development principles in community preschools. CHLD 69 Seminar will supplement student's progress. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. TB test is required.

■ **CHLD 92 — Family Child Care** **3 Units**
Degree Applicable
54 hours lecture
Advisory: CHLD 1, 5, 6 and 10
An overall view of home-based early education programs which includes standards of quality for the field of family child care in relationships, environments, activities, developmental learning goals, safety/health, professional and business practices.

CHINESE

■ **CHIN 1 — Elementary Chinese** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Intended for students without previous exposure to Chinese. Begins to develop the ability to converse, read, and write in Mandarin Chinese. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to Chinese culture.

■ **CHIN 2 — Continuing Elementary Chinese** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: CHIN 1 or equivalent
Further develops conversational, reading, and writing skills in Mandarin Chinese with special emphasis on verbs, grammar, and extension of vocabulary.

■ **CHIN 3 — Intermediate Chinese** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: CHIN 2 or equivalent
Further development of Mandarin Chinese language skills and their use as tools in exploring Chinese civilization. Further study and review of grammar, exercises in word building, derivation, and the extension of the active and recognition vocabularies.

■ **CHIN 4 — Continuing Intermediate Chinese** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: CHIN 3 or equivalent
Enables students to use Mandarin in traveling, telling stories, describing experiences and discussing Chinese literary works, festivals and food. Students learn advanced grammar such as the directional and potential complements, repetition of adjectives, the focus construction, the ba and bei structures.

COMPUTER GRAPHICS

■ **GRAP 8 — Fundamentals of Digital Media** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Introductory course for all disciplines interested in learning scientific concepts, terminology, and basic techniques used to produce digital media content. Includes software such as Adobe Photoshop, Apple iPhoto and iMovie, and computer and other electronic hardware techniques necessary to acquire, store, edit, transfer, or output digital media files.

■ **GRAP 9 — Digital Color Management** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Digital color management software and hardware skills, techniques and digital workflow practices commonly used with system color device calibration and Apple Aperture, iLife, and Adobe Creative Suite software.

■ **GRAP 10 — Photoshop Imagery** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Adobe Photoshop software skills, techniques and digital workflow practices from digital image editing and retouching to the composited imagery commonly created for use in photography, commercial design, printing and publishing, the internet and multimedia authoring production.

■ **GRAP 12 — Photoshop Imagery Extended** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: GRAP 10
Adobe Photoshop Extended software skills and techniques for the creative photorealistic imagery commonly used in photography, commercial design, printing and publishing, the internet and multimedia authoring production.

■ **GRAP 15 — InDesign Graphics** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Adobe InDesign software skills, techniques and digital workflow practices commonly created for use in essential computer graphics production processes for commercial design, printing and publishing, the Internet and multimedia authoring production.

■ **GRAP 16 — Illustrator Graphics** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Adobe Illustrator software skills, techniques and digital workflow from essential digital drawing basics to creatively conceived illustrative imagery and renderings commonly created for use in commercial design, printing and publishing, the internet, and multimedia authoring production.

■ **GRAP 18 — 3D Graphics Imagery** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
3D graphics modeling software skills and production techniques from 2D orthographic drawing to the creatively conceived 3D imagery and animated environments commonly created for self-expression, entertainment, commercial design, printing and publishing, the internet, and multimedia authoring production.

■ **GRAP 20 — Multimedia Graphics** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Multimedia graphics software skills and production techniques for combining text, image, audio, video, animation and scripting media to author multimedia projects commonly created for self-expression, entertainment, commercial design, the internet, and multimedia production.

■ **GRAP 28 — Digital Portfolio** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: GRAP 12 and GRAP 20
Preparation of a personal computer graphics portfolio containing key samples of work for presentation or career evaluation. The portfolio displays the learner's skills mastery, knowledge, and capacities for communicating, synthesis, and problem solving.

■ **GRAP 30 — Digital Productions** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Computer graphics production techniques and practices used in media creation and authoring professional projects commonly created for use in photography, commercial design, printing and publishing, the Internet and multimedia authoring production.

■ **GRAP 40 — Computer Graphics Special Topics** **2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
18 hours lecture
54 hours lab
Special topics expanding the essential knowledge, skills, production techniques and proficiency of Computer Graphics commonly created for self-expression, entertainment, commercial design, the Internet, and multimedia production.

COMPUTER INFORMATION SYSTEMS: AUXILIARY

■ **CISX 94 — Laboratory Studies in Computer Information Systems** **1 to 3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 to 162 hours lab
Prerequisite: Laboratory course in the same subject field and program specialization and depending on space availability
This course provides extended laboratory experiences supplementary to those available in the regular program and allows the student to pursue more advanced and complex laboratory projects and experiments. Students who repeat this course will increase skill proficiencies in Computer Information Systems.

COMPUTER INFORMATION SYSTEMS: BEGINNING

■ **CISB 11 — Computer Information Systems** **3.5 Units**
Degree Applicable, CSU, UC
54 hours lecture
27 hours lab
Overview of computer information systems including computer hardware, software, networking, programming, databases, Internet, security, systems analysis, ethics, and problem solving using business applications.

■ **CISB 13 — Microsoft Windows** **2 Units**
Degree Applicable, CSU
27 hours lecture
27 hours lab
Hands-on instruction using Microsoft Windows Operating System to manage files, folders, and disks. Includes personalizing the Windows environment and browsing the web using Internet Explorer.

■ **CISB 15 — Microcomputer Applications** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Introduction of windows based operating system and applications. Simple business examples using up-to-date browser, word processing, spreadsheet, database management and presentation software; and integration of software applications. Hands-on instruction on windows based computers.

■ **CISB 16 — Macintosh Applications** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
27 hours lecture
27 hours lab
Formerly COMP 10.
Apple's Macintosh computer, Mac OS X operating system, and related word processing, database, spreadsheet, and multimedia applications.

■ **CISB 21 — Microsoft Excel** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, pivot tables, macros, and Visual Basic for Applications (VBA) code.

■ **CISB 31 — Microsoft Word** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Formerly COMP 20.
Using Microsoft Word and its editing, formatting, and language tools to create, revise and format various business and report documents. Includes creating flyers, newsletters, and other publication documents using advanced formatting techniques and tools.

■ **CISB 51 — Microsoft PowerPoint** **3 Units**
Degree Applicable, CSU
54 hours lecture
Formerly COMP 50.
Using PowerPoint to plan, design, and produce effective presentations. Includes creating charts, diagrams, and storyboards; developing appropriate text content; adding sound, animation, and movies

■ **CISB 61 — Desktop Publishing Software** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Formerly COMP 60.
Using desktop publishing software to integrate text and various graphic objects, design, edit, and produce a variety of high-quality business publications.

COMPUTER INFORMATION SYSTEMS: DATABASE

■ **CISD 11 — Database Management - Microsoft Access** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: COMP 12 or CISB 11 and CISB 15
Design, creation, and management of relational databases using Microsoft Access or similar Database Management Software (DBMS). Basic database design, creation of tables, queries, forms, reports, data access pages, and macros. Creation of custom graphical user interface using Switchboard Manager and Visual Basic (VB) code. Extensive hands-on experience on a Windows-based PC.

■ **CISD 14 — Advanced Database Management - Microsoft Access** **4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: CISD 11
Advanced Microsoft Access programming techniques using Visual Basic for Applications (VBA) language; event-driven programming; Access Object Model, Data Access Objects (DAO) model, ActiveX Data Objects (ADO) model; VBA structures, arrays, error handling, multi-user applications, transaction processing, client-server; security issues. Extensive hands-on experience on a Windows-based PC.

■ **CISD 21 — Database Management - Microsoft SQL Server** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISB 11 or CISB 15
Structured query language (SQL) and transact-SQL for Microsoft SQL Server users. Topics include creating database objects, retrieving and updating data, writing scripts, developing stored procedures/functions, and creating cursors.

■ **CISD 31 — Database Management - Oracle** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISB 11
Oracle database management system (DBMS) functions, concepts, and terms. PL/SQL is used to code, test, and implement stored procedures, functions, triggers, and packages. Relational database projects will be built using PL/SQL.

■ **CISD 32 — Oracle Forms and Reports** **3 Units**
Degree Applicable

54 hours lecture
Advisory: CISD 31
Design, creation and implementation of interactive Oracle single forms with multiple canvases, multiple forms and reports using Procedural Language/Structured Query Language (PL/SQL) triggers, the Object Navigator, and Form and Report Builder. Business reports and interactive forms are created using single and multiple tables.

■ **CISD 40 — Database Design** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: CISD 11
Database design principles. Understanding database needs and functions, creating data models, entity-relationship (E-R) and Unified Modeling Language (UML) diagrams, using normalization rules and principles to create properly-designed databases, learning basic database administrator objectives and tasks, and understanding the role of data warehousing and data mining.

■ **CISI 11 — Computer Keyboarding** **3 Units**
Degree Applicable, CSU

54 hours lecture
Formerly COMP 1.
Develops alpha and numeric keyboarding skills on a personal computer at a straight-copy rate of 25 to 40 gross words a minute with a predetermined error limit. Includes keyboarding of letters, tables, and manuscripts.

■ **CISI 11A — Computer Keyboarding** **1.5 Units**
Degree Applicable, CSU

(May be taken for option of letter grade or Pass/No Pass)
27 hours lecture
Formerly COMP 1A.
Develops basic alpha and numeric keyboarding with skills on a personal computer at a straight-copy rate of 25 to 30 gross words a minute with a predetermined error limit.

■ **CISI 11B — Computer Keyboarding** **1.5 Units**
Degree Applicable, CSU

27 hours lecture
Advisory: CISI 11A (formerly COMP 1A) or ability to type 20 wam with test verification at first class meeting
Formerly COMP 1B.
Develops straight-copy keyboarding rate of 25-40 gross words a minute with an error limit; includes letters, tables, and reports.

■ **CISI 12 — Intermediate Computer Keyboarding** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: CISI 11 or CISI 11B (formerly COMP 1 or COMP 1B)
Formerly COMP 2.
Develops computer keyboarding speed and accuracy with a proficiency standard upon completion of 35-55 gross words a minute with a predetermined error limit. Uses word processing software, to format of letters, memos, reports, tables and other related business documents.

■ **CISI 21 — Data Entry** **3 Units**
Degree Applicable

54 hours lecture
Advisory: CISI 11 or CISI 11A
Formerly COMP 18.
Data entry using a microcomputer. Includes skill building on the ten-key pad and development of keyboarding skills for entering formatted and non-formatted text, both alphabetic and numeric, in a variety of business applications.

■ **CISI 41 — Office Management Skills** **3 Units**
Degree Applicable

54 hours lecture
Advisory: CISI 11 or CISI 11A
Formerly COMP 28.
Training and skill building in filing systems and procedures, proofreading, telephone techniques, faxing, emailing, and electronic calendaring of events, appointments and meetings.

COMPUTER INFORMATION SYSTEMS: MANAGEMENT

■ **CISM 11 — Systems Analysis and Design** **3.5 Units**
Degree Applicable, CSU, UC

54 hours lecture
27 hours lab
Advisory: CISB 15 or COMP 12 and CISB 11
Develops basic understanding of information systems, general system solutions and the discipline of systems analysis in relation to the information system life cycle. Develops skills in applying the tools, techniques, and concepts of systems analysis to information systems development.

COMPUTER INFORMATION SYSTEMS: NETWORKING

■ **CISN 11 — Telecommunications Networking** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISB 11
Computer Network Administration and Security Management (CNASM) core. Cisco Certified Network Associate (CCNA) 1st year certification. Concepts and designs in telecommunications and networking. Network standards, TCP/IP v4 and v6, Open Systems Interconnection (OSI), network protocols, transmission media, hardware architecture, local area network, wide area network, remote connectivity, network operating system (Microsoft Windows and Linux), troubleshooting, maintaining, upgrading network, network and wireless security, vulnerability, and network sniffing.

■ **CISN 21 — Windows Operating System** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISB 11 or (CISB 15 or COMP 12)
Employing a Windows operating system to manage disks, files and applications. Install, analyze and debug Windows operating system environment problems. Secure a Windows environment. Configure advance features of a Windows operating system.

■ **CISN 24 — Window Server Network and Security Administration** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISN 11
Computer Network Administration and Security Management (CNASM) core. Microsoft Certified Systems Administrator (MCSE) topics, Active Directory security and policy management, Hyper-V virtual server installation, Dynamic Host Configuration Protocol (DHCP), Domain Name Service (DNS), file system security, logon script, network printing, web and terminal server, Network Address Translation (NAT), IPsec and secure Virtual Private Network (VPN).

■ **CISN 31 — Linux Operating System** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISB 11
Concepts and skills in planning and installing Linux Operating System and its graphical interface; using Linux Shells and system administration commands; managing user accounts; installing hardware and software; creating scripts to automate system administration; and maintaining file systems and system resources.

■ **CISN 34 — Linux Networking and Security** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISN 31
Network installation and management using Linux operating system and its security components. In-depth study of concepts TCP/IP, IP addressing, network protocols and servers, gateways, routers, bridges and applications. Creating Linux intranets and connecting to Internet.

■ **CISN 51 — Cisco CCNA Networking and Routing** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: CISN 11 or CISN 24 or CISN 34 or CISN 41
CNASM (Computer Network Administration and Security Management) AS degree core course. Prepare for Cisco CCNA certification. Cover LAN/WAN (Local/Wide Area Network) fundamentals, advanced IP subnet, TCP/IP, IGP, EGP, and network design. Configure Cisco IOS, router, switch, VLAN, access list, PPP, frame relay, HDLC, and routing protocols (Static Route, RIP, IGRP, EIGRP, and OSPF).

COMPUTER INFORMATION SYSTEMS: PROGRAMMING

■ **CISP 10 — Principles of Object-Oriented Design** **2 Units**
Degree Applicable, CSU

27 hours lecture
27 hours lab
Object-oriented design, patterns, and use of UML in different programming languages that will enable students to build large packages and business applications.

■ **CISP 11 — Programming in Visual Basic** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Advisory: CISB 11 or CISB 15 or computer work experience
Programming using Visual Basic. Planning and writing object-oriented applications using Windows Forms and Web Forms; user interface design classes, objects, properties, methods and events; control structures; lists and arrays; printing and Print Previews; accessing a database.

■ **CISP 14 — Advanced Visual Basic Programming** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Advisory: CISP 11
Advanced computer programming concepts using Visual Basic.NET as the programming language. Designing, coding, testing, and implementing object-oriented multiple tier programs; program design using Unified Modeling Language; using data adapters, object linking and embedding (OLE) objects and dynamic link libraries (DLLs); incorporating XML, Web forms, and Web services; creating and updating sequential and random files; validating input data; trapping errors; designing, displaying, searching, and updating database tables; creating record sets using SQL and database reports using Crystal Reports, producing business graphics; using distributing applications; creating components, collections, and help files.

■ **CISP 21 — Programming in Java** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Advisory: CISB 11 or CISB 15
Programming using Java as the programming language. Design and develop object-oriented programs and Web-based applets; documentation and debugging techniques; user-interface, objects, properties, methods, and events; elementary control structures, lists, arrays, streams and serialization. Provides students with hands-on experience.

■ **CISP 24 — Advanced Java Programming** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Advisory: CISP 21
Advanced object-oriented programming concepts and techniques in Java. Course is designed to teach serialization, multithreading, advanced Swing components, networking, server-side technology (servlets, remote method invocation (RMI), Java server pages), Java Database Connectivity (JDBC), Java Beans, public key infrastructure (PKI) security.

■ **CISP 31 — Programming in C++** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Advisory: CISP 11 or CISP 21
Object-oriented programming using C++ as the programming language. Object oriented design, documentation, and debugging techniques. Elementary control structures, classes, overload operators and functions, single and multiple inheritance.

■ **CISP 34 — Advanced C++ Programming** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Advisory: CISP 31
Advanced object-oriented programming concepts and principles of object-oriented design in C++. Data structures: vectors, linked lists, queues, stacks and hash tables. Programs with graphical-user interface. Access to a database. Web services.

■ **CISP 41 — Programming in C#** **4 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
Advisory: CISB 11 or CISB 15
Plan, develop and debug C# applications using Windows Forms and Web Forms. Course covers loops, if statements, switch blocks, database connections, multiple forms, object-oriented programming concepts. Course taught in hands-on environment and requires projects implementing each concept.

■ **CISP 44 — Advanced Programming in C#** **4 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
Prerequisite: CISP 41 or industry experience in C#
Advanced programming concepts using C#. Designing, coding, testing and implementing object-oriented multi-tier applications; displaying, searching, and updating SQL client databases with both Windows Forms and Web Forms; creating user controls, Web Services, and container classes; creating help files, deploying applications, and developing mobile applications.

■ **CISP 51 — Principles of Object-Oriented Design** **2 Units**
Degree Applicable
27 hours lecture
27 hours lab
Advisory: CISP 11 or CISP 21 or CISP 31
Provides instruction in object-oriented design and patterns, vital concepts for object-oriented programming language. Includes object-oriented design, patterns and UML within programming that will enable students to build large packages and business applications.

COMPUTER INFORMATION SYSTEMS: SECURITY

■ **CISS 11 — Practical Computer Security** **2 Units**
Degree Applicable
27 hours lecture
27 hours lab
Advisory: CISB 11
Introductory course in computer security. Provides awareness for all computer users to protect user accounts and computer systems from attacks. Projects illustrate security software and hardware configuration.

■ **CISS 13 — Principles of Information Systems Security** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CISB 11
Information systems security preparation for the Certified Information Systems Security Professional (CISSP). Includes legal, business, and ethical topics.

■ **CISS 15 — Operating Systems Security** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CISB 11, CISN 21
Advanced aspects of operating systems security from how attackers operate to how viruses strike. Covers strengthening operating systems and repelling attacks, and applying security concepts and techniques to different operating systems (Windows, Unix etc.)

■ **CISS 21 — Network Vulnerabilities and Countermeasures** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Network vulnerabilities from a hacker's perspective and ethical and legal issues associated with computer network attacks. Includes written security, use, and instance response policies, scanning and penetration tests, vulnerability assessments and countermeasures for Windows and Linux operating systems, secured programming, Virtual Private Network (VPN), cryptography, wireless, Web, and remote access securities. Also includes GIAC Certified Incident Handler certification preparation.

■ **CISS 23 — Network Analysis, Intrusion Detection/Prevention Systems** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
CNASM (Computer Network Administration and Security Management) AS degree core course. Cover IDS/IPS (intrusion detection/prevention systems) and network protocol and analyzing tools. Discuss qualities that go into a sound and appropriate IDS/IPS in different scenarios. Hands-on practice of the tools such as Snort, Cisco IDS/IPS sensor, Sniffer, Ethereal, WildPackets, TCPDump, to detect network attack and troubleshoot network problems.

■ **CISS 25 — Network Security and Firewalls** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Design secure networks by implementing and configuring firewalls, DMZ, and VPNs for enterprise, medium, and small businesses. Includes designing, installing, configuring, maintaining, troubleshooting, and monitoring firewall solutions by Cisco and other leading firewall manufacturers.

■ **CISS 27 — Defending Computer Systems** **1 Unit**
Degree Applicable
(May be taken four times for credit)
54 hours lab
Team-oriented practice installing and setting-up security in computer and network systems. Includes hands-on activities defending, responding, mitigating, and analyzing security attacks along with preparing written reports documenting how the system was defended.

■ **CISS 29 — CNASM Service Learning** **1 Unit**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 hours lab
Integrate knowledge learned from Computer Network Administration and Security Management courses through lab activities and community services.

COMPUTER INFORMATION SYSTEMS: WEB APPLICATIONS

■ **CISW 11 — Internet Technologies** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: CISB 11 or CISB 13 or CISB 15
Internet concepts and how to use Internet technologies securely, including: email, World Wide Web, chat, instant messaging, voice over IP, internet search, file-sharing, streaming media, Web pages and Web sites, blogs, wikis, podcasting, RSS, social networking, online gaming, and eCommerce.

■ **CISW 15 — Web Site Development** **4 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
Advisory: CISB 13 or (CISB 15 or COMP 12) or CISB 16 (formerly COMP 10)
Formerly COMP 13.
Use of a professional visual Web-authoring application to plan, develop, implement, publish and maintain Web sites. Includes working with text and images, internal and external hyperlinks, image maps, tables, Cascading Style sheets, Web page content, Web forms, multimedia objects (Flash text, Flash buttons, sounds, and video), interactions and behaviors, and Web page templates. Principles of Web site structures, documentation, management, and maintenance will be discussed.

■ **CISW 21 — Secure Web Programming with ASP.NET** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: CISB 15 or CISW 11
Acquire secure programming skills for designing user interfaces, processing user input, and accessing Web servers and databases. Use secure coding techniques with Web programming, scripting and markup languages like XHTML, Dynamic HTML, CSS, XML, Javascript, AJAX, ASP.NET with VB.NET.

■ **CISW 24 — Secure Server Side Web Programming** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CISW 11
Secure web programming by creating user interfaces, extracting information and managing databases, managing files, report formatting, and accessing web servers by using PERL, Python, Ruby or any Web scripting or programming language.

■ **CISW 31 — Secure Web Servers** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CISN 34 or CISW 24
Plan, install and manage secure Web servers like Apache using server side programming language like PHP, Python or Ruby to access, manage and secure databases. Course topics include Web server security using firewalls, authentication, and SSL, database installation and configuration, running and securing e-commerce sites.

■ **CISW 41 — XML Secure Programming** **3 Units**
Degree Applicable
54 hours lecture
Advisory: CISW 21
Principles, components and benefits of the Extensible Markup Language (XML), including concepts of XPointers, XLink, and XSLT. Apply secure XML programming using DOM and SAX and standards such as canonicalization, signatures and encryption.

■ **CISW 49 — Service Oriented Architecture Concepts and Practice** **3 Units**
Degree Applicable
54 hours lecture
Advisory: CISW 41
Fundamentals, definitions, standards and case studies of Service Oriented Architecture (SOA) including design elements and design principles, and concepts and examples of service-oriented computing and the principle of service-orientation.

COMPUTER SCIENCE

■ **CSCI 110 — Fundamentals of Computer Science** **3.5 Units**
Degree Applicable, CSU, UC
54 hours lecture
27 hours lab
Prerequisite: MATH 71 or MATH 71B or equivalent
Advisory: Eligibility for ENGL 1A
Basic concepts of computer hardware and software. General computer organization and information representation. Binary and hexadecimal number systems. Algorithm design and problem-solving techniques. Introduction to programming using a high level language (C, C++ or Java.)

■ **CSCI 140 — C++ Language and Object Development** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: CSCI 110 or equivalent programming experience
For computer science, mathematics, engineering and other science students. Introduction to C++ programming and object-oriented paradigm. Control structures, functions, arrays, pointers and strings, classes and data abstraction, C++ object programming, operator overloading, inheritance, virtual functions and polymorphism, stream input and output, templates, exception handling, file processing. Introduction to data structures in C++, string processing and recursion.

■ **CSCI 145 — Java Language and Object Oriented Programming** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: CSCI 110
Introduction to Java language and object oriented programming with Java as well as general concepts and techniques of computer programming. Topics include: Java expressions, flow control, methods and program structure, Java classes, overloading, object references, inheritance, Java library packages, exceptions, file I/O, applets, GUI, and event handling. A course for computer science, engineering, mathematics, and other science students.

■ **CSCI 150 — Assembly Language/Machine Architecture** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: CSCI 110
Corequisite: CSCI 150L
Organization and operation of real computer systems at the assembly language level using the Intel 80x86 family of processors; mapping statements and constructs in a high-level language onto sequences of machine instructions; internal representations of simple data types and structures; numerical computation, noting various data representation errors and potential procedural errors; investigation of basic principles of operating systems; and programming language translation process.

■ **CSCI 150L — Assembly Language Laboratory** **1 Unit**
Degree Applicable, CSU, UC
(May be taken for Pass/No Pass only)
54 hours lab
Corequisite: CSCI 150
Advisory: CSCI 140; language experience programming general and scientific algorithms and data structures in C++ or Java strongly recommended
Complements the lecture material in CSCI 150. Development/debugging of assembly language programs.

■ **CSCI 170 — Introduction to Unix Operating System** **3.5 Units**
Degree Applicable, CSU, UC
54 hours lecture
27 hours lab
Prerequisite: Completion of CSCI 110
Introduction to the UNIX operating system, system administration and networking. Topics include: process synchronization and communication mechanisms, process management, scheduling and protection, memory organization and management, virtual memory, I/O devices management, file systems, networking, system administration for UNIX.

■ **CSCI 190 — Discrete Mathematics Applied to Computer Science** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: MATH 71 or equivalent
Provides students with the mathematical background necessary in Computer Science: set theory, logic, modular arithmetic, combinatorics, finite probability and graphs. Topics include propositional and predicate calculus, recursion, binary search trees and counting techniques.

■ **CSCI 210 — Applied Logic for Computers** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: CSCI 110
Basic concepts of digital systems, introduction to Boolean algebra, truth tables, Karnaugh maps, combinational elements and networks, state diagrams, state tables, sequential elements and networks.

■ **CSCI 220 — Data Structures I** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: CSCI 140 or CSCI 145
Corequisite: CSCI 220L
Abstract data types and running time analysis tools. Linear data structures including sets, stacks, queues, and linked lists. Trees, binary search trees, heaps, and priority queues. Many procedures are discussed using an algorithmic language and selected problems are programmed in a higher level language.

■ **CSCI 220L — Data Structures I Laboratory** **1 Unit**
Degree Applicable, CSU, UC
(May be taken for Pass/No Pass only)
54 hours lab
Corequisite: CSCI 220
An independent study program designed to complement the lecture material presented in CSCI 220, Data Structures. Hands-on computer work will include problem solving in linear data structures, strings, and trees.

■ **CSCI 230 — Data Structures II** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: CSCI 220
Corequisite: CSCI 230L
Basic searching/sorting algorithms, hashing, graphs, memory/disk management, B-trees, advanced tree structures and analysis.

■ **CSCI 230L — Data Structures II Laboratory** **1 Unit**
Degree Applicable, CSU, UC
(May be taken for Pass/No Pass only)
54 hours lab
Corequisite: CSCI 230
An independent study program designed to complement the lecture material presented in CSCI 230, Data Structures II. Hands on computer work will include problem solving in searching, sorting, and graphs.

COMPUTER AND NETWORKING TECHNOLOGY

■ **CNET 50 — PC Servicing** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: ELEC 50B taken prior or concurrently
PC and peripheral servicing techniques, preventative maintenance, hardware configurations, software confirgurations, software diagnostics, and the use of test equipment.

■ **CNET 52 — PC Operating Systems** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CNET 50 taken prior
Current operating systems required for A+ and Network+ Certification and general computer servicing. Topics include: identification of major components, installation, configuration, upgrading and troubleshooting.

■ **CNET 54 — PC Troubleshooting** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CNET 50 taken prior
Advanced microcomputer servicing. Includes: isolating, identifying, and repairing specific problems in the computer environment at the hardware level. Prepares students for the A+ Certification Exam.

■ **CNET 56 — Computer Networks** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: CNET 54 taken prior
Standards, terminology, design, implementation and troubleshooting techniques as they relate to both Local and Wide Area Networks. Emphasis on hardware and software components, network architecture and data transmission methods. Of special interest to computer and network technicians and those seeking certification in A+, Network+, or other MSCE certifications.

■ **CNET 58 — Server Systems** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Advisory: CNET 56
Server installation, configuration, and management. Includes hardware and software components, virtual server configurations, troubleshooting techniques using flow charts and diagnostic tools, and disaster recovery concepts. Emphasis on hardware components. Covers the core material needed for the Server+ Certification.

■ **CNET 60 — A+ Certification Preparation** **2 Units**
Degree Applicable
36 hours lecture
Advisory: CNET 54
Prepares the student and qualified computer technician for the A+ certification examination. All aspects of the A+ Essentials and A+ Practical Application test modules will be stressed through both lecture review and test simulation software.

■ **CNET 62 — Network+ Certification Preparation** **2 Units**
Degree Applicable
36 hours lecture
Advisory: CNET 56
Prepares the student and/or A+ certified technician for the Network+ Certification Examination. Individuals preparing for a job in the computer networking industry or who wish to become Network+ certified will find this course invaluable.

■ **CNET 64 — Server + Certification Preparation** **2 Units**
Degree Applicable
36 hours lecture
Advisory: CNET 58
Prepares the computer/network service technician for the CompTIA Server+ certification examination.

■ **CNET 66 — Security + Certification Preparation** **2 Units**
Degree Applicable
36 hours lecture
Advisory: CNET 54 and CNET 56 taken prior
Prepares the computer/network service technician for the CompTIA sponsored Security+ Certification examination. Security information is covered only as it pertains to enabling the service technician to troubleshoot a computer system that may have a security problem.

CORRECTIONAL SCIENCES

■ **CORS 10 — Introduction to Correctional Sciences** **3 Units**
Degree Applicable, CSU
54 hours lecture
Overview of the field of corrections: county jail, probation, the California Youth Authority and the Department of Corrections as a member of the Criminal Justice System. Includes philosophy, past and the present practices and the criminal justice and correctional processes.

■ **CORS 15 — Control and Supervision of the Offender** **3 Units**
Degree Applicable
54 hours lecture
Examine methods of controlling and supervising inmates. Emphasizes California's methods in rapidly-expanding institutions.

■ **CORS 20 — Correctional Law** **3 Units**
Degree Applicable
54 hours lecture
Legal and due process rights for inmates. Inmate rights vs. needs of society. State, federal, and appellate court decisions.

■ **CORS 25 — Probation and Parole** **3 Units**
Degree Applicable
54 hours lecture
Historical development of probation and parole with emphasis on current California programs. Defines the roles of courts, parole boards and the duties and responsibilities of the staff of probation and parole agencies.

■ **CORS 30 — Ethnic Relations in Corrections** **3 Units**
Degree Applicable
54 hours lecture
Historical development of probation and parole with emphasis on current California programs. Defines the roles of courts, parole boards and the duties and responsibilities of the staff of probation and parole agencies.

■ **CORS 35 — Interviewing and Counseling in Corrections** **3 Units**
Degree Applicable
54 hours lecture
Techniques of interviewing and counseling in the field of corrections with emphasis on practical application. Needs of the client and agency will be stressed.

■ **CORS 40 — Crime and Delinquency** **3 Units**
Degree Applicable
54 hours lecture
Criminal behavior and types of crime and effects on society and victims. Stresses property crime, property offender, motivation, and methods of control used by society.

■ **CORS 45 — The Violent Offender** **3 Units**
Degree Applicable
54 hours lecture
Violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim.

COUNSELING

■ **COUN 1 — Introduction to College** **1 Unit**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
18 hours lecture
Introduction to higher education and the college experience. Includes orientation to college life and higher education resources. Explores graduation, transfer, and career options, factors in educational decision making.

■ **COUN 2 — College Success Strategies** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Assists students in evaluating their readiness for a successful college experience. Explores strategies and techniques to be an effective college student, including time management, study skills, college resources, career exploration and educational planning. Develops skills necessary to reach educational and career goals.

■ **COUN 5 — Career/Life Planning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Eligibility for ENGL 68
A systematic approach to self-exploration and career/life planning which includes identification of values, interests, skills and self-management style. Develop decision-making and goal-setting skills and identify barriers to success. Explores careers and job search techniques.

■ **COUN 7 — Introduction to the Transfer Process** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Advisory: ENGL 68
Introduction and orientation to the transfer process to a four-year institution. Includes an in-depth exploration of transfer requirements, admission procedures and requirements for majors. Also explores academic and support services, financial aid and other transitional issues to enable students to make informed choices on majors and four-year institutions and in academic planning. Field trips are required.

■ **COUN 20 — Peer Counselor Training** **2 Units**
Degree Applicable, CSU
36 hours lecture
Prerequisite: Eligibility for ENGL 68
Designed for group experiences with interpersonal communication and discussion of approaches to peer counseling and advising at Mt. SAC. Provides opportunities for students to develop skills with a variety of communication styles that include open expression, active listening, and feedback. Upon completion of this course, opportunities may be available for students to become employed as peer counselors.

■ **COUN 51 — Career Planning** **1 Unit**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
18 hours lecture
Designed for students who want assistance in making career decisions. A variety of assessments, inventories, and computer generated information will be used in analyzing the student's potential in the world of work.

■ **COUN 54 — Single Parent Academy** **3 Units**
Degree Applicable
54 hours lecture
Develop personal, educational, and career/life planning skills for single parents.

■ **COUN 99A — Special Projects in Counseling** **.5 to 2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
47 to 119 hours lab
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, various departments from time to time offer Special Projects courses. This course will focus on establishing career and educational goals for students. Students must have an instructor's authorization before enrolling in this course. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced. A field trip may be required.

DANCE: ACTIVITY

■ **DNCE 1 — Ballet Fundamentals** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours lab
Fundamentals of ballet dance styles and an exploration of composition in the ballet dance form. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 2A — Ballet I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Basic vocabulary, technique, and movement combinations for ballet. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 2B — Ballet II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Intermediate technique, vocabulary and movement combinations of ballet. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 3 — Ballet Performance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Introduces the experienced dance student to the performance aspect of ballet. Provides the opportunity to develop the ability to analyze form leading to composition of advanced movement combinations. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 4 — Choreography** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours lab
Prerequisite: DNCE 12A or DNCE 12B or DNCE 13
Designed for the experienced dancer to learn the techniques of choreography. Presents basic choreographic forms and compositional design. Students who repeat this course will improve technical and compositional skills through further practice and instruction.

■ **DNCE 11A — Social Dance Forms I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Designed to teach basic social dance techniques. Focus on fundamentals of music, dance positions, dance formations and choreography to be used in the study of, but not limited to Swing, Salsa, Waltz, Foxtrot and Tango. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 11B — Social Dance Forms II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Advanced social dance technique. Focus on improving fundamentals of rhythm, dance positions, dance formations and introduction of advanced techniques to be used in the study of, but not limited to, Swing, Salsa, Foxtrot, Waltz, Folk, Polka, Cha Cha and Tango

■ **DNCE 12A — Modern I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Basic vocabulary, technique, and movement combinations for Modern dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 12B — Modern II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Intermediate technique and movement combinations for modern dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 13 — Modern Performance** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours lab
Introduces the experienced modern dance student to an overview of modern dance styles and choreography elements, enabling them to choreograph and perform. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 14A — Jazz I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Basic vocabulary, technique, movement combinations and routines for jazz dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 14B — Jazz II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Intermediate technique, movement combinations and routines for jazz dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 15 — Jazz Performance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Introduces the experienced dancer to the performance aspect of jazz dance by providing advanced techniques leading to the performance of compositions. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 17 — Jazz Fundamentals** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Fundamentals of jazz dance and an exploration of composition in jazz form. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 18A — Tap I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Presents basic technique, rhythms and routines for tap dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 18B — Tap II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Intermediate technique, rhythms and routines for tap dance. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 19 — Tap Performance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Introduces the experienced dancer to the performance aspects of tap by providing advanced techniques leading to the performance of compositions. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 22 — Dance Rehearsal** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Designed for the experienced dancer to work in a rehearsal environment and to be a participant in the beginning elements of concert production. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 24 — Dance Production** **1 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 to 108 hours lab
Designed for the experienced dancer to apply previously learned choreographic skill, to conduct stage rehearsals and learn costuming techniques. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 28 — Theater Dance I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides an opportunity to learn simple dance excerpts from various theater musicals and/or movies. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 29 — Theater Dance II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides an opportunity to learn complex dance excerpts from various theater musicals and/or movies. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 30 — Contemporary Dance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides the beginning to advanced dancer the opportunity to experience different techniques of leading contemporary dancers and choreographers. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 31 — Classical Dance** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides the proficient ballet student the opportunity to experience the different schools of ballet technique. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 32 — Commercial Dance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides the intermediate to advanced jazz dancer the opportunity to experience the different techniques of leading commercial dancers, teachers and choreographers. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 33 — Improvisation** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Provides the opportunity to experience the creative process of improvisation in dance and choreography. For all levels of Modern Dance. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 34 — Dance Directives** **.5 to 1 Unit**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Prerequisite: Admission by audition
Provides the intermediate or advanced student the practical experience to assist an instructor in the creation and instruction of a dance class. Students who repeat this course will improve proficiency through continued instruction and practice.

■ **DNCE 35 — Repertory** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition
Provides the opportunity for the advanced dancer to learn choreography and to perform repertory pieces at workshops and special events. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 39A — Alignment and Correctives I** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Based on exercises and concepts developed by Joseph Pilates. Includes basic mat work, floor, special conditioning exercises and body awareness resulting in improved alignment, strength, flexibility, control, coordination and breathing. The mat work leads to apparatus work (on the professional reformer) emphasizing stretch, strength and trunk stability and alignment. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 39B — Alignment and Correctives II** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Advisory: DNCE 39A
Based on exercises and concepts developed by Joseph Pilates. Includes intermediate and advanced mat work. Focus will be primarily on apparatus work (on the professional reformer) developing in improved body alignment, strength, flexibility and control. Students who repeat this course will improve skills through further instruction and practice.

■ **DNCE 40 — Conditioning Through Dance** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours lab
Improves fitness through the coordination of dance exercises. Focuses on strength, flexibility and range of motion. Designed for the non-dancer. However, balance and coordination will benefit dancer and non-dancer alike. Students who repeat this course will improve skills through further instruction and practice.

DANCE: THEORY

■ **DN-T 18 — Introduction to Dance** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
A survey of the profession of dance and its various art forms through lecture, discussion, demonstration, and participation. Includes multi-cultural dance interpretations.

■ **DN-T 20 — History and Appreciation of Dance** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Survey of dance in western civilization. History of dance in chronological sequence emphasizing the cultural background and historical development of various forms and styles of dance to include discussion of the influence of dance on other art forms.

■ **DN-T 27 — Theory and Principles of Pilates** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: DNCE 39A
Teaching skills for the pilates method of physical and mental conditioning. Concepts and principles as applied to the mat and apparatus repertoire.

■ **DN-T 28 — Functional Anatomy for Pilates** **2 Units**
Degree Applicable
36 hours lecture
Functional human anatomy as applied to the Pilates method of conditioning.

■ **DN-T 29 — Teaching Pilates Mat** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Corequisite: DN-T 27 (may have been taken previously)
Learning to teach the Pilates mat exercises and principles. Includes basic, intermediate and advanced levels focusing on pedagogy and the development of correct neuromuscular patterning.

■ **DN-T 30 — Teaching Pilates Reformer Repertoire** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: DN-T 29
Learning to teach the Pilates Reformer exercises and principles. All levels are covered with a focus on the development of correct neuromuscular patterning.

■ **DN-T 31 — Pilates Teaching-Mat and Reformer** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Prerequisite: DN-T 28 and DN-T 29
Prepares students to teach Pilates in a variety of settings and situations. Teaching reinforces knowledge and understanding of the Pilates exercises. Includes lecture, observation, self-integration, assistant teaching, one-on-one teaching and content. Off-campus observations may be required.

■ **DN-T 32 — Teaching Pilates Cadillac and Wunda Chair Repertoire** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: DN-T 27 and DN-T 29 and DN-T 30
Learning to teach the Pilates repertoire of exercises on the Cadillac and Wunda Chair. All levels are covered with a focus on the development of correct neuromuscular patterning.

■ **DN-T 33 — Teaching Pilates Ped-a-Pul, Barrels and Auxiliary Equipment Repertoire** **1.5 Units**
Degree Applicable
18 hours lecture
36 hours lab
Prerequisite: DN-T 30 and DN-T 32
Learning to teach Pilates exercises on the following apparatus: Ped-a-Pul, Ladder Barrel, Step Barrel, Arc Barrel, Magic Circle, C-cushion and props. All levels are covered with a focus on the development of correct neuromuscular patterning.

■ **DN-T 34 — Pilates Teaching-Cadillac, Wunda Chair and Auxiliary Equipment** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Prerequisite: DN-T 33
Prepares students to teach Pilates in a variety of settings and situations. Teaching reinforces knowledge and understanding of the Pilates exercises and concepts. Includes lecture, observation, self-integration, assistant teaching and one-on-one teaching. Off-campus observations may be required.

■ **DN-T 38 — Dance Teaching Methods** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Corequisite: DNCE 2B or DNCE 12B or DNCE 14B
The application of pedagogical methods in Dance. Explores teaching strategies, imagery, motivational techniques, music for class instruction, and injury prevention. Focus is on the genres of Ballet, Jazz and Modern Dance. Course will involve on- and off- campus dance teaching observations.

DISABLED STUDENTS

■ **DSPS 10 — College Transition Strategies for Students with Disabilities** **3 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Advisory: Eligibility for READ 80
Introduces students with disabilities to college, including campus resources and college success factors. Explores strategies for successful transition to college. Topics include self-advocacy, college resources, self-management, educational accommodations, effective learning methods, and goal setting.

■ **DSPS 12 — Career Exploration and Planning for Students with Disabilities** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Advisory: Eligibility for ENGL 67 and READ 80
Assists students with a systematic approach to self-exploration, occupational research and career decision-making. Students will identify interests, personality style, and skills. Educational and functional limitations, as well as reasonable accommodations will be explored. Designed for students with disabilities.

■ **DSPS 15 — Personalized Career Exploration for Students with Disabilities** **1 Unit**
Not Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
18 hours lecture
Self-evaluation including interests, experiences, personality, values, and disability-related limitations as they relate to educational and career decisions. Identification of skills and resources, including those that relate to disability factors. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 16 — Educational and Career Options for Students with Disabilities** **1 Unit**
Not Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
18 hours lecture
Students will identify educational and career options. Emphasis on strategies that facilitate disability-sensitive career and educational planning. Barriers to employment and other disability issues are addressed. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 20 — Improving Spelling and Reading of Words** **3 Units**
Not Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lecture
Improve reading and spelling skills for multi-syllabic words. Includes sounding out letters, oral movements, and common "rules" for reading and spelling words. Designed for studens with learning disabilities. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 30 — Academic Success Strategies for Students with Disabilities** **1 Unit**
Not Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lab
Advisory: Concurrent enrollment in ENGL 67 or above, or MATH 50 to MATH 130
Strategies for academic success in relationship to disabilities. Primary emphasis will be on the effects of and strategies for auditory processing, language expression, memory, fluid reasoning and performance speed. Secondary emphasis will be on strategies to improve subject-specific performance. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 31 — Memory Strategies for Students with Disabilities** **3 Units**
Not Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lecture
Advisory: Eligibility for READ 80. Student should have at least one other academic class for application of strategies.
Principles of the memory process as it applies to academic coursework. Focus on understanding the memory process, improving specific memory components, identifying key concepts to memorize, and the independent application of memory strategies to students' other academic courses. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 32 — Technology for Students with Learning Disabilities** **3 Units**
Not Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lecture
Advisory: Eligibility for ENGL 67 or AMLA 42W and READ 80 or AMLA 32R. Concurent enrollment in an academic class that requires reading and writing.
Students with Learning Disabilities can improve their reading comprehension and written expression as applied to assignments in academic classes through the use of technology. A variety of strategies using technology will be introduced to students that will aid them in understanding and learning reading assignments and in expressing their ideas in written assignments. They will select several strategies for more in-depth use and will apply them functionally in academic classes. Concurrent enrollment in an academic class that requires reading and writing is advised.

■ **DSPS 33 — Strategies for Success in Math for Students with Disabilities** **3 Units**
Not Degree Applicable

(May be taken for Pass/No Pass only)
54 hours lecture
Advisory: Concurrent enrollment in MATH 50 to MATH 130
Strategies for students currently in math courses for academic success in relationship to disabilities. Emphasis on effects of and strategies for processing, language expression, memory, reasoning, and processing speed as they relate to math. Students who repeat this course will improve skills through further instruction and practice.

■ **DSPS 34 — Writing Strategies for Students with Disabilities** **3 Units**
Not Degree Applicable

(May be taken for Pass/No Pass only)
54 hours lecture
Strategies for success in writing for students with disabilities concurrently enrolled in ENGL 67, 68, 1A, 1B, and 1C classes. These strategies are applied to their English writing assignments by supporting the student?s strengths and compensating for their weaknesses in writing.

EDUCATION

■ **EDUC 10 — Introduction to Education** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Introduction to the field of education for students interested in teaching at the elementary or secondary level. Principles and issues are explored including history, philosophy, politics of education, needs of learners, and educational specialization. Course includes guidance in the selection of a future area of specialization. K-12 classroom observations required.

■ **EDUC 16 — Aspects and Issues in Teaching Service Learning** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Advisory: Eligibility for ENGL 68
Survey of the teaching profession, providing students opportunities to explore aspects of the career, including teaching and learning styles, state content standards and testing, recent California and national legislation, social issues, school funding and teacher rights and responsibilities.

ELECTRONICS

■ **ELEC 10 — Introduction to Mechatronics** **2 Units**
Not Degree Applicable

18 hours lecture
54 hours lab
An introduction to the field of mechatronics, a combination of conventional electronic technology with mechanical and computer technology. Special emphasis is on robotics. Hands-on activities include the building of a robot.

■ **ELEC 11 — Technical Applications in Microcomputers** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Use of the personal computer (PC) in electronics for technically related applications. Includes word processing, spreadsheets, database, computer presentation methods, e-mail, and job searches.

■ **ELEC 12 — Computer Simulation and Troubleshooting** **2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Advisory: ELEC 51, ELEC 56 taken prior
Use of the personal computer for simulation and troubleshooting of both analog and digital electronic circuits. Circuit analysis, value substitution, and fault diagnostics will be done with the emphasis on "Electronics Workbench/Multisim" software.

■ **ELEC 50A — Electronic Circuits (DC)** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: Eligibility for Math 51; ELEC 61 taken concurrently
Direct Current (DC) electrical circuits and their applications. Covers DC sources, analysis, test equipment, measurements, and troubleshooting of resistive devices and other basic components. Includes Ohm's Law, Kirchhoff's law, and network theorems. (Students seeking a survey course in electronics should take ELEC 10, Introduction to Mechatronics, rather than ELEC 50A or 50B.)

■ **ELEC 50B — Electronic Circuits (AC)** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: ELEC 50A taken prior
Alternating Current (AC) electrical circuits and their applications. Covers AC sources, analysis (using complex numbers), test equipment, measurements, and troubleshooting of basic circuits with capacitors, inductors, and resistors. Includes impedance, resonance, filters, and decibels.

■ **ELEC 51 — Electronic Devices** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: ELEC 50B taken prior
Solid-state devices and circuits, including BJT and FET transistors, rectifier diodes, op-amps, voltage regulators, thyristors, oscillators, timers, and their applications. Emphasizes configurations, classes, load lines, characteristics curves, gain, troubleshooting, measurements, and frequency response.

■ **ELEC 53 — Communications Circuits** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: ELEC 51 taken prior
Analog and digital communications circuits. Emphasizes analog and digital modulation principles, fiber optics, multiplexing, and telecommunications circuits.

■ **ELEC 54A — Industrial Electronics** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: ELEC 51 taken prior
Industrial electronic components and basic control circuits. Includes time delay controls, solid-state controls, relays, opto devices, DC motor control, transducers, SCR, and UJT devices.

■ **ELEC 54B — Industrial Electronic Systems** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Advisory: ELEC 54A taken prior
Expands on circuit theory and demonstrates systems application of industrial electronics including robotics, industrial production and processes, automation, and programmable and motor controllers. Emphasis is on programmable logic controllers (PLCs).

■ **ELEC 55 — Microwave Communications** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: ELEC 53 taken prior
Microwave components and circuits and their applications with emphasis on satellite technology, including radar, GPS, and others. Stresses Gunn diode oscillators, transmission lines, waveguides, Smith Charts, components, amplification, frequency analysis, and measurement techniques.

■ **ELEC 56 — Digital Electronics** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Combinational and sequential logic circuits emphasizing number systems, binary math, basic gates, Boolean algebra, Karnaugh maps, flip-flops, counters, and registers. Stresses design and troubleshooting techniques.

■ **ELEC 61 — Electronic Assembly and Fabrication** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Assembly and fabrication techniques in basic soldering, de-soldering, and surface mount technology (SMT). Construction of coaxial, twisted pair (Ethernet) cabling and connectors. Includes printed circuit board (PCB) layout and design.

■ **ELEC 62 — Advanced Surface Mount Assembly and Rework** **2 Units**
Degree Applicable
(May be taken two times for credit)
18 hours lecture
54 hours lab
Advisory: ELEC 61
Advanced course in assembly and repair (soldering) on surface mount assemblies. Prepares for the IPC surface mount assembly and rework certifications.

■ **ELEC 63 — Electronic Assemblies Recertification** **1 Unit**
Degree Applicable
9 hours lecture
27 hours lab
Prerequisite: ELEC 62
Prepares the technician as an Application Specialist for the IPC-7711/IPC-7721 Rework and Repair of Electronic Assemblies certification. (Note: Industry requires recertification every two years.)

■ **ELEC 66 — Electrical Code-Residential** **3 Units**
Not Degree Applicable
54 hours lecture
Advisory: ELEC 54B taken prior
Introduction to the National Electrical Code requirements for residential wiring. Includes interpretation and review of electrical wiring diagrams, material use, installation methods, and calculation of electrical load to size feeders and conductors. Prepares for part of the California State Contractors C-10 Electrician license exam.

■ **ELEC 74 — Microcontroller Systems** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Advisory: ELEC 56 taken prior
Microcontroller systems and programming methods; programmable logic devices (PLDs); serial communications; conversion of signals from analog to digital formats and the converse. Industry applications, interfacing, and troubleshooting.

■ **ELEC 76 — Radio Telephone Communications** **3 Units**
Not Degree Applicable
54 hours lecture
Prepares qualified electronic technicians for the FCC and/or NARTE commercial licenses for technicians and engineers in the communications field.

■ **ELEC 81 — Laboratory Studies in Electronics Technology** **1 to 2 Units**
Degree Applicable
(May be taken four times for credit)
54 to 108 hours lab
Advisory: ELEC 50B taken prior or concurrently
Extended laboratory experience supplementary to that available in the regular program. Allows the student to pursue more advanced and complex laboratory projects and experiments.

■ **ELEC 91 — Work Experience in Electronics** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Advisory: ELEC 56
Provides actual on-the-job experience in Electronics at an approved work site which is related to classroom instruction. A minimum of five hours per week of supervised work (60 non-paid clock hours or 75 paid clock hours per semester) is required for each one unit of credit. Students who repeat this course will improve skills through further instruction and practice.

ELECTRONICS SYSTEMS TECHNOLOGY

■ **EST 50 — Electrical Fundamentals for Cable Installations 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Electrical fundamentals for cable and wire installations, and other low voltage systems. Includes DC/AC, solid-state devices, digital and microprocessor devices and their application to cable installations. Prepares students for the California State Contractors C-7 low voltage systems license.

■ **EST 52 — Fabrication Techniques for Cable Installation 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Fabrication techniques used in the installation of home theater, computer networks, home automation, and other low voltage system applications. Emphasis on hand and power tools, construction methods and materials as they apply to cable and wire installations. Prepares students for the California State Contractors C-7 low voltage systems license.

■ **EST 54 — Cabling and Wiring Standards 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: EST 50, EST 52
Cable and wire standards of video, voice, and data wiring for home theater, computer networks, home automation, telecommunications, and other low voltage system installations. Emphasis on copper wire, coax, fiber optic, and structured cables. Prepares students for the California State Contractors C-7 low voltage systems license.

■ **EST 56 — Home Theater, Home Integration and Home Security Systems 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: EST 54
Home theater, home integration, and other home management systems. Emphasis on home theater, home management PLCs, security hardware and programming, and the installation and servicing of such systems. Prepares students for the California State Contractors C-7 low voltage systems license.

■ **EST 62 — Electronic Troubleshooting-I 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: EST 56
Troubleshooting basic electronic circuits and systems to component level. Circuits include: power supplies, amplifiers, audio circuits, home theater audio (Dolby 5.1), and video circuits (analog TV).

■ **EST 64 — Electronic Troubleshooting - II 4 Units**
Degree Applicable

54 hours lecture
54 hours lab
Advisory: EST 62
Troubleshooting advanced electronic video circuits and systems to component level. Includes digital TV and HDTV (plasma, LCD, DLP).

■ **EST 70 — C-7 Low Voltage Systems License Preparation 2 Units**
Degree Applicable

36 hours lecture
Advisory: EST 56 or ECWT 56 taken prior
Prepares for the California State Contractors C-7 Low Voltage Systems license examination. Students who repeat this course will improve skills through further instruction and practice.

EMERGENCY MEDICAL SERVICE

■ **EMS 1 — Fundamentals for Paramedics 4 Units**
Degree Applicable

72 hours lecture
Prerequisite: Completed Paramedic Program application, current California EMT I (Basic) certificate, and six months employment as an EMT I
Advisory: Eligibility for ENGL 68
Overview of emergency medical services (EMS) competencies, current practices, medical terminology, emphasis on applied physiology and structure and function of human body systems. Pre-course for the Paramedic Program.

■ **EMS 10 — Anatomy and Physiology for Paramedics 2 Units**
Degree Applicable

39 hours lecture
Prerequisite: Admission to Paramedic Program and EMS 1
Corequisite: EMS 20, EMS 30, EMS 40, EMS 50, and EMS 60
Gross anatomy and physiology of the human body, with applications to paramedic practices.

■ **EMS 20 — Emergency Cardiac Care for Paramedics 1 Unit**
Degree Applicable

20 hours lecture
6 hours lab
Prerequisite: Admission to the Paramedic Program
Corequisite: EMS 10, EMS 30, EMS 40, EMS 50, and EMS 60
Certifies paramedics in Basic Life Support (BLS-CPR), Pediatric Advanced Life Support (PALS), and Advanced Cardiac Life Support (ACLS).

■ **EMS 30 — Pharmacology for Paramedics 2 Units**
Degree Applicable

39 hours lecture
13 hours lab
Prerequisite: Admission to the Paramedic Program
Corequisite: EMS 10, EMS 20, EMS 40, EMS 50, and EMS 60
Commonly used paramedic drugs, with emphasis on dosages supplied and ordered, routes of administration, expected therapeutic outcomes and possible adverse reactions.

■ **EMS 40 — Cardiology for Paramedics 5 Units**
Degree Applicable

91 hours lecture
Prerequisite: Admission to the Paramedic Program
Corequisite: EMS 10, EMS 20, EMS 30, EMS 50, and EMS 60
Familiarizes the paramedic with the normal and the diseased heart; includes assessment tools, interpretation of various dysrhythmias and appropriate paramedic interventions.

■ **EMS 50 — Paramedic Skills Competency 5 Units**
Degree Applicable

54 hours lecture
108 hours lab
Prerequisite: Admission to the Paramedic Program
Corequisite: EMS 10, EMs 20, EMS 30, EMS 40, and EMS 60
Perfect the paramedic skills required for field operation as a paramedic and for certification in competency-based exams.

■ **EMS 60 — EMS Theory for Paramedics 8.5 Units**
Degree Applicable

156 hours lecture
Prerequisite: Admission to the Paramedic Program
Corequisite: EMS 10, EMS 20, EMS 30, EMS 40, and EMS 50
Theories and principles of paramedic practices, including assessment skills, care of the sick and injured at a paramedic level, with applications to anatomy and physiology, pathologic processes, and mechanism of injury.

■ **EMS 70 — Paramedic Clinical Internship 4 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
215 hours lab
Prerequisite: EMS 1
Corequisite: EMS 60 (May have been taken previously.)
Clinical experience and application of paramedic theory and practice with an emphasis on patient assessment and utilization of paramedic skills in a hospital setting.

■ **EMS 80 — Paramedic Field Externship** **9.5 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
479 hours lab
Prerequisite: EMS 1 and Successful completion of Los Angeles County accreditation exam
Corequisite: EMS 70 (may have been taken previously)
Application of concepts of paramedic theory and practices, with emphasis on patient assessment and utilization of paramedic skills in a field setting on an operational paramedic unit.

EMERGENCY MEDICAL TECHNICIAN

■ **EMT 90 — Emergency Medical Technican I** **10.5 Units**
Degree Applicable
135 hours lecture
135 hours lab
Prerequisite: High school graduation or equivalent and minimum of 18 years of age
Approved by the L.A. County and State Departments of Health. Emphasizes the development of skill in recognition of symptoms of illnesses and injuries, and proper procedures of pre-hospital emergency care. Awards an EMT - I Course Completion Certificate, necessary for many jobs in emergency care and is a prerequisite for entry into a Paramedic program and most fire department jobs.

■ **EMT 91 — Emergency Medical Technician I Refresher** **2 Units**
Degree Applicable
40 hours lecture
Prerequisite: Completion of a State or County Department of Health (or out-of-state) approved course and possession of a currently valid EMT-I certificate or one which has expired for no more than 20 months
Approved by the L.A. County and State Departments of Health. Required of all Emergency Medical Technician - I personnel every two years in order to maintain eligibility for employment in an emergency response agency and to keep certification valid. Course covers all required material and current changes/updates in pre-hospital emergency care at the EMT-I level

ENGINEERING

■ **ENGR 1 — Introduction to Engineering** **1 Unit**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Introduction to the engineering profession; academic requirements; articulation agreements with four-year institutions; engineering ethics; professional engineering licensure; engineering study as a preparation for other careers; academic success strategies.

■ **ENGR 8 — Properties of Materials** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: CHEM 40 or 50 and PHYS 4A or 2AG
Mechanical, electrical, magnetic, optical and thermal properties of engineering materials and their relation to the materials' internal structure. Atomic structure and bonding; crystalline structures; phase and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation and fracture; structural control and influence of properties; materials naming and designating systems; corrosion process; lasers; semiconductors; electronic packaging materials.

■ **ENGR 18 — Introduction to Engineering Graphics** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Fundamental engineering graphics and problem solving techniques. Skills in freehand and instrument drawing are developed and applied to the solution of problems. Orthographic, isometric and oblique drawings.

■ **ENGR 24 — Engineering Graphics** **4 Units**
Degree Applicable, CSU, UC
36 hours lecture
108 hours lab
Prerequisite: ENGR 18 and eligibility for MATH 51
Advisory: CISB 15
Graphical expression through Computer Assisted Drafting (CAD). Includes freehand sketching and instrument drawing, orthographic, isometric and oblique drawing with dimensioning and tolerancing. Fasteners, cams, gears, and pipe drawings. Descriptive geometry: points, lines, and planes. Intersections and developments of solids, sheet metal, electrical and civil engineering, and surveying drawings.

■ **ENGR 40 — Statics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: PHYS 4A
Static equilibrium of rigid bodies, forces, couples in two-and three-dimensional space. Application of equilibrium principles to trusses, frames and machines. Calculation of center of mass and centroid. Friction, moment of inertia, distributed and concentrated loads. Forces in cables and beams. Fluid statics. Introduction to virtual work. Vector approach.

■ **ENGR 41 — Dynamics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGR 40
Absolute and relative motion of particles and rigid bodies in translational and rotational motion. Instantaneous center of rotation. Application of Newton's Second Law, work-energy and impulse-momentum methods. Introduction to mechanical vibrations. Vector approach.

■ **ENGR 42 — Mechanics of Materials** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: ENGR 40
Mechanics of deformable bodies subjected to axial, torsional, shearing, and bending loads. Includes combined stresses, statically indeterminate structures, deflection and stress analysis of beams, stability of columns, strain energy methods, and design of pressure vessels and structures.

■ **ENGR 44 — Electrical Engineering** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: PHYS 4B
Introduction to electrical circuit analysis; systems of units; applications of Kirchoff's Laws and Thevenin's Theorems to D-C and A-C circuits. Mesh and nodal analysis; RL and RC transients; phasors and steady-state sinusoidal analysis; response as a function of frequency; current, voltage, and power relationships; polyphase circuits; periodic forcing functions; Norton's Theorem; three-phase circuits.

■ **ENGR 99 — Special Projects in Engineering** **1 to 2 Units**
Not Degree Applicable
(May be taken four times for credit)
18 to 36 hours lecture
Corequisite: PHYS 1 or PHYS 2AG or PHYS 4A (May have been taken previously)
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer special projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Student must have instructor's authorization before enrolling in this class. Students who repeat this course will meet with the instructor and make individual contracts of a more advanced nature to ensure that proficiencies are enhanced.

ENGINEERING DESIGN TECHNOLOGY

■ **EDT 11 — Technical Engineering Drawing I** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: Eligibility for MATH 51
Basic skills for a solid foundation in the Engineering Drawing or Computer-Aided Design fields. Involves application, basic sketch, theories and design processes used in engineering and industrial drawings. Completion of a portfolio is a requirement of this course.

■ **EDT 12 — Technical Engineering Drawing II** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 11
Advanced applications, automated techniques, dimensioning, tolerancing, fasteners, piping, circuit board design, theory used in engineering and industrial drawings. Students will complete a set of working drawings in either manual or CAD for inclusion in a portfolio.

■ **EDT 14 — Mechanical Design - Geometric Dimensioning and Tolerancing** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 11, EDT 12
Use of symbols for tolerance of form and tolerance of position and drawing requirements with respect to actual function and relationship of part features. Studies of related terminology, power transmission, bearing and mechanical devices, related exercises including design layout, details and assembly drawings. Completion of a portfolio is a requirement of this course.

■ **EDT 16 — Basic CAD and Computer Applications** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: Eligibility for MATH 51
Basic CAD (Computer Aided Design and Drafting) and computer application in architecture, engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications).

■ **EDT 18 — Engineering CAD Applications** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Advisory: EDT 11, EDT 16
Intermediate CAD for engineering, explores the 2-D and 3-D environments, 3-D parametric solid modeling, file manipulation related to Windows platforms.

■ **EDT 20 — Technical Descriptive Geometry** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 11
Advanced course for solving visual and spatial problems graphically. Applies the principles of orthographic projection and 3-D visualization to solve problems that involve lines, planes, intersections, auxiliary views, and developments. A time saving skill necessary for prospective engineers and technology students.

■ **EDT 24 — Engineering CAD 3-D Solids and Surfaces** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 18
Advanced engineering CAD for developing detailed working drawings in 3-D environments, incorporating 3-D parametric solid modeling, bill of materials, and surface development.

■ **EDT 26 — Civil Engineering Technology and CAD** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 11, EDT 16
Theory of civil engineering projects with hands-on instruction in civil drawings and Computer Aided Drafting and Design (CAD) applications. Layout, topography maps, grading plans, sections, street improvements, and interpretation of surveyor's data are covered. Set of CAD drawings produced for a final portfolio.

■ **EDT 28 — Engineerng CAD 3D Illustration/Animation** **3 Units**
Degree Applicable, CSU

36 hours lecture
72 hours lab
Advisory: EDT 18
Advanced CAD course in three-dimensional illustration using complex entities, shading, and animation techniques. A completed video portfolio will be developed. (SolidWorks, 3DS Max, Adobe PS).

■ **EDT 89 — Engineering Design Technology Work Experience** **1 to 2 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 150 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Provides on-the-job experience in Engineering Design Technology at an approved work site using skills and knowledge from classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. This course is available to students achieving advanced standing (minimum 12 units in major or equivalent experience.) Students who repeat this course will improve skills through further instruction and practice.

ENGLISH: COMPOSITION

■ **ENGL 1A — Freshman Composition** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: ENGL 68 or satisfactory score on the English Placement Test
Develops effective expository writing skills and investigates the principles and methods of composition as applied to the writing of essays and the research paper. Emphasizes critical reading of academic material.

■ **ENGL 1AH — Freshman Composition - Honors** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: Acceptance into the Honors Program
Develops effective expository writing skills and investigates the principles and methods of composition as applied to the writing of essays and the research paper. Emphasizes critical reading of academic material. An honors course designed to provide an enriched experience. Students may not receive credit for both ENGL 1A and ENGL 1AH.

■ **ENGL 1B — English - Introduction to Literary Types** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH
Critical, oral, and written evaluation, analysis, and interpretation of short and long fiction, poetry, and drama. Develops a foundation for personal, cultural, and intellectual growth.

■ **ENGL 1BH — English - Introduction to Literary Types - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH and acceptance into the Honors Program
Critical, oral, and written evaluation, analysis and interpretation of short and long fiction, poetry, and drama. Develops a foundation for personal, cultural, and intellectual growth. An honors course designed to provide an enriched experience. May not receive credit for both ENGL 1B and ENGL 1BH.

■ **ENGL 1C — Critical Thinking and Writing** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH
Develops critical thinking, reading, and writing skills. Focuses on logical analysis and argumentative writing.

■ **ENGL 1CH — Critical Thinking and Writing - Honors** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH and acceptance into the Honors Program
Develops critical thinking, reading, and writing skills. Focuses on logical analysis and argumentative writing. An honors course designed to provide an enriched experience. Students may not receive credit for both ENGL 1C and ENGL 1CH.

■ **ENGL 8A — Creative Writing - Fiction** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH
Elements, processes, and techniques of fiction writing. Includes genre, settings, point of view, character sketch, plot development, description, and dialogue with an emphasis on student development as a writer of fiction through practice and discussion.

■ **ENGL 8B — Creative Writing - Poetry** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH
Emphasizes the student's development as a poet.

■ **ENGL 8C — Creative Writing - Novel** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 8A
Elements, processes, and techniques of novel writing. Includes genre, settings, point of view, character sketch, plot development, description, and dialogue with an emphasis of student development as a writer of novels through practice and discussion.

■ **ENGL 8D — Creative Writing - Poetry Collection** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 8B
Elements, processes, and techniques for creating and writing poetry collections. Includes theme, imagery, line breaks, diction, and prosody, with an emphasis on student development as a creator of poetry collections through practice, writing, and discussion.

■ **ENGL 8E — Creative Writing - Memoir** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Analysis and writing of memoirs including stylistic and syntactic forms and composition strategies used when writing memoir.

■ **ENGL 8F — Creative Writing - Nonfiction** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Analysis and writing of creative nonfiction including stylistic and syntactic forms and composition strategies used when writing creative nonfiction.

■ **ENGL 8G — Creative Writing-Memoir Collection** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 8E
Development of memoir writing with emphasis on developing a memoir collection. Includes setting, character development, dialogue, theme, voice, laws and ethics, and publication with an emphasis of student development as a writer of a complete book length memoir collection through reading, practice and discussion.

■ **ENGL 8I — Creative Writing - Nonfiction Collections** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 8F
Elements, processes, and techniques for creating and writing creative nonfiction collections. Includes forms, theme, voice, style, with an emphasis on student development as a creator of creative nonfiction collections through reading, practice, writing, and discussion.

■ **ENGL 9 — Writing the Personal Journal** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Personal exploration, development of creativity, increased comfort with the writing process, and expanded awareness of others? lives through journal writing. Journal methods will be patterned after Dr. Ira Progoff's concept of creativity and growth as well other approaches to journal writing.

■ **ENGL 9B — Expanding the Personal Journal** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 9
Emphasizes advanced techniques for journal writing. Students will develop techniques that allow them to turn private work into public pieces. Processes and techniques will be improved through practice and discussion.

■ **ENGL 64 — Writing Effective Sentences** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Prerequisite: Eligibility for ENGL 67
Improve sentence writing skills through the analysis and application of sentence elements. Includes the identification and correction of common sentence problems, such as comma splice, fragment, and run-on.

■ **ENGL 65 — Grammar Review** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Review fundamentals of English for the student who needs a practical course focusing on usage and grammar: case, agreement, verbs, verbals, fragments, shifts in construction, dangling modifiers, diction, parallelism, comma-splice, and punctuation. Students who repeat this course will improve skills through further instruction and practice.

■ **ENGL 66 — Paragraph Writing** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Analysis and writing of paragraphs. Through the process of writing, the student learns to state and support a topic idea. Students who repeat this course will improve skills through further instruction and practice.

■ **ENGL 67 — Writing Fundamentals** **4 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: Satisfactory score on the English Placement Test or completion of AMLA 42W or completion of LERN 81
Using an integrated approach, develops effective writing based on reading; emphasizing the sentence, the outline, the summary, the paragraph and an introduction to the essay. Gives attention to grammar, punctuation and vocabulary. Develops critical thinking through reading comprehension in conjunction with related writing.

■ **ENGL 68 — Preparation for College Writing** **4 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: ENGL 67 or AMLA 43W or satisfactory score on the English Placement Test
Using an integrated approach, continues to develop effective writing based on reading. Reviews paragraph structure, emphasizes development of the academic essay, and introduces principles of documentation. Continues to develop critical thinking through reading of and writing about increasingly complex texts.

■ **ENGL 75 — Vocabulary Building** **3 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Expands students' reading, writing and speaking vocabularies through examination of the principles of word formation, emphasizing prefixes, roots, suffixes and the effective use of dictionaries and other reference works. Students who repeat this course will improve skills through further instruction and practice.

■ **ENGL 81 — Language Acquisition** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: ENGL 1A
Language structure, linguistics, language development. Explores first and second-language acquisition as it pertains to K-12 learners. Meets the Commission on Teaching Credentialing standards for Language Acquisition requirement for elementary school teaching credential.

■ **ENGL 99 — Special Projects in English** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

ENGLISH: LITERATURE

■ **LIT 1 — Early American Literature** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
American literature of the Seventeenth, Eighteenth, and Nineteenth Centuries. Emphasizes writers who created an American literary identity and shaped America's cultural mythology.

■ **LIT 2 — Modern American Literature** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Emphasizes characteristic late 19th, 20th, and 21st century concerns as they relate to American literary form and content.

■ **LIT 3 — Multicultural American Literature** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 68 or passing score on current placement test
Analyzes the representative contributions of three or four diverse groups to American literature and culture. Covering a wide spectrum of historical periods and literary genres, the course will focus on issues of ethnic identity, assimilation, acculturation, cultural pluralism, and family and gender roles in order to heighten awareness of diversity in America. Representative literature groups may include African American, Hispanic American, Native American, Asian American, Gay and Lesbian American, disability groups and religious groups.

■ **LIT 6A — Survey of English Literature** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
A chronological study of major works from Beowulf and the Anglo-Saxon period to the mid-18th century.

■ **LIT 6B — Survey of English Literature** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
A chronological study of major works from the Romantic Era through the Victorian and Modern periods to contemporary texts.

■ **LIT 10 — Survey of Shakespeare** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Surveys Shakespeare's histories, tragedies, comedies, and selected sonnets with their historical and literary context, emphasizing their relevance to contemporary culture and values.

■ **LIT 11A — World Literature to 1650** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Surveys works of classical Greece through the Renaissance. Emphasizes the interrelationship of literature, art, society, politics, philosophies and general culture.

■ **LIT 11B — World Literature from 1650** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Works and ideas from 1650 through the 21st century emphasizing those works which not only reflect qualities of universal greatness but also the thought and spirit of the ages in which they were written. Emphasizes how art, society, politics, philosophies and general culture are interrelated and reflected in the literature of these different eras.

■ **LIT 14 — Introduction to Modern Poetry** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Examines the significant poetry of England and America in the 20th and 21st centuries, with the major emphasis on contemporary poems.

■ **LIT 15 — Introduction to Cinema** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Explores the broad range of human experience inherent in the study of film as art. Using a number of films drawn from various genres, examines film from historical, social, technological and aesthetic perspectives.

■ **LIT 20 — African American Literature** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Surveys Eighteenth through Twenty-first Century writings of African Americans. Emphasizes the oral tradition, development of protest literature and major modern and contemporary writers such as Wright, Ellison, Baldwin, Walker, and Morrison.

■ **LIT 25 — Contemporary Mexican American Literature** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Issues of contemporary Mexican-American literature, drama, and film. Includes discussion of the roles played by gender, religion, language, education, family, ethnic identity, and class. Also addresses application of literary tools such as symbolism, language, and theme.

■ **LIT 36 — Introduction to Mythology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
A survey of major myths, including creation, fertility, and hero myths. Explores theories and approaches to these archetypal stories and the ways that they reflect and shape culture. Emphasis is on classical myths, but myths from around the world may be included.

■ **LIT 40 — Children's Literature** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Designed to give the student a knowledge and an appreciation of children's books, both fiction and non-fiction, from around the world. Special emphasis is given to analysis and interpretation of thematic and literary elements, suitability for age group, quality of writing and illustration, award-winning books, and issues related to cultural patterns, bias and persuasiveness.

■ **LIT 46 — The Bible as Literature: Old Testament** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Considers the Bible as a collection of literary texts and applies the principles of literary historical analysis to the Old Testament.

■ **LIT 47 — The Bible as Literature: New Testament** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
Considers the Bible as a collection of literary texts and applies the principles of literary and historical analysis to selected books of the Old Testament and the New Testament.

FAMILY AND CONSUMER SCIENCES

■ **FCS 41 — Life Management** **3 Units**
Degree Applicable, CSU
54 hours lecture
Life Management provides individuals with skills for understanding and using resources for effective functioning now and in the future. Explores theories of management including Maslow's Hierarchy of Needs and systems thinking, and how they apply to the day-to-day use of one's resources including time, energy, abilities, and money. Major topics include steps in value clarification, goal setting, decision making, problem solving, time management, money management, education and career planning, communication skills, handling change and stress, and conflict management. In addition, the course explores the effect of cultural forces and future trends on goals, values, standards, and time management.

■ **FCS 51 — Consumer Skills, Issues, and Strategies** **3 Units**
Degree Applicable, CSU
54 hours lecture
Consumer skills with an emphasis on practical applications in the marketplace. Topics include history of the consumer movement, consumer rights and responsibilities, financial wellness, consumer debt, behavior, fraud, and redress. Explores the relationship between consumer skills, careers, and job skills.

■ **FCS 80 — Personal Financial Planning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Personal and family financial planning for those who wish to understand their own finances across the lifespan and assist others in money management. Topics include financial goal setting, budgeting, consumer credit, debt management, banking functions, income taxes, home ownership, insurance, investing, and retirement planning. Students may not earn credit for both BUSA 71 and FCS 80.

■ **FCS 91 — Work Experience in Family and Consumer Sciences** **1 to 3 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Prerequisite: Compliance with work experience regulations as designated in the College Catalog.
Provides Family and Consumer Science majors with actual on-the-job experience in an approved work site related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed but assistance is provided by the Family and Consumer Sciences faculty. Students who repeat this course will improve skills through further instruction and practice.

FASHION MERCHANDISING AND DESIGN

■ **FASH 8 — Introduction to Fashion** **3 Units**
Degree Applicable, CSU
54 hours lecture
Examines scope of the fashion industry from concept to consumer: industry background and technology. Includes design, manufacturing, distribution, sales and promotion with emphasis on career opportunities and qualifications.

■ **FASH 9 — History of Costume and Fashion** **3 Units**
Degree Applicable, CSU
54 hours lecture
Survey of Western costume and fashion from antiquity to contemporary times. Emphasis is placed on style development as it relates to social, economic and political forces, and the relationship of historic styles to current fashion.

■ **FASH 10 — Clothing Construction I** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Development of a basic understanding of industry standard apparel construction techniques using a variety of machines and equipment. Included are marker preparation, commercial patterns, basic block fusing, and garment construction of slim skirt/pants, dress/shirt, and knit "T" shirt.

■ **FASH 12 — Clothing Construction II** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Prerequisite: FASH 10
Industry-quick alternatives to traditional construction and tailoring techniques using overlock and single needle machines. Hands-on experience using woven fabrics for tailored clothing and novelty knits.

■ **FASH 15 — Fashion and Identity** **3 Units**
Degree Applicable, CSU

54 hours lecture
Sociological, psychological, cultural, and fashion industry influences on clothing design and selection. The elements and principles of design and their impact on apparel selection will be explored.

■ **FASH 17 — Textiles** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Manufacturing of textiles and fabrics and the factors that determine the suitability for end use. Topics include natural and synthetic fibers, yarns, fabric construction, dyes, finishes, legislation, and care. Emphasis is on selection criteria for textile product design and recent developments in the textile field.

■ **FASH 20 — Illustration for Fashion and Costume Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Drawing techniques for fashion and theatrical costume design. Application of the basic techniques used in drawing a well-proportioned male and female figure and in rendering garment flats using texture, fabric, and design detail. Students will explore a variety of mediums.

■ **FASH 21 — Patternmaking I** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: FASH 10
Theory and application of basic flat patternmaking techniques to create garment designs using industry standards. By means of dart and seam manipulation, slopers will be created, constructed and fitted.

■ **FASH 22 — Fashion Design By Draping** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: FASH 10
Three dimensional dress design through draping fabrics directly to a dress form to create original designs or to interpret fashion illustrations.

■ **FASH 23 — Patternmaking II** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: FASH 21
Intermediate pattern drafting and flat patternmaking, with an introduction to the sizing and grading of patterns. Development of patternmaking skills to include two-way stretch knits, swimwear, and complex construction. Students apply commercial manufacturing standards in producing size ranges for misses' and women's wear, to include skirts, pants, bodices, sleeves and collars.

■ **FASH 24 — Fashion Patternmaking by Computer** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Advisory: FASH 21
Industrial fashion patternmaking and grading using Gerber Computer Aided Design (CAD) technology. Exploration of drawing techniques, pattern development, flat pattern manipulation and the sizing and grading of patterns.

■ **FASH 25 — Fashion Computer-Assisted Drawing** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: FASH 20
Technical fashion drawing techniques using Adobe Illustrator and Photoshop. Includes drawing production flats, colorization and scanning images using computer as a drafting tool. Exploration of popular computer techniques and methods suitable for use in apparel industry.

■ **FASH 26 — Fashion Computer Assisted Design** **2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Use an advanced, industry-specific CAD system to produce high-level graphic presentations. Create color palettes, textiles, and surface designs; explore texture mapping and how it is used to create a natural drape on the fashion figure; and use the computer as a layout design tool for swatches and vector flat drawings.

■ **FASH 30 — Fashion Design and Product Development I** **3 Units**
Degree Applicable

54 hours lecture
Advisory: FASH 15 and FASH 60
Overview of the global environment for product development for fashion. Applies the concepts and methods by which retailers create special store-branded merchandise for targeted customer segments. Students will develop financial and design goals, create product concept and line-boards, and evaluate the aesthetic and commercial results.

■ **FASH 31 — Fashion Design and Product Development II** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: (FASH 20 or 25) and (FASH 21 or 22) and FASH 30
Industrial techniques of drawing production flats and design room sketches with a focus on swim wear, active wear, children's and junior clothing, and the full-fashion figure. Includes creation and maintenance of a personal design sketchbook, development of customer-specific fashion lines, textile selection, cost sheet development, full-color illustrating, full-scale patternmaking, and garment construction.

■ **FASH 32 — Fashion Design and Product Development III** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: FASH 31
Advanced fashion design and product development emphasizing, in portfolio format, a minimum of three lines with production flats, scale patterns, pattern charts, cost sheets and sample garments. A design sketchbook will be maintained. Includes resume preparation and job search appropriate for the fashion design industry.

■ **FASH 35 — Special Topics in Fashion Design** **2 Units**
Degree Applicable

(May be taken four times for credit)
18 hours lecture
54 hours lab
Prerequisite: FASH 10
Provides exploratory design experience to enhance basic fashion design curriculum. Students will explore advanced garment design and/or construction techniques. Students who repeat this course will improve skills through further instruction and practice.

■ **FASH 62 — Retail Store Management and Merchandising** **3 Units**
Degree Applicable, CSU

54 hours lecture
Principles and practices used in the management and merchandising of retail stores. Includes all aspects of the critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service. Students may not receive credit for both FASH 62 and BUSS 50.

■ **FASH 63 — Advertising and Promotion** **3 Units**
Degree Applicable, CSU

54 hours lecture
Characteristics and role of advertising and promotion in business. Emphasis is placed on promotional mix, trend and forecast research, and developing a comprehensive multimedia promotion plan including advertising layout and copy. Students may not receive credit for both FASH 63 and BUSS 33.

■ **FASH 66 — Visual Merchandising Display** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Analysis of visual merchandising applied to interior and exterior displays and floor merchandising within the fashion industry. Includes psychology of store layout, current methods of visual merchandising, and use of mannequins, pinning, and flying.

■ **FASH 81 — Work Experience in Fashion** **1 to 3 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Provides fashion students with actual on-the-job experience in an approved work site which is related to classroom-based learning. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. Students who repeat this course will improve skills through further instruction and practice.

■ **FASH 90 — Field Studies** **1 Unit**
Degree Applicable
(May be taken four times for credit)
18 hours lecture
Pre-trip lectures on the development of the ready-to-wear industry including background information on specific designer studios, factories, and retail stores to be visited, plus travel information for the trip. Students who repeat this course will improve skills through further instruction and practice.

■ **FASH 91 — Field Studies - New York** **2 Units**
Degree Applicable
(May be taken four times for credit)
36 hours lecture
Corequisite: FASH 90 (may have been taken previously)
Fashion industry travel study in New York City with daily scheduled lectures and field studies of the diverse fashion industries to include major designers, fashion trend services, retailers, manufacturers, costume/textile exhibits and archives, and museums. Students who repeat this course will improve skills through further instruction and practice.

■ **FASH 92 — Field Studies - Fashion Capitals** **3 Units**
Degree Applicable
(May be taken four times for credit)
54 hours lecture
Corequisite: FASH 90 (may have been taken previously)
Fashion industry travel study to fashion capitals with daily scheduled lectures and field studies of the diverse international industry to include designers, fashion trend services, retailers, manufacturers, textile mills, costume textile exhibits and archives, and museums. Students who repeat this course will improve skills through further instruction and practice.

FIRE TECHNOLOGY

■ **FIRE 1 — Fire Protection Organization** **3 Units**
Degree Applicable, CSU
54 hours lecture
Career options and opportunities in fire protection and related fields; history of fire protection, fire loss analysis, public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics.

■ **FIRE 2 — Fire Prevention Technology** **3 Units**
Degree Applicable, CSU
54 hours lecture
Introduction and history of fire prevention, including codes, ID and correction of hazards, investigation, and safety education.

■ **FIRE 3 — Fire Protection Equipment and Systems** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1
Includes the study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems, design and operation of sprinkler systems, water supply and fire extinguishers.

■ **FIRE 4 — Building Construction for Fire Protection** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1
Building construction and fire code safety effects on preplanning, engineering, inspections, fire ground operations, fire and building codes relationships.

■ **FIRE 5 — Fire Behavior and Combustion** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1
Theory of how and why fires start, spread and are controlled; in depth study of fire chemistry and physics, fire characteristics of materials, extinguishing of materials, extinguishing agents and fire control techniques.

■ **FIRE 6 — Hazardous Materials/ICS** **3 Units**
Degree Applicable
54 hours lecture
Hazardous chemicals, their physical properties, use in industry, characteristics when involved in spills, fire and accidents. Information regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, fire department protocols and responsibilities that meet OSHA requirements.

■ **FIRE 7 — Fire Fighting Tactics and Strategy** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1 or equivalent taken prior
Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures, utilization on types of building construction in fire control, review of fire chemistry, pre-fire planning, organized approach to decision making on the fire scene, basic fire fighting tactics and strategy.

■ **FIRE 8 — Fire Company Organization and Management** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1
Review of fire department organization, fire company organization, the company officer, personnel administration, communication, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records and reports.

■ **FIRE 9 — Fire Hydraulics** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1 or equivalent taken prior and eligibility for MATH 51
Review of basic mathematics, hydraulic laws and formulas as applied to fire service, application of formulas and mental calculation to hydraulic problems, water supply problems, underwriter requirements for pumps.

■ **FIRE 10 — Arson and Fire Investigation** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1 or equivalent taken prior
Introduction to cause, origin, arson, incendiarism, related laws and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses, procedures for handling juveniles, court procedure and testimony.

■ **FIRE 11 — Fire Apparatus and Equipment** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: FIRE 1 or equivalent taken prior
Mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Includes driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

■ **FIRE 12 — Wildland Fire Control** **4.5 Units**
Degree Applicable, CSU
79 hours lecture
Advisory: Eligibility for ENGL 68
Addresses wildland fire behavior, safety considerations, strategy, tactics, and operational differences within the wildland urban interface.

■ **FIRE 86 — Basic Fire Academy** **14.5 Units**
Degree Applicable
135 hours lecture
383 hours lab
Prerequisite: FIRE 1 through FIRE 6 or equivalent, PE 50 or equivalent, EMT certified, and either PE-F 50 or PE-F 51 or PE-F 52 (or equivalent)
Corequisite: PE-F 53
Instruction in the proper use of standard fire department apparatus and equipment, salvage covers and fire extinguishment techniques, etc., in accordance with the State Board of Fire Services. Prepares students to meet manipulative skills standards established by the local fire agencies, associations and unions.

■ **FIRE 91 — Fire Academy Ladders** **1 Unit**
Not Degree Applicable
(May be taken for Pass/No Pass only)
8 hours lecture
32 hours lab
Intensive training in ladder manipulation to prepare students for Fire Academy and physical fitness tests given by the fire departments.

■ **FIRE 96 — Work Experience Fire Science** **2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
150 hours activity
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Work experience in fire service at an approved work site which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. This course is available to students achieving a minimum of 12 units in fire service. Students who repeat this course will improve skills through further instruction and practice.

FRENCH

■ **FRCH 1 — Elementary French** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Intended for students without previous exposure to French. Begins to develop the ability to converse, read and write in French. Emphasis is on oral proficiency. Includes the study of principles of language learning, pronunciation, basic vocabulary and grammatical structures. Extensive exposure to the cultures of French-speaking countries.

■ **FRCH 2 — Continuing Elementary French** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: FRCH 1 or equivalent
Further development of conversational, reading and writing skills in French, with emphasis on communicative skills, expansion of vocabulary and understanding of structure. Extensive exploration and analysis of the cultures of French-speaking countries.

■ **FRCH 3 — Intermediate French** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: FRCH 2 or equivalent
Expansion of vocabulary and structural components. Further development of communicative proficiency with increasing emphasis on reading and writing. Extensive exposure to culture from France and other French-speaking countries.

■ **FRCH 4 — Continuing Intermediate French** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: FRCH 3 or equivalent
Continued development of competencies with the goal of attaining intermediate high-level proficiency in French. Increasing emphasis on reading and writing. Extensive exposure to cultural elements such as art, music, film, and history from France and other French-speaking countries.

■ **FRCH 5 — Advanced French** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: FRCH 4 or equivalent
Provides further insight into the cultures of France and other French-speaking countries to reach an advanced level of proficiency in the language. Includes analysis of short literary works from diverse cultures, and group discussions about contemporary topics found in films and newspaper articles.

■ **FRCH 6 — Continuing Advanced French** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: FRCH 5 or equivalent
Extensive reading and analysis of short literary works from diverse French and French-speaking cultures. Discussion of films, newspaper articles and contemporary topics. Develops fluency in French through group discussions, oral presentations, and writing.

■ **FRCH 53 — Intermediate Conversational French** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: FRCH 2 or equivalent
Develops intermediate level fluency through expansion of vocabulary and practical use of language.

■ **FRCH 54 — Continuing Intermediate Conversational French** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: FRCH 3 or FRCH 53 or equivalent
Develops intermediate-high fluency through further expansion of vocabulary and practical use of language.

■ **FRCH 60 — French Culture Through Cinema** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
French culture and history as presented in classic and recent French films. Analysis of characters and political, social and artistic movements in France and other Francophone countries as reflected in the works of French-speaking film directors and writers. Lectures and class discussions conducted in English. All films with English subtitles.

GEOGRAPHY

■ **GEOG 1 — Elements of Physical Geography** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Study of the natural processes that interact to create the Earth's varying physical environments with emphasis on the inter-relationships of natural processes and systems. General atmospheric circulation, Earth-sun relationships, oceanic circulation, water and energy budgets, plate tectonics, and the shaping of the physical landscape.

■ **GEOG 1H — Elements of Physical Geography - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Study of the natural processes that interact to create the Earth's varying physical environments with emphasis on the inter-relationships of natural processes and systems. General atmospheric circulation, Earth-sun relationships, oceanic circulation, water and energy budgets, plate tectonics, and the shaping of the physical landscape. An honors course designed to provide an enriched experience. Students may not receive credit for both GEOG 1 and GEOG 1H.

■ **GEOG 1L — Physical Geography Laboratory** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Corequisite: GEOG 1 or GEOG 1H (may have been taken previously)
Observations, experiments and demonstrations in a laboratory setting to explore natural earth processes and systems.

■ **GEOG 1LH — Physical Geography Laboratory - Honors** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Prerequisite: Acceptance into the Honors Program
Corequisite: GEOG 1 or GEOG 1H (may have been taken previously)
Observations, experiments and demonstrations in a laboratory setting to explore natural earth processes and systems. An honors course designed to provide an enriched experience. Students may not receive credit for both GEOG 1L and GEOG 1LH.

■ **GEOG 2 — Human Geography** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Introduction to human geography with emphasis on critical areas of inquiry and research. Focus on the interconnections of place and process in several sites around the globe; comprehension of important terms and concepts; and basic literacy in the geography of place names and in world regional understanding.

■ **GEOG 2H — Human Geography - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Introduction to human geography with emphasis on critical areas of inquiry and research. Focus on the interconnections of place and process in several sites around the globe; comprehension of important terms and concepts; and basic literacy in the geography of place names and in world regional understanding. An honors course designed to provide an enriched experience. Students may not receive credit for both GEOG 2 and GEOG 2H.

■ **GEOG 5 — World Regional Geography** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Developmental study of the world's regions, addressing the major countries in terms of population, resources, economic development, physical environment, and geographic problems.

■ **GEOG 8 — The Urban World** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
The geographical analysis of past and current patterns of world urbanization. Emphasis will be placed on city origins, growth, development, and current problems.

■ **GEOG 10 — Introduction to Geographic Information Systems** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
Advisory: Eligibility for ENGL 68
Hands-on training in the principles, theory and operations of geographic information systems (GIS), including geospatial data models, analytical functions, data quality, map design and visual communication, and social and environmental applications of GIS.

■ **GEOG 11 — Intermediate GIS** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: GEOG 10
Surveys GIS fundamentals including hands on experience using hardware/software. Emphasizes vector-based data using ArcGIS and raster-based data using the software extensions.

■ **GEOG 30 — Geography of California** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Thematic approach to issues, processes and topics relevant to the study of California. Includes an examination of the physical processes that shape the landscapes of California, the interaction of humans with these physical processes (particularly the importance of water), and the cultural and social landscapes that have evolved as a result of this human-environment interface. Field trip required.

■ **GEOG 30H — Geography of California - Honors** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Thematic approach to issues, processes, and topics relevant to the study of California geography. Includes an examination of the physical processes that shape the landscapes of California, the interaction of humans with these physical processes (particularly the importance of water), and the cultural and social landscapes that have evolved as a result of this human-environment interface. An honors course designed to provide an enriched experience. Students may not receive credit for both GEOG 30 and GEOG 30H. Field trip required.

■ **GEOG 91 — Service Learning for Geography** **1 Unit**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Increases awareness and appreciation for civic responsibility to the environment through service learning. Students will assess the need for restoring significant habitats damaged by pollution, fire, erosion, or invasive species and learn the importance of being good stewards of the environment. Field trips required.

■ **GEOG 91L — Geography Service Learning Laboratory** **0.5-2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
27 to 108 hours lab
Corequisite: GEOG 91 (May have been previously taken)
Examines and addresses environmental needs of the community through service learning projects. Students will perform work needed for restoring significant habitats damaged by pollution, fire, erosion or invasive species. Examples of some of the work include planting trees, building trails, or collecting litter. Field trips required.

■ **GEOG 99 — Special Projects in Geography** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
Offers selected students recognition for their academic interest and ability and the opportunity to explore their disciplines in depth. Various departments sometimes offer Special Projects courses. The content of each and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure enhanced proficiencies.

GEOLOGY

■ **GEOL 1 — Physical Geology** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Prerequisite: Eligibility for MATH 51
An introduction to geological thinking and Earth processes. Essentials of minerals, rocks, earthquakes, volcanoes, and landscapes are presented within a framework of plate tectonics operating in concert with atmosphere and ocean processes. A required course for students entering the geosciences major. May be taken by the non-major as a transferable lab science. Required field trips may involve overnight camping.

■ **GEOL 2 — Historical Geology** **4 Units**
Degree Applicable, CSU, UC

54 hours lecture
54 hours lab
Prerequisite: GEOL 1 or equivalent
Geologic principles are applied in tracing the tectonic, biologic, and climatic development of Earth, mainly North America, through geologic time. The study of Earth history using geologic maps, cross-sections, minerals, rocks, and fossils is integrated with basic field methods. Required field trips may involve overnight camping.

■ **GEOL 7 — Geology of California** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Introductory geology course highlighting the natural provinces of California, namely their mineral, rock, and petroleum resources, volcanoes and earthquakes, landscapes, and geologic history as influenced by plate tectonic and surface processes. Field trips are required and may involve overnight camping.

■ **GEOL 8 — Earth Science** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
A survey course that introduces fundamentals of geology, oceanography, meteorology, and astronomy. The companion Earth Science laboratory (GEOL 8L) is recommended for students needing a lab to transfer to a 4-year college/university. Field trips are required.

■ **GEOL 8H — Earth Science - Honors** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Acceptance into the Honors Program
An honors course designed to provide an enriched experience. Introduces fundamentals of geology, oceanography, meteorology, and astronomy. The companion Earth Science laboratory (GEOL 8L) is recommended for students needing a lab to transfer to a 4-year college/university. Field trips are required. Students may not receive credit for both GEOL 8 and GEOL 8H.

■ **GEOL 8L — Earth Science Laboratory** **1 Unit**
Degree Applicable, CSU, UC

54 hours lab
Corequisite: GEOL 8 or GEOL 8H (may have been taken previously)
Laboratory applications and problem-solving in geology, oceanography, meteorology, and astronomy. Recommended for students needing a lab to transfer to a 4-year college/university.

■ **GEOL 9 — Environmental Geology** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
For non-science majors. Relevant aspects of the geological environment and the problems caused by modern humans as they use the earth and its resources. Geologic hazards, including earthquakes, volcanoes, landslides, floods, subsidence. Emphasis on geological viewpoints concerning waste disposal, pollution, geothermal energy, fossil fuels, and mining. Geologic practices related to sound land management, conservation of resources, and protection of the environment. Field trips included.

■ **GEOL 10 — Natural Disasters** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Surveys the hazards faced by humans from the natural environment. Analyzes a variety of hazards from a geological perspective. Studies the impact humans have on influencing or exacerbating natural disasters. Includes the role of government in responding to natural disasters. Field trips included.

■ **GEOL 24 — Geologic Field Studies: Central California** **4 Units**
Degree Applicable, CSU

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
Field studies of selected central California geological provinces and surrounding areas. Overnight field trips required. Trips require significant hiking.

■ **GEOL 25 — Geologic Field Studies: Southern California** **4 Units**
Degree Applicable, CSU

54 hours lecture
54 hours lab
Field studies of selected southern California geological provinces and surrounding areas. Overnight field trips required. Trips require significant hiking.

■ **GEOL 29 — Special Topics in Field Geology** **3 Units**
Degree Applicable

(May be taken four times for credit)
18 hours lecture
108 hours lab
Advisory: GEOL 1 or GEOL 8
Field studies of designated geologic provinces and regions. Emphasis on rock identification and interpretation of geologic histories of field areas. Extended overnight field trips, camping, and strenuous hiking required.

■ **GEOL 99 — Special Projects in Geology** **2 Units**
Degree Applicable, CSU

36 hours lecture
In order to offer students the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester, and depend on the particular project under consideration. Students must have an instructor's authorization before enrolling in this course. Students repeating this course will make individual contracts of a more advanced nature to ensure that proficiencies are enhanced.

GERMAN

■ **GERM 1 — Elementary German** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
For students with no previous German. Develops the ability to converse, read, and write in German. Emphasis on oral proficiency. Includes essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to Germanic culture.

■ **GERM 2 — Continuing Elementary German** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: GERM 1 or equivalent
Further development of conversational reading and writing skills in German with emphasis on communication skills, expansion of vocabulary, and understanding of structure. Further study of Germanic culture.

■ **GERM 3 — Intermediate German** **4 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: GERM 2 or three years of high school German or equivalent
Further development of communicative proficiency in German and exploration of Germanic culture. Further study and review of grammar and expansion of vocabulary. Increasing emphasis on reading and writing in German.

HISTORY

■ HIST 1 — History of the United States **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
A survey of the history of the United States from colonial times to the present designed for transfer students who need a one-semester course in United States history to meet general education requirements. (Social Science majors should take History 7-8.) Satisfies the requirement for a course in American history, including the study of American institutions and ideals as required by Title 5 of the California Administrative Code.

■ HIST 3 — World History: Prehistoric to Early Modern **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Human societies from their origins to the Early Modern period from a global and comparative perspective including social, political, economic, and cultural institutions and changes.

■ HIST 3H — World History: Prehistoric to Early Modern - Honors **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Human societies from their origins to the Early Modern period from a global and comparative perspective including social, political, economic, and cultural institutions and changes. An honors course designed to provide an enriched experience. Students may not receive credit for both HIST 3 and HIST 3H.

■ HIST 4 — World History: Early Modern to the Present **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Social, political, economic, and cultural changes during the modern period from a global and comparative perspective.

■ HIST 4H — World History: Early Modern to the Present - Honors **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Social, political, economic, and cultural change during the modern period from a global and comparative perspective. Includes extensive reading and writing assignments. Students may not receive credit for both HIST 4 and HIST 4H.

■ HIST 7 — History of the United States **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Survey of American history from Native American origins through post-Civil War Reconstruction with an encompassing approach to the United States and its major ethnic and social groups. Explores the influence of the geography and environment of North America and the ethnic, social, and religious complexity of the population. Also examines political, philosophical, and intellectual influences on the founding fathers, American political institutions, and the citizens of the country. Satisfies the requirement for a course in American history, including the study of American institutions and ideas and the Constitution of the United States as required by Title 5 of the California Administrative Code.

■ HIST 7H — History of the United States - Honors **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Survey of American history from Native American origins through post-Civil War Reconstruction with an encompassing approach to the United States and its major ethnic and social groups. Explores the influence of the geography and environment of North America and the ethnic, social, and religious complexity of the population. Also examines political, philosophical, and intellectual influences on the founding fathers, American political institutions, and the citizens of the country. Satisfies the requirement for a course in American history, including the study of American institutions and ideas and the Constitution of the United States as required by Title 5 of the California Administrative Code. An honors course designed to provide an enriched experience. Students may not receive credit for both HIST 7 and HIST 7H.

■ HIST 8 — History of the United States **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Survey of American history from 1865 to the present. Designed for history, social science, or humanities majors, or for transfer students who need a year course in United States history to meet general education requirements. Satisfies the requirement for a course in American history, including the study of American institutions and ideals and the principles of State and local government as required by Title 5 of the California Administrative Code.

■ HIST 8H — History of the United States - Honors **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Survey of American history from 1865 to the present. Designed for history, social science, or humanities majors, or for transfer students who need a year course in United States history to meet general education requirements. Satisfies the requirement for a course in American history, including the study of American institutions and ideals and the principles of State and local government as required by Title 5 of the California Administrative Code. An honors course designed to provide an enriched experience. Students may not receive credit for both HIST 8 and HIST 8H.

■ HIST 10 — History of Asia **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Survey history of China, Japan, India, South Asia, and Southeast Asia from the pre-historical era to 1600. Topics include Asian mysticism and religions, art and literature, warfare and political systems, the splendor of the imperial courts, and the lives of the peasants.

■ HIST 11 — History of Asia **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Surveys history of China, Japan, Southeast Asia, India, and the colonial systems from 1600 into the 21st Century. Emphasizes the confrontation between Asia and the Western world. Topics include economic and political systems, religion and art, the splendor of the courts, peasant life and the civil and international wars.

■ HIST 16 — The Wild West - A History, 1800-1890 **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Surveys the history of the Trans-Mississippi West to acquaint students with the historical significance, events and personalities which make up 19th Century American history.

■ HIST 19 — History of Mexico **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
The cultural and social history of the Mexican people from pre-Colombian civilization to modern Mexico.

■ **HIST 30 — History of the African American** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
In the general framework of the U.S. historical process, surveys the history of African Americans from the African genesis to 1865, including historical processes and their impact on modern U.S. society. A critical analysis will be made of the contributions of African Americans to the historical development of the United States, and the transformations that have occurred as a result. Satisfies the requirement for a course in American institutions and ideals and the Constitution of the United States as required by Title 5 of the California Administrative Code.

■ **HIST 31 — History of the African American** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
In the general framework of the U.S. historical process, surveys the history of African Americans from the Reconstruction period to the present, including historical processes and their impact on modern U.S. society. A critical analysis will be made of the contributions of African Americans to the historical development of the United States, and the transformations that have occurred as a result. Satisfies the requirement for a course in American institutions and ideals and the Constitution of the United States as required by Title 5 of the California Administrative Code.

■ **HIST 35 — History of Africa** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Surveys African civilization with major emphasis placed upon political, social and cultural developments. African history will be traced from prehistoric times through colonialism and the emergence of independent African states in the 21st Century. The American relationship with Africa will be considered.

■ **HIST 36 — Women in American History** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Women's experience placed within the context of major themes of United States history, addressing issues and debates related to gender construction and identity from Colonial times to the present. Political, economic, and social currents within in the context of race, ethnicity, sexual orientation, and class are examined and analyzed. This course satisfies the requirement for a course in American history including the study of American institutions and ideals, as required by Title 5 of the California Administrative Code.

■ **HIST 39 — California History** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
The social, intellectual, economic, and political development of California and the Pacific Coast from earliest times to the present.

■ **HIST 40 — History of the Mexican American** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
A survey of United States history from colonial times to the present with a special emphasis on the role of La Raza (Hispanics) in the development of the nation. Satisfies the requirement for a course in American History, including the study of American institutions and ideals as required by Title 5 of the California Administrative Code.

■ **HIST 44 — History of Native Americans** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 1A
Survey of the history of the United States from Colonial times to the present with a special emphasis on the role of Native Americans. Examines the role Euro-American social, political, and economic movements play in the Native American experience and the mutual relationships generated through these factors. Critically analyzes how the Native American narrative is woven into the fabric of U.S. history and is an essential component of the complete American story.

■ **HIST 99 — Special Projects in History** **2 Units**
Degree Applicable, CSU
36 hours lecture
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to a greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

HISTOTECHNOLOGY

■ **HT 1 — Introduction to Histotechnology** **1 Unit**
Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 68
An overview of the role of histotechnicians in preparation and analysis of tissues samples for diagnostic and research purposes. Introduction to Internet resources, support organizations and periodical references for histotechnicians, as well as regulatory agencies. Students will set up an educational plan and portfolio to be used throughout the remainder of the program.

■ **HT 2 — Scientific Basics for Histologic Technicians** **3 Units**
Degree Applicable
54 hours lecture
Advisory: Eligibility for ENGL 68
Defines all aspects of general laboratory issues including general laboratory protocols (GLP's), safety, ethics, and terminology relative to the preparation of tissue samples.

■ **HT 10 — Histology** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Advisory: ANAT 35
Microscopy, image analysis; cell structure, reproduction and staining. Identification of tissues, organs and special microstructures, and their detailed morphology. Involves distinguishing normal features from pathological conditions.

■ **HT 12 — Beginning Histotechniques** **5 Units**
Degree Applicable
54 hours lecture
108 hours lab
Prerequisite: HT 1 and HT 2
Advisory: MICR 22
Theory and practical applications and skill-building in tissue fixation, processing, embedding, sectioning, microtomy, hematoxylin-eosin staining (H and E), and microorganism staining. Quality control as it relates to routine histological techniques and equipment.

■ **HT 14 — Advanced Histotechniques** **5 Units**
Degree Applicable
54 hours lecture
108 hours lab
Prerequisite: HT 12
Practical applications of special stains for carbohydrates, amyloid, connective tissues, muscle and nervous tissues, including silver stains. Introduction to frozen sections, cytology preparation, and microwave technology. Field trip required.

■ **HT 16 — Histochemistry/Immunohistochemistry** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Prerequisite: HT 12
Fundamentals of enzyme and immunological reactions as they relate to tissue staining.

■ **HT 17 — Work Experience in Histotechnology** **1 to 4 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: HT 12 and compliance with Work Experience regulations as designated in the College Catalog
Provides histotechnology students with actual on-the-job experience in an approved work setting which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

HOSPITALITY AND RESTAURANT MANAGEMENT

■ **HRM 51 — Introduction to Hospitality** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: Eligibility for ENGL 68
Brief review of the historical development of the hospitality industry; social and economic influences on the current leisure industry structures. Career opportunities at various levels in hotels, restaurants, food service institutions and private clubs/resorts. Education and experience requirements, personal qualifications, job responsibilities, job procurement and future opportunities.

■ **HRM 52 — Food Safety and Sanitation** **1.5 Units**
Degree Applicable, CSU

27 hours lecture
Prerequisite: Eligibility for ENGL 68
Basic principles of sanitation and safety in the food service industry. Emphasis on the role of management in design, implementation and training to establish an effective Hazard Analysis Critical Control Point (HACCP) system. Students will have the opportunity to earn the National Restaurant Association's ServSafe Certificate upon completion of the course.

■ **HRM 53 — Dining Room Service Management** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: ENGL 68
Skills and knowledge needed for all aspects of dining room service. Exploration of the five different service styles and their relationship to various environments. Table setting styles, buffet set-ups, wine and beverage service, and service as a sales tool are covered. Safety of both customer and staff are discussed.

■ **HRM 54 — Basic Cooking Techniques** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: HRM 52
Basic principles of preparing foods for commercial operations; the use and identification of commercial tools and equipment; extending recipes; and choosing the proper food grade; evaluation of food products, and equipment usage.

■ **HRM 56 — Management of Hospitality Personnel and Operations** **3 Units**
Degree Applicable, CSU

54 hours lecture
Management skills course for students pursuing a career in supervision within the restaurant/hospitality industry. Application of basic management concepts and techniques necessary to achieve objectives in the management of operations and human resources in restaurant and hospitality businesses including analysis of hospitality workplace; the manager's responsibilities in training, coaching, and performance appraisal of employees; decision making, leadership, and planning.

■ **HRM 57 — Restaurant Cost Control** **3 Units**
Degree Applicable, CSU

54 hours lecture
Corequisite: HRM 51 (May have been taken previously)
Methods for controlling resources within the hospitality operation to maximize profits without compromising products. Discusses controls in front of the house, back of the house, purchasing and receiving.

■ **HRM 60 — Hospitality Purchasing** **3 Units**
Degree Applicable, CSU

54 hours lecture
Basic principles of purchasing for the hospitality industry. Ordering, receiving, storage, characteristics of products and grade selection for different situations are emphasized. Choosing the best supplier, negotiating the best terms and writing product specifications are covered.

■ **HRM 61 — Menu Planning** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: HRM 51
Menu development for all facets of the food service industry including retail and contract operations; emphasis on the economics of the menu and the demographics of the area. Analysis of menus with regard to limitations of the facility and staff, pricing and menu design relative to the economy and culture of the target area. Specialty menus such as ethnic, fast food, catering and various contract situations are included.

■ **HRM 62 — Catering** **3 Units**
Degree Applicable, CSU

54 hours lecture
Comprehensive exploration of the catering business with in-depth study of organizing and catering both on-premise and off-premise events. Marketing and working with clients to combine menu with price. Contracting outside vendors, problem solving and avoiding common problems before they occur.

■ **HRM 64 — Hospitality Financial Accounting I** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: BUSA 11 or MATH 51
Introduction to financial accounting specifically for the hospitality business. Emphasis is on tailoring the Uniform System of Accounting to hotels, restaurants, clubs and other food service operations.

■ **HRM 66 — Hospitality Law** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: HRM 51
Basic principles of contracts, liability and labor as they apply specifically to the hospitality industry. Students will discuss previous cases and decide the fates of fictional litigations as a preventive approach to problems that can occur.

■ **HRM 70 — Introduction to Lodging** **3 Units**
Degree Applicable, CSU

54 hours lecture
Advisory: HRM 91
Introduction to basics of the lodging industry. Acquaints students with front office operations, accounting, guest service, housekeeping and food service. Includes human resource management and property management. Enrollment in Work Experience in Restaurant/Food Service (RSTR 91, 92, 93 or 94) is needed for articulation to California Polytechnic State University.

■ **HRM 81 — Garde Manger** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Corequisite: HRM 52 (May have been taken previously)
Preparation and presentation of cold kitchen foods including: sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets.

■ **HRM 82 — Baking and Pastry** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Corequisite: HRM 52 (May have been taken previously)
Preparation of baked goods and pastries including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts.

■ **HRM 83 — International Cuisines** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Corequisite: HRM 52 (May have been taken previously)
Preparation of international cuisines from Asia, Europe, the Mediterranean, and Latin America. Emphasis will be placed on regional dishes from: China, Japan, India, Thailand, Spain, Italy, France, Greece, Lebanon, and Mexico.

■ **HRM 91 — Hospitality Work Experience** **1 to 4 Units**
Degree Applicable, CSU

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog
Provides students with on-the-job experience in an approved worksite which is related to classroom-based learning. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed, but assistance is provided by faculty. Students who repeat this course will improve skills through further instruction and practice.

HUMANITIES

■ **HUMA 1 — The Humanities** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: Eligibility for ENGL 68
An interdisciplinary study of the artistic, musical, literary and philosophical accomplishments and achievements of women and men in western society from the ancient Middle East to the present. Emphasizes creating an awareness of human expression as it occurs in a historical and philosophical context.

INSPECTION AND ESTIMATING, BUILDING

■ **INSP 17 — Legal Aspects of Construction** **3 Units**
Degree Applicable, CSU

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Advisory: INSP 70 taken prior or concurrently or equivalent experience
Fundamentals of the legal aspects of the construction industry involving homeowner, contractor and builder/developer. Includes codes, licensing, bonds, and lien laws.

■ **INSP 67 — Reading Construction Drawings** **3 Units**
Degree Applicable

54 hours lecture
Fundamentals of reading construction drawings as related to architecture, construction, interior design, and related fields.

■ **INSP 70 — Elements of Construction** **3 Units**
Degree Applicable, CSU

54 hours lecture
Fundamentals of construction processes, terminology and procedures. Provides an overview of the construction industry to those who may have an interest in the construction industry and related fields.

■ **INSP 71 — Construction Estimating** **3 Units**
Degree Applicable, CSU

54 hours lecture
Basics of bidding procedures and interrelationship of documents and estimating. Detailed calculation of cost based on the amount of required building materials using actual working drawings, estimating forms, and cost data courses.

■ **INSP 87 — Fundamentals of Construction Inspection** **3 Units**
Degree Applicable

54 hours lecture
Advisory: Completion of a curriculum in building construction or equivalent experience
Construction inspection of light frame wood construction and steel structures. Topics include vertical and horizontal loads, stress analysis, framing and structural standards of lumber and steel, metallurgy and welding.

INTERIOR DESIGN

■ **ID 10 — Introduction to Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Formerly ID 100.
Practice of interior design and the planning of total interior environments that meet individual, functional and environmental needs. Field trips may be required.

■ **ID 12 — Materials and Products for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: ID 10
Formerly ID 150.
Analysis, application, and evaluation of products and materials used in interior design. Field trips required.

■ **ID 14 — History of Furniture and Decorative Arts** **3 Units**
Degree Applicable, CSU

54 hours lecture
Formerly ID 180 and ID 190.
Historic development of structure, interior spaces, furniture and decorative arts throughout the world. Interior architecture is illustrated in this overview of design heritage from antiquity to present. Emphasis is placed on style development as it relates to social, economic and political influences as well as the use of materials and technology. Field trips may be required.

■ **ID 20 — Color and Design Theory I** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Formerly ID 130.
Elements and principles of design and the creative process of identifying and solving interior design problems. Formal visual properties of line, shape, form, pattern, texture, and color are studied in their relationship to the organizational systems and unifying principles that create balanced designs. Portfolio pieces will be produced. Field trips may be required.

■ **ID 21 — Color and Design Theory II** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: ID 20
Elements and principles of design and the creative process of identifying and solving interior design problems. Formal visual properties of line, shape, form, pattern, texture, and color are studied in their relationship to the organizational systems and unifying principles that create balanced designs. Portfolio pieces will be produced. Field trips may be required.

■ **ID 22 — Design Drawing for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Communication elements required to convey design ideas to building trades via the written language of design and construction documents. Graphic and drawing techniques, including interior design graphics standards, building construction fundamentals, methods of drawings, and the basics of compiling construction documentation sets. Field trips may be required.

■ **ID 23 — Computer Aided Drawing for Interior Design I** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: ID 22 or ARCH 11
Computer Aided Drawing (CAD) as a communication element required to convey interior design ideas to building trades. Includes graphic and drawing techniques, interior design graphics, building construction fundamentals, methods of drawings, and construction documentation sets. Portfolio pieces will be produced. Field trips may be required.

■ **ID 25 — Codes and Specifications for Interior Design** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Formerly ID 250.
Federal and state codes and specifications concerning life-safety issues, barrier free access and universal design requirements relative to residential and contract interior design. Attention is given to performance, health safety, and universal design for specifying interior materials and products. Portfolio pieces will be produced. Field trips may be required.

■ **ID 26 — Space Planning for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Advisory:ID 25
Formerly ID 170.
Space planning with an emphasis on programming, behavioral aspects of space, use of furniture standards and applicable codes. Planning skills are gained through the application of basic principles to actual spaces. Portfolio pieces will be produced. Field trips may be required.

■ **ID 27 — Rapid Visualization** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Formerly ID 260.
Methods, techniques, and tools used in illustrating interior spaces with an emphasis on rapid production. Includes techniques of drawing and rendering volume, tone, texture, perspective, and composition using sketching, rapid visualization, and formal composition of one-and two-point perspectives. Portfolio pieces will be produced. Field trips may be required.

■ **ID 29 — Interior Design Studio I** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 26
Formerly ID 105.
Analysis and application of design concepts to interior environments. Focuses on the creative process of identifying, evaluating and solving design problems while incorporating universal and sustainable design in a studio environment. Includes research and analysis of end-user needs, space requirements, existing architectural elements, and site conditions. Portfolio pieces will be produced. Field trips may be required.

■ **ID 31 — Building Systems for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Residential and commercial construction systems and materials. Includes typical building systems used in construction that affect interior design and elements that make up the foundation, floors, walls, and roof. Field trips may be required.

■ **ID 32 — Lighting Design and Theory for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Formerly ID 210.
Principles and theory of interior lighting design, lighting technology, terminology, development of lighting design concepts and selection and placement of luminaries to achieve the desired result. Portfolio pieces will be produced. Field trips may be required.

■ **ID 34 — Computer Aided Drawing for Interior Design II** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 23
Three-dimensional computer modeling, rendering, lighting, and fly-throughs as used in interior design. Portfolio pieces will be produced. Field trips may be required.

■ **ID 36 — Professional Practices for Interior Design** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Advisory: ID 29
Development of individual professional identities through self-branding as a marketing strategy. Emphasis is on personal, educational, and professional qualifications required for entry into interior design and related professions. Surveys the interior design profession, industry, and related occupations. Portfolio pieces will be produced. Field trips may be required.

■ **ID 37 — Business Practices for Interior Design** **3 Units**
Degree Applicable

54 hours lecture
Formerly ID 230.
Principles, procedures, and systems necessary for interior design professionals to start a business. Emphasis will be placed on contracts, legal issues, budgets, revenue generation, purchasing, billing, compensation and collection, interactions with clients, designers, installers, and suppliers. Field trips may be required.

■ **ID 38 — Internship in Interior Design** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Prerequisite: Compliance with Work Experience/Internship regulations as designated in the College Catalog.
Formerly ID 240A and 240B.
Designed to provide the student with actual on-the-job experience in the interior design profession, which relates to classroom based learning. Placement is not guaranteed but assistance is provided by the interior design faculty. A minimum 75 paid clock hours or 60 non-paid clock hours per semester is required. Students who repeat this course will improve skills through further instruction and practice.

■ **ID 39 — Interior Design Studio II** **3 Units**
Degree Applicable, CSU

36 hours lecture
54 hours lab
Prerequisite: ID 22 or ARCH 11
Advisory: ID 31 and ID 32
Formerly ID 215.
Analysis and application of design concepts to interior environments. Focuses on the creative process of identifying and solving design problems incorporating universal and sustainable design. Includes research and analysis of client requirements for complex programs and their solutions in order to satisfy end-user needs, functional space requirements, public image, existing architectural elements, and site conditions. Portfolio pieces will be produced. Field trips may be required.

■ **ID 40 — Kitchen and Bath Studio I** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: ID 29
Corequisite: ID 31 (May have been taken previously.)
Advisory: ID 32
Kitchen and bath design that focuses on ergonomic principles, and specific materials including floor and wall surfaces, window treatments, cabinet selection, appliance and fixture selection, counter top selection, and lighting. Projects will consist of dimensioned floor plans, elevations, isometric drawings, perspective drawings, and section drawings completed in accordance with National Kitchen and Bath Association (NKBA) standards and nomenclature. Portfolio pieces will be produced. Field trips may be required.

■ **ID 41 — Kitchen and Bath Studio II** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: ID 40
Advisory: ID 32
Kitchen and bath design that focuses on universal design, design concepts, and historical design for kitchen and bath projects. Emphasis is placed on ergonomics and American Disability Act (ADA) considerations. Projects will utilize graphic standards as recommended by NKBA. Field trips may be required.

■ **ID 48 — Internship in Kitchen and Bath** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Prerequisite: Compliance with Work Experience/Internship regulations as designated in the College Catalog.
Corequisite: ID 40 (May have been taken previously.)
Formerly ID 240C.
Designed to provide the student with actual on-the-job experience in the interior design profession at a National Kitchen and Bath (NKBA) member work site, which relates to student?s classroom based learning. Placement is not guaranteed but assistance is provided by the interior design faculty. A minimum 75 paid clock hours or 60 non-paid clock hours per semester is required. Students who repeat this course will improve skills through further instruction and practice.

■ **ID 50 — Interior Design Specialized Studio** **3 Units**
Degree Applicable

(May be taken four times for credit)
36 hours lecture
54 hours lab
Prerequisite: ID 26
Exploratory design experience to enhance interior design curriculum. The content of each course and the methods of study vary each semester and depends on the particular project under consideration Students will explore advanced interior design concepts and presentation techniques. Students who repeat this course will improve skills through further instruction and practice. Portfolio pieces will be produced. Field trips may be required.

■ **ID 52 — Independent Studies in Interior Design** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
54 to 162 hours lab
Extended laboratory experiences supplementary to those available in the regular program and allows the student to pursue more advanced and complex laboratory projects and experiments. Students who repeat this course will increase skill proficiencies in Interior Design. Portfolio pieces will be produced.

ITALIAN

■ **ITAL 1 — Elementary Italian** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Intended for students without previous exposure to Italian. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to Italian culture. Begins to develop the ability to converse, read, and write in Italian.

■ **ITAL 2 — Continuing Elementary Italian** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: ITAL 1 or equivalent
Further development of conversational, reading and writing skills in Italian with special emphasis on verbs, grammar and extension of vocabulary. Further study of Italian culture.

■ **ITAL 3 — Intermediate Italian** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: ITAL 2 or equivalent
Development of intermediate Italian language skills and their use as tools in exploring Italian civilization. Further study and review of grammar, exercises in word building, derivation and the extension of the active and recognition vocabularies. Extensive exposure to Italian culture, such as film, music and history.

■ **ITAL 4 — Continuing Intermediate Italian** **4 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: ITAL 3 or equivalent
Further practice in speaking and writing of intermediate Italian. Collateral reading in Italian. Extensive exposure to cultural elements from Italy such as art, music, film and history.

■ **ITAL 5 — Advanced Italian** **4 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: ITAL 4 or equivalent
Emphasis is placed on increased facility to read and write advanced Italian. Cultural insights are developed through the study of various Italian literary types.

■ **ITAL 6 — Continuing Advanced Italian** **4 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: ITAL 5 or equivalent
Extensive advanced reading, writing, and speaking in Italian that further develop cultural insight through the study of various Italian literary types.

■ **ITAL 52 — Conversational Italian** **3 Units**
Degree Applicable

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ITAL 1 or equivalent
Development of elementary Italian conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Italian culture. Grammar is presented in context.

■ **ITAL 53 — Continuing Conversational Italian** **3 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ITAL 2 or ITAL 52 or equivalent
Development of intermediate Italian conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Italian culture. Grammar is presented in context.

■ **ITAL 54 — Advanced Conversational Italian** **3 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ITAL 3 or ITAL 53 or equivalent
Development of advanced Italian conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Italian culture. Grammar is presented in context. Students who repeat this course will improve their skills through further instruction and practice.

■ **ITAL 60 — Italian Culture Through Cinema** **3 Units**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Italian culture through cinema from 1900 through analysis of the aesthetic, literary, artistic and philosophical movements in Italy as reflected in the works of the Italian film makers and writers. Lecture and class discussion to be conducted in English; film presentation with English subtitles.

JAPANESE

■ JAPN 1 — Elementary Japanese **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Intended for students without previous exposure to Japanese. Begins to develop the ability to converse, read, and write in Japanese. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures. Introduction to Japanese culture.

■ JAPN 2 — Continuing Elementary Japanese **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: JAPN 1 or equivalent
Further development of conversational, reading and writing skills in Japanese with special emphasis on verbs, grammar, and extension of vocabulary. Includes a discussion of Japanese culture.

■ JAPN 3 — Intermediate Japanese **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: JAPN 2 or equivalent
Continued development of Kanji (50 or more characters) with 60 additional readings. Continued development of writing ability emphasizing development of thought through Kanji, Hiragana and Katakana. Additional development of cultural application of Japanese.

■ JAPN 4 — Continuing Intermediate Japanese **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: JAPN 3 or equivalent
Further practice in listening comprehension, communicative proficiency, writing and reading in Japanese. Advanced study and review of grammar and vocabulary. Readings and discussions of Japanese cultural topics and introduction to Japanese literature.

■ JAPN 5 — Advanced Japanese **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: JAPN 4 or equivalent
Advisory: Eligibility for ENGL 68
Advanced Japanese communication skills with emphasis on conversational skills for daily and social settings in Japanese culture. Advanced study of grammar, vocabulary, Kanji characters, listening, speaking, reading, and writing. Extensive exposure to cultural elements from Japan such as art, music, film, and history.

■ JAPN 53 — Conversational Japanese **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: JAPN 2 or equivalent
Development of intermediate Japanese conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Japanese culture. Grammar is presented in context.

JOURNALISM

■ JOUR 100 — Mass Media and Society **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Survey of the mass media and the interrelationships of media with society, including history, structure, and trends. Additionally, the following topics will be covered as they pertain to the mass media: economics, technology, law and ethics and such social issues as gender and cultural diversity.

■ JOUR 101 — Beginning News Writing **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: ENGL 1A
Evaluating, gathering, and writing news in accepted journalistic style under newsroom conditions. Includes role of the reporter and the legal and ethical issues relating to reporting. The student will have writing and reporting experiences, including personal interviews, speech, meeting and other event coverage, deadline writing, and use of AP style.

■ JOUR 102 — Intermediate Newswriting **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: JOUR 101
Develop expertise in news beat coverage and other specialized writing, including computer-assisted reporting. Print journalism emphasized with introduction to Web reporting. Assignments may include writing for the campus newspaper.

■ JOUR 103 — Writing for the Newspaper and Magazine **2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: JOUR 101
Practical experience writing for the college student newspaper or magazine. Activities may include reporting, story writing, copyediting. Students who repeat this class will improve skills through further instruction and practice.

■ JOUR 104 — Newspaper and Magazine Production and Photography Lab **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Provides experience in the production of a college newspaper and magazine. Provides learning through electronic assembly of the newspaper and magazine using computers, layout and design software, image editing software, illustration software, digital cameras, and scanners. Students who repeat this course will improve skills through further instruction and practice.

■ JOUR 105 — Editor Training **1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 hours lab
Advisory: JOUR 101
Stresses leadership skills in a journalistic setting using the student newspaper as a practical laboratory. Designed for students selected to serve as editors or managers of the paper. Students who repeat this course will improve skills through further instruction and practice.

■ JOUR 106 — Online New Media Laboratory **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Provides experience in a variety of online publishing activities to produce and enhance the online edition of a college newspaper. Provides learning thorugh use of computers and online publishing software, podcasting software, web design software, live and videotape broadcasting software, digital cameras, video cameras, and wireless computer technology. Students who repeat this course will improve skills through further instruction and practice.

■ JOUR 107 — Race, Culture, Sex, and Mass Media Images **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Advisory: ENGL 1A
Studies the role mass media plays in the social, political, and economic integration of minorities, cultures, women, and gays and lesbians into American society. Examines ways that mass media impacts public attitudes and behaviors.

■ **JOUR 108 — Writing for Public Relations** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: JOUR 101 or JOUR 1A
An introduction to public relations writing including news releases, fact sheets, feature stories, institutional publications, and newsletters. The relationships between public relations, the mass media, and society will be explored.

■ **JOUR 109 — Public Relations Internship** **3 Units**
Degree Applicable
(May be taken two times for credit)
(May be taken for option of letter grade or Pass/No Pass)
225 hours lab
Advisory: JOUR 108 or JOUR 8
Field work in pubic relations. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **JOUR 110 — Magazine Writing and Production** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: JOUR 101 or JOUR 1A
Production of a student-run magazine in a professional setting. Activities may include fiction and nonfiction writing, editing, ethics, interviewing, photography, art and layout. Overview of the magazine industry and markets explored.

■ **JOUR 111 — Broadcast News Writing** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: JOUR 1A or JOUR 101
Intensive news gathering and writing for radio and television. Newscast planning, story organization, and functions of a broadcast newsroom are explored. Emphasis on assignments for both audio and video tape media. Lecture and discussion of issues and responsibilities confronting broadcast journalists including ethics and changing technology.

■ **JOUR 112 — Work Experience in Journalism** **3 to 4 Units**
Not Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
225 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog. JOUR 101 or JOUR 1A and ENGL 1A
This course is designed to provide majors with actual on-the-job experience in an approved work station which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

LATIN

■ **LATN 1 — Elementary Latin** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Advisory: Eligibility for READ 90 or eligibility for AMLA 33R
This course is designed for students with little or no prior experience in Latin. Emphasizes the ability to read basic Latin as it was written during the early, classical, and post-classical periods. Includes the study of vocabulary, grammar, Roman culture, and the history of the Latin language.

■ **LATN 2 — Continuing Elementary Latin** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: LATN 1
Advisory: Eligibility for READ 90 or eligibility for AMLA 33R
Second semester of coursework for students with prior coursework in Latin. Daily practice in vocabulary, grammar, and reading. Explores Roman history and culture.

LEADERSHIP

■ **LEAD 55 — Exploring Leadership** **3 Units**
Degree Applicable, CSU
54 hours lecture
Designed to introduce students to the fundamental elements of leadership. Explores leadership theories and models, values and beliefs. Develops a personal philosophy of leadership that includes an understanding of self, others and community. Prepares students for leadership roles in college and community settings.

LEARNING ASSISTANCE SERVICES

■ **LERN 48 — Basic Math Skills Review** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Math fundamentals: adding, subtracting, multiplying and dividing whole numbers and fractions. Emphasis on math learning strategies such as organization and managing math anxiety.

■ **LERN 49 — Math Skills Review** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Prerequisite: LERN 48 or passing score on current placement test
Improves knowledge of basic math. Includes operations and applied problems in whole numbers, fractions, decimals, proportions, percentages, and integers. Covers math study strategies such as learning styles and self-assessment.

■ **LERN 61 — Skills Development Laboratory** **1 Unit**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lab
Offers individualized material in the following subjects: reading comprehension, reading acceleration, vocabulary, spelling, elementary math, algebra review, English grammar, study techniques (note-taking, test-preparation, test-taking).

■ **LERN 62 — Skills Development Laboratory** **2 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
108 hours lab
Offers individualized material in the following subjects: reading comprehension, reading acceleration, vocabulary, spelling, elementary math, algebra review, English grammar, study techniques (note-taking, test-preparation, test-taking).

■ **LERN 81 — Improving Writing** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Assist students who wish to improve prewriting, writing, editing, and revising skills. Provide instruction in content and structure of sentences, paragraphs, and essays; emphasize development in writing through the integration of grammar and critical thinking.

LEARNING COMMUNITIES

■ **LCOM 80 — Learning Communities: Individual Connections 1 Unit**
Not Degree Applicable

18 hours lecture
Explores connections between self, courses, and learning community themes. Develops social networking skills, cognitive strategies, academic behaviors and confidence, and team building as related to success within a learning community. Off-campus participation in a service learning project may be required. Concurrent enrollment in a learning community is required.

■ **LCOM 90 — Learning Communities: Campus Connections 1 Unit**
Degree Applicable

18 hours lecture
Analyzes connections between the individual and the campus. Focuses on the benefits of campus involvement in order to create student identity. Identifies connections between themes and topics of courses within a learning community. Explores problem-based learning. Concurrent enrollment in a learning community is required. Field trips may be required.

■ **LCOM 100 — Learning Communities: Interdisciplinary Connections 1 Unit**
Degree Applicable

18 hours lecture
Interprets the connections between real world problems, course content, and learning community themes. Synthesizes interdisciplinary connections utilizing problem-based learning within a learning community. Evaluates successful team selection based on specific criteria including leadership skills and interpersonal relationships to establish collective efficacy. Concurrent enrollment in a learning community is required. Field trips may be required.

LIBRARY AND INSTRUCTIONAL MEDIA

■ **LIBR 1 — Information Resources and Research Methods 3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Advisory: Eligibility for ENGL 68
Research methods that provide lifelong information competency necessary for independent research and critical thinking. Activities include finding, evaluating and documenting information using traditional and electronic resources, including the Internet.

■ **LIBR 1A — Introduction to Library Research 1 Unit**
Degree Applicable, CSU, UC

(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Advisory: Eligibility for ENGL 68
Basic research skills for lifelong information competency necessary for independent research and critical thinking. Topics include search strategies, citation, and use of library resources.

MANUFACTURING TECHNOLOGY

■ **MFG 10 — Mathematics and Blueprint Reading for Manufacturing 3 Units**
Degree Applicable

54 hours lecture
Applications of mathematical principles, including fractions, decimals, ratio/proportion, geometry and trigonometry to manufacturing problems and their solutions. Reading and interpreting part drawings, assembly drawings and sketches used in the manufacturing industry.

■ **MFG 11 — Manufacturing Processes I 2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Manual and computerized manufacturing, tool nomenclature, and lathe and mills operations, computer numerical control (CNC) machinery, applications, and tooling.

■ **MFG 12 — Manufacturing Processes II 2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Advisory: MFG 11
Machine tool manufacturing process theory and practice in milling operations, tooling set up, indexing, metallurgy, heat treatment, precision grinding, and basic tool design with study and application of manufacturing process to computerized equipment.

■ **MFG 15 — AutoCAD 2D 2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Creation of two-dimensional mechanical drawings and part geometry that can be transferred to various computer-aided manufacturing systems.

■ **MFG 17 — 3-D CAD Mechanical Modeling 2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Advisory: MFG 15
Development of three-dimensional mechanical models using AutoCAD. Analysis and manipulation of mechanical solid models and industrial primitives as related to their interaction with computer-aided manufacturing (CAM) systems. Creation of three-dimensional part geometry, surfaces, and solids. File transfer to various CAM systems.

■ **MFG 19 — Parametric Solid Modeling for Manufacturing 2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Advisory: MFG 17
Development of feature-based solid models on a computer using current industry software; creation of simple assemblies and two-dimensional drawings of modeled part and assemblies. Transfer of three-dimensional solid model to a computer-assisted manufacturing (CAM) system to create computer numeric control (CNC) machined part.

■ **MFG 25 — Advanced Parametric Solid Modeling for Manufacturing 2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Advisory: MFG 19 or MFG 27 taken previously
Advanced instruction in concepts, practice, and development of feature-based solid modeling using software currently used in the manufacturing industry. Advanced features of solid modeling global variables, 3-D helical paths generation, surface cut, table-driven parts, and advanced sheet metal, and animation.

■ **MFG 27 — Autodesk Inventor 2 Units**
Degree Applicable

18 hours lecture
54 hours lab
Advisory: MFG 19
Advanced concepts, practice, and development of feature-based solid modeling using AutoDesk Inventor. Solid modeling parts creation using sketched, placed, and work features. Assembly techniques, working drawings, and the transfer of a solid model to a CAM system.

■ **MFG 38 — MasterCAM I 2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Use MasterCAM software to create wire-frame part geometry, add tool paths and create CNC code for CNC mills and CNC lathes.

■ **MFG 38B — MasterCAM II 2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Advisory: MFG 38
Use MasterCAM software to create three-dimensional wire-frame and solid part geometry.

■ **MFG 39 — SurfCAM I** **2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Advisory: MFG 11, MFG 85
SurfCAM software used to create part geometry from project drawings for two-axis milling and turning parts. Tool paths will be added and files completed and post-processed. Files will be downloaded to CNC machines. Students will be required to set up all cutting tools and machine the part.

■ **MFG 39B — SurfCAM II** **2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Advisory: MFG 39
Use SurfCAM software to create part geometry for three-axis milling and lathe parts from project drawings and CAD files. Tool paths will be added and the completed file will be post-processed and downloaded to CNC machine. Students will set up the required cutting tools and machine the part.

■ **MFG 74 — Manufacturing Technology Work Experience** **1 Unit**
Not Degree Applicable

(May be taken for Pass/No Pass only)
75 hours lab
Prerequisite: Compliance with work experience regulations as designated in the College catalog. Completion of MFG 11, 12, 58, 70 and 85.
Provides actual on-the-job experience in manufacturing at an approved work site, which is related to classroom instruction. A minimum of five hours per week of supervised work (60 non-paid clock hours or 75 paid clock hours per semester) is required for each one unit of credit. Students who repeat this course will improve skills through further instruction and practice.

■ **MFG 85 — Manual Computerized Numerical Control (CNC) Programming** **2 Units**
Degree Applicable, CSU

18 hours lecture
54 hours lab
Theory and practice in manually developing CNC programs. Methods of transmitting data to CNC machines and physical set-up and operation of CNC equipment.

■ **MFG 99 — Special Projects in Machining** **.5 to 2 Units**
Not Degree Applicable

(May be taken four times for credit)
4.5 to 18 hours lecture
12 to 48 hours lab
Provides students with the opportunity to develop skills in specific machining areas. Content of each course and the methods of study will depend on the specific machining skills selected.

MATHEMATICS

■ **MATH 50 — Pre-Algebra** **3 Units**
Not Degree Applicable

54 hours lecture
Prerequisite: LERN 49 or qualifying score on current department placement test
Fundamental principles of mathematics designed to ease the transition from arithmetic to algebra. Concepts, computational skills, thinking skills and problem-solving skills are balanced to build proficiency and mastery.

■ **MATH 51 — Elementary Algebra** **4 Units**
Not Degree Applicable

72 hours lecture
Prerequisite: MATH 50 or qualifying score on current department placement test
Basic algebra, equivalent to first year high school algebra. Includes operations with signed numbers and algebraic expressions, linear equations and inequalities, polynomial operations and factoring, rational expressions and equations, Cartesian Coordinate System, slope/graphing/ equations of lines, systems of linear equations, ratio/proportion, formulas and variation, applications, radicals and exponents, quadratic equations.

■ **MATH 51A — Elementary Algebra - First Half** **3 Units**
Not Degree Applicable

54 hours lecture
Prerequisite: MATH 50 or qualifying score on current department placement test
Contains the first half of elementary algebra. Operations with signed numbers and algebraic expressions; linear equations and inequalities; polynomial operations and factoring; rational expressions and equations; ratios, proportions, formulas, and variation; applications.

■ **MATH 51B — Elementary Algebra - Second Half** **3 Units**
Not Degree Applicable

54 hours lecture
Prerequisite: MATH 51A
Contains the second half of Elementary Algebra. Includes: Cartesian Coordinate System, slope/graphing/equations of lines, solving systems of linear equations, algebraic operations with radicals, solving equations with radicals, solving second degree equations using methods of completing the square and the quadratic formula. Students must complete both MATH 51A and MATH 51B to have taken the equivalent of Elementary Algebra (MATH 51).

■ **MATH 55 — Statway I** **5 Units**
Degree Applicable

90 hours lecture
Prerequisite: MATH 50 or qualifyng score on current department placement test.
The Statway path is a two-semester sequence recommended for majors that require no mathematics beyond freshman-level statistics. Math 55 is the first semester of two in the Statway sequence. Math 55 includes topics from descriptive statistics (experimental design and descriptive statistics), and beginning algebra (linear and quadratic algebraic phenomena), and is a prerequisite for Math 115, the second course in the Statway sequence. Both courses in the sequence, Math 55 and 115, must be taken to receive credit for college level statistics.

■ **MATH 61 — Plane Geometry** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: MATH 51 or MATH 51B or MATH 52 or qualifying score on current department placement test
Points, lines, polygons and circles; their relationships to each other on plane surfaces; congruence, similarity and area. Introduction to inductive, deductive and indirect reasoning. The formal proof is introduced and practiced throughout the course. Stress is placed on accuracy of statement as a background for analytical and scientific reasoning.

■ **MATH 71 — Intermediate Algebra** **5 Units**
Degree Applicable

90 hours lecture
Prerequisite: MATH 51 or MATH 51B or qualifying score on current department placement test
Polynomial, rational, radical, exponential and logarithmic expressions are simplified, equations solved and functions graphed and studied; linear and nonlinear systems of equations and inequalities; conic sections; sequence, series and the binomial theorem.

■ **MATH 71A — Intermediate Algebra - First Half** **3 Units**
Degree Applicable

54 hours lecture
Prerequisite: MATH 51 or MATH 51B or qualifying score on current department placement test.
Algebra of functions, polynomials, and rational expressions; functions and their graphs; systems of equations with two or three variables; absolute value and compound inequalities. Covers approximately half of the MATH 71 topics. A student must complete both MATH 71A and 71B to have taken the equivalent of MATH 71, Intermediate Algebra.

■ **MATH 71B — Intermediate Algebra - Second Half** **3 Units**
Degree Applicable
54 hours lecture
Prerequisite: MATH 71A
Quadratic equations and graphs; exponents, radicals and logarithms; conic sections. Covers remaining MATH 71 topics at a slower pace. A student must complete both MATH 71A AND MATH 71B to have taken the equivalent of MATH 71A, Intermediate Algebra.

■ **MATH 71X — Practical Intermediate Algebra** **5 Units**
Degree Applicable
90 hours lecture
Prerequisite: Math 51 or Math 51B or Math 55 or qualifying score on current department placement test.
Intermediate Algebra for the non-calculus path. Recommended for Humanities, Social Sciences, and Applied Sciences. Recommended prerequisite for Math 100, Math 110, and Math 120. Polynomial, rational, radical, exponential and logarithmic expressions are simplified, equations solved, and real-world phenomena are modeled using least-squares methods, functions graphed and analyzed; linear and nonlinear systems of equations and inequalities; sequences, series, and probabilities; data gathering instruments are used to sample data for curve fitting.

■ **MATH 96 — Strategies for Math Success** **1 Unit**
Not Degree Applicable
(May be taken for Pass/No Pass only)
18 hours lecture
Learning tools, plans and proper perspectives for math learning improvement. Use of natural intelligence strengths to simplify and optimize your mathematical educational experience. Overcome test anxiety and enhance testing abilities. Course is appropriate for all levels of mathematics students.

■ **MATH 99 — Special Projects in Mathematics** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students who repeat this course will improve skills through further instruction and practice.

■ **MATH 100 — Survey of College Mathematics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: (MATH 71 or MATH 71X or MATH 71B or qualifying score on current department placement test) and (MATH 61 or passing score on current geometry competency test)
Introduction to mathematical methods and reasoning. Topics include: set theory, logic, counting methods, probability and statistics, with additional topics selected from numeration and mathematical systems, number theory, geometry, graph theory and mathematical modeling.

■ **MATH 110 — Elementary Statistics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MATH 71 or MATH 71X or MATH 71B or qualifying score on current department placement test
Emphasis is placed on the understanding of statistical methods. Descriptive analysis of sample statistics, distribution of discrete and continuous random variables, estimation theory, tests of hypotheses, regression, correlation and analysis of variance.

■ **MATH 110H — Elementary Statistics - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: (MATH 71 or MATH 71X or MATH 71B or qualifying passing score on current department placement test) and acceptance into the Honors Program
Emphasis is placed on the understanding of statistical methods. Descriptive analysis of sample statistics, distribution of discrete and continuous random variables, estimation theory, tests of hypotheses, regression, correlation and analysis of variance. An honors course designed to provide an enriched experience. Students may not receive credit for both MATH 110 and MATH 110H.

■ **MATH 115 — Statway II** **5 Units**
Degree Applicable, CSU
90 hours lecture
Prerequisite: MATH 55
The Statway path is a two-semester sequence recommended for majors that require no mathematics beyond freshman-level statistics. Math 115 is the second semester of the Statway sequence. Math 115 includes topics from intermediate algebra (radical, exponential, and logarithmic algebraic phenomena) and inferential statistics.

■ **MATH 120 — Finite Mathematics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MATH 71 or MATH 71X or MATH 71B or qualifying score on current department placement test.
Mathematics for business, social science and biological science majors. Topics include linear programming, matrix theory, probability, statistics, stochastic processes, Markov chains, and math of finance.

■ **MATH 130 — College Algebra** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: MATH 71 or MATH 71B or qualifying score on current department placement test
A college-level course in algebra. A study of real numbers and sets, algebraic functions and relations, radicals and exponents, linear and quadratic equalities and inequalities, exponential and logarithmic functions, systems of linear and quadratic equations, complex numbers, series, theory of equations, mathematical induction and binomial formula.

■ **MATH 140 — Calculus for Business** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: MATH 130 or MATH 160 or qualifying score on current department placement test.
Calculus for business, social science, and non-science majors. Algebraic, logarithmic, and exponential functions; limits; differentiation with applications; various techniques of integration with applications; differential equations; multi variable calculus. Credit not given to persons with credit in MATH 180 or equivalent.

■ **MATH 150 — Trigonometry** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: MATH 71 or 71B or qualifying score on current department placement test AND Math 61 or passing score on current geometry competency test.
Trigonometry functions and inverse trigonometric functions and the graphical representations of these functions; solutions to right and oblique triangles with laws of sines and cosines; vectors; solutions to trigonometric equations; identities; polar coordinates; complex numbers and DeMoivre's Theorem.

■ **MATH 160 — Precalculus Mathematics** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: MATH 150, or qualifying score on current department placement test.
Prepares students for the calculus sequence. Real-valued functions, including algebraic, trigonometric, exponential, and logarithmic functions. Also includes proofs, inequalities, introductory analytical geometry, series, sequences, and vectors.

■ **MATH 180 — Calculus and Analytic Geometry** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: MATH 160 or qualifying score on current department placement test
Functions, curve sketching, limits, the derivative, rules for differentiation of algebraic and trigonometric functions, applications of the derivative. Indefinite and definite integrals, numerical integration, and calculus with exponential, logarithmic, and other transcendental functions.

■ **MATH 181 — Calculus and Analytic Geometry** **5 Units**
Degree Applicable, CSU, UC

90 hours lecture
Prerequisite: MATH 180
Applications of integration, techniques of integration; indeterminate forms and improper integrals; infinite series; plane curves and parametric equations; vectors in two and three space and their applications.

■ **MATH 210 — Concepts of Elementary Mathematics** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: MATH 100
Structure and theory of the mathematics that constitute the core of K-8 mathematics curriculum. Concepts include the essential elements of a number system; fundamental understanding of operations upon whole numbers, rational numbers and integers; higher-order critical thinking skills and strategies in the area of problem solving.

■ **MATH 245 — A Transition to Advanced Mathematics** **3 Units**
Degree Applicable, CSU, UC

54 hours lecture
Prerequisite: MATH 181
A transition to the rigors of upper-division mathematics courses. Basic set theory and logic, relations, functions, mathematical induction, the well-ordering principle, countable and uncountable sets, the Schroder-Bernstein Theorem, the axiom of choice, Zorn's Lemma, the Heine-Borel Theorem, the Bolzano-Weierstrass Theorem. Special emphasis on how to present and understand mathematical proofs.

■ **MATH 280 — Calculus and Analytic Geometry** **4 Units**
Degree Applicable, CSU, UC

72 hours lecture
Prerequisite: MATH 181
Analysis of vector-valued functions of several variables, partial derivatives, differentials, the chain rule, directional derivatives and the gradient. Extrema of functions of several variables with applications. Double and triple integrals in various coordinate systems with applications. Vector fields, line integrals, work, independence of path in conservative fields. Green's Theorem, surface integrals, flux, divergence and curl, Stokes' Theorem, the Divergence Theorem.

■ **MATH 285 — Linear Algebra and Differential Equations** **5 Units**
Degree Applicable, CSU, UC

90 hours lecture
Prerequisite: MATH 280
First order ordinary differential equations, including separable, linear, homogeneous of degree zero, Bernoulli and exact with applications and numerical methods. Solutions to higher order differential equations using undetermined coefficients, variation of parameters, and power series, with applications. Solutions to linear and non-linear systems of differential equations, including numerical solutions. Matrix algebra, solutions of linear systems of equations, and determinants. Vector spaces, linear independence, basis and dimension, subspace and inner product space, including the Gram-Schmidt procedure. Linear transformations, kernel and range, eigenvalues, eigenvectors, diagonalization and symmetric matrices.

MEDICAL TERMINOLOGY

■ **MEDI 90 — Medical Terminology** **3 Units**
Degree Applicable, CSU

54 hours lecture
Introduction to the use and meaning of the medical terminology used in various allied health fields. Relates to other allied health fields and can apply to secretarial science majors.

MENTAL HEALTH/PSYCHIATRIC TECHNICIAN

■ **MENT 40 — Introduction to Interviewing and Counseling** **3 Units**
Degree Applicable

54 hours lecture
Theory and practice in interviewing skills. Stresses application of counseling theories, helping skills, and consultation theories to allow exploration of self as a helper and learn facilitating skills to bring about change. Emphasis on establishing rapport, obtaining information and developing a supportive relationship in a variety of mental health settings. Students may not receive credit for both MENT 40 and PSYC 40.

■ **MENT 56 — Medical-Surgical Nursing for Psychiatric Technicians** **9 Units**
Degree Applicable

162 hours lecture
Prerequisite: Admission to the Psychiatric Technician Program
Corequisite: MENT 56L
Holistic approach to assessment and intervention in the care of the medical-surgical patient. Examines physiological modes of rest and exercise, regulation, circulation, ventilation and the sensory system; medical-surgical nursing; care of the dying patient, cardiovascular problems; calculations of drug dosage and administration of oral and topical medications; study of anatomy and physiology of the human body.

■ **MENT 56L — Medical-Surgical Clinical Experience** **4 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
216 hours lab
Corequisite: MENT 56
Development of medical-surgical nursing skills. Application and assessment, intervention, evaluation of nursing treatment in the physiological modes of rest and exercise, regulation, nutrition, elimination, application of emergency procedures, circulation, ventilation, fluids, and electrolytes. Psychosocial aspects of care including interdependence, role function, self concept, care of aged, and cultural aspects. Application of nursing skills for those with medical-surgical problems and special needs. Calculation and administration of medications. Roy?s Adaptation Model serves as the conceptual framework.

■ **MENT 58D — Advanced Medical-Surgical Nursing and Pharmacology for Psychiatric Technicians** **4 Units**
Degree Applicable

72 hours lecture
Prerequisite: MENT 56, MENT 56L
Corequisite: MENT 58L
Examines disease processes affecting body systems, etiology, required nursing care; study of drugs, standards, administration; dose calculations.

■ **MENT 58L — Advanced Medical-Surgical Nursing for Psychiatric Technicians Clinical** **1.5 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
90 hours lab
Prerequisite: MENT 56 and MENT 56L
Application of nursing skills to patients with medical and surgical disorders. Administration of medications.

■ **MENT 70 — Introduction to Psychiatric Technology** **1.5 Units**
Degree Applicable

27 hours lecture
Prerequisite: Admission to Psychiatric Technician Program
Corequisite: MENT 70L
Role and function of the Psychiatric Technician. Includes mental health theories of personality development, self-concept, role function, and interdependence. Also includes developmental disabilities theories of sensori-motor techniques and behavior modification techniques.

■ **MENT 70L — Introduction to Psychiatric Technology Clinical Technicians** **2 Units**
Degree Applicable

(May be taken for Pass/No Pass only)
108 hours lab
Corequisite: MENT 70
The clinical experience introduces the student to facilities within the community which serve the mental health field including both the mentally disordered and developmentally disabled.

■ **MENT 72 — Nursing Care of the Developmentally Disabled Person** **7 Units**
Degree Applicable
126 hours lecture
Prerequisite: MENT 56, MENT 56L, MENT 70, MENT 70L
Corequisite: MENT 72L
Etiology of developmental disabilities; develops the knowledge, skills, and attitudes necessary to safely teach and train the developmentally disabled person. Techniques of behavior modification and sensorimotor training are used, as well as the teaching of self-help skills. Examines normal development from infancy to the aged.

■ **MENT 72L — Nursing Care of the Developmentally Disabled Person - Clinical** **5.5 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
287 hours lab
Corequisite: MENT 72
Application of skills needed to teach, train, and provide care for the developmentally disabled person. Calculation and administration of medication.

■ **MENT 73L — Psychiatric Nursing for Psychiatric Technicians Clinical** **5.5 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
287 hours lab
Prerequisite: Admission to Psychiatric Technician Program. MENT 56 and MENT 56L
Corequisite: MENT 73T
Clinical instruction in the treatment of mental disabilities and substance abuse.

■ **MENT 73T — Psychiatric Nursing for Psychiatric Technicians** **6 Units**
Degree Applicable
108 hours lecture
Prerequisite: MENT 56 and MENT 56L
Corequisite: MENT 73 and PSYC 1A
Advisory: MENT 40
Theoretical instruction in the assessment and treatment of the mentally disabled, use of common medication, therapeutic communication, assertive language and leadership skills appropriate for the practicing Psychiatric Technician.

■ **MENT 82 — Work Experience in Mental Health Technology** **2 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
150 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog, MENT 72, MENT 73T
Provides majors with actual on-the-job experience in an approved work station related to classroom instruction. A minimum of 60 non-paid or 75 paid clock hours per semester is required for each unit of credit. It is recommended that the hour per week be equally distributed throughout the semester. Veterans may not use work experience courses as credit towards veterans benefits.

METEOROLOGY

■ **METO 3 — Weather and the Atmospheric Environment** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
An introduction to the atmosphere. Processes that influence weather and climate: seasonality, structure of the atmosphere, atmospheric stability, severe weather (hurricanes, tornadoes, thunderstorms,) climate change, and the causes and effects of air pollution. Students will use a variety of weather instruments, and the course may include either field work or field trips.

■ **METO 3L — Weather and Atmospheric Environment Laboratory** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Corequisite: METO 3 (may have been taken previously)
Laboratory topics paralleling the course content of METO 3.

MICROBIOLOGY

■ **MICR 1 — Principles of Microbiology** **5 Units**
Degree Applicable, CSU, UC
54 hours lecture
108 hours lab
Prerequisite: CHEM 10 or CHEM 40. One year of college chemistry is recommended for all transfer majors. CHEM 50/51 sequence is preferred for biology and most pre-health professional majors
Fundamental concepts of microbiology with emphasis on bacteria. Survey of microbial classification, morphology, physiology and genetics; beneficial and pathological aspects; growth and control of microbes; virology, immunology, and host-microbe interactions. Important infectious diseases of humans are surveyed. Laboratory exercises examine microbial morphology, physiology and genetics, as well as environmental influences of microorganisms. Laboratory techniques include culturing, examining, and identifying microorganisms. Field trips are required.

■ **MICR 22 — Microbiology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: CHEM 10 or CHEM 40
Advisory: BIOL 1, BIOL 4 or BIOL 4H
Fundamental concepts of microbiology including viruses, bacteria, fungi, protozoa and parasitic worms.

MUSIC

■ **MUS 2 — Music Theory** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Corequisite: MUS 5A
Preparation for the study of harmony and form as it is practiced in Western tonal music. Topics include scales, intervals, chords, cadences, counterpoint and Roman numeral analysis. Ability to read music notation is advised. Required for music majors.

■ **MUS 3A — Harmony** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MUS 2, MUS 5A
Corequisite: MUS 5B
An examination of the harmonic style of Western tonal music from the common practice period. Topics include elementary chord syntax, the principles of voice leading, simple figured bass realization, soprano harmonization, basic non-chord tones, seventh chords, basic modulation techniques, period forms and binaries. Students will compose original music in the harmonic and melodic style of Classical models.

■ **MUS 3B — Harmony** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MUS 3A, MUS 5B
Corequisite: MUS 6A
Further examination of the harmonic style of Western tonal music from the common practice period, with emphasis on the contrapuntal music of the Baroque Era. Topics include secondary function chords, advanced non-chord tones, advanced figured bass realization, harmonic sequences, modified species, 18th century counterpoint and imitative contrapuntal forms. Students will write analysis papers and compose original music in the harmonic and melodic style of Baroque models.

■ **MUS 3C — Harmony** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: MUS 3B, MUS 6A
Corequisite: MUS 6B
Further examination of the harmonic style of Western tonal music from the common practice period, with emphasis on 18th and 19th century repertoire. Topics include modal mixture, chromatic harmony, extended tonicization, advanced modulation techniques, lieder, rondo and sonata form. Students will write analysis papers and compose original music in the harmonic and melodic style of Romantic models.

■ **MUS 5A — Musicianship - Ear Training and Sight Singing** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Corequisite: MUS 2
Training in diatonic sight singing, rhythm reading, aural recognition and the dictation of rhythm and diatonic melody. Ability to read music and match pitch is advised. Required for music majors.

■ **MUS 5B — Musicianship - Ear Training and Sight Singing** **1 Unit**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Prerequisite: MUS 2, MUS 5A
Corequisite: MUS 3A
Provides further training in sight singing, aural perception and dictation, including soprano-bass dictation of diatonic Bach-style chorales. Students will be aided by the use of a computer lab, and documented lab time outside of class will be required for successful course completion.

■ **MUS 6A — Musicianship - Advanced** **2 Units**
Degree Applicable, CSU, UC
36 hours lecture
18 hours lab
Prerequisite: MUS 3A
Corequisite: MUS 3B
Advanced training in sight singing, aural perception and dictation, including soprano-bass dictation of modulating Bach-style chorales and imitative counterpoint. Students will be aided by the use of a computer lab, and documented lab time outside of class will be required for successful course completion.

■ **MUS 6B — Musicianship - Advanced** **2 Units**
Degree Applicable, CSU, UC
36 hours lecture
18 hours lab
Prerequisite: MUS 3B, MUS 6A
Corequisite: MUS 3C
Provides further training in sight singing, aural perception and dictation, including soprano-bass dictation of chromatic chord progressions and aural reduction of decorated instrumental textures. Students will be aided by the use of a computer lab, and documented lab time outside of class will be required for successful course completion.

■ **MUS 7 — Fundamentals of Music** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Non-music major course dealing with basic elements of music notation, melody, rhythm, and harmony. Written exercises utilizing the techniques of melody, rhythm, and harmony will be employed. Recommended for prospective elementary school teachers.

■ **MUS 9 — Introduction to Music Technology** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
36 hours lab
Advisory: Eligibility for ENGL 68
A survey of the uses of computers and electronic devices to capture, create, modify and disseminate music. Provides an introduction to the principles of musical acoustics, sound recording, and digital audio. Computer software for MIDI sequencing, sound synthesis, digital sampling, editing, music notation and composition will be demonstrated and practiced in class. Assignments will include the creation of original music.

■ **MUS 11A — Music Literature Survey** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A survey of western music from the Medieval period through the 18th century including examples of music from several non-western cultures. Lectures are augmented by recordings and other support media pertinent to the culture/period being studied. Attending at least one live concert is required.

■ **MUS 11B — Music Literature Survey** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A survey of western music from the 18th to the early 21st century including examples from several non-western cultures that have influenced music of those style periods. Lectures are augmented by recordings and other support media pertinent to the cultures/period being studied. Attending at least one live concert is required.

■ **MUS 12 — History of Jazz** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Advisory: Eligibility for ENGL 68
A survey of jazz as a significant American art form from its roots in African and Creole music to the present. Major styles, leading performers, significant compositions and recordings, and the social, economic, and cultural contexts of the music will be stressed.

■ **MUS 13 — Introduction to Music Appreciation** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
An introductory study of music from a variety of cultures including a survey of western music from the Medieval period through the 21st century. Lectures are augmented by recordings and other support media pertinent to the culture/period being studied. Attending at least one live concert is required.

■ **MUS 13H — Introduction to Music Appreciation - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
An introductory study of music from a variety of cultures including a survey of western music from the Medieval period through the 21st century. Lectures are augmented by recordings and other support media pertinent to the culture/period being studied. Attending at least one live concert is required. An honors course designed to provide an enriched experience. Students may not receive credit for both MUS 13 and MUS 13H.

■ **MUS 14A — World Music** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Examines the dominant musical cultures of the world within Africa, the Americas, and Asia and compares these to Western popular music. Identifies vocal and instrumental genres within selected cultures and examines the harmonic, melodic, and rhythmic characteristics of each style. Lectures, films, recordings, and media presentations will assist the student in exploring the ways in which music is used around the world for aesthetic, social, and spiritual purposes.

■ **MUS 14B — American Folk Music** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
The study of American folk music by both region and period. Instruction will include lecture, reading, and listening assignments, and various audio-visual materials. No previous musical experience required.

■ **MUS 15 — Rock Music History and Appreciation** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Historical survey of rock music from its beginnings in the early 50's to the present. Rhythm and Blues, Rockabilly, the British Invasion, Motown, Soul, Folk Rock, Hard Rock, Punk, Heavy Metal, and various Alternative Rock styles will discussed. Personalities and musical styles will be related to the sociology of the time period being studied.

■ **MUS 16 — Individual Instruction** **.5 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
32 hours lab
Prerequisite: Admission by audition
Applied music for students also enrolled in a major performing group. Instruction includes a private one-half hour lesson per week. Individual problems of performance techniques, interpretation, and repertoire are included. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 17A — Elementary Piano** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
54 hours lab
Reading and performance of piano literature with emphasis on scales, chord progressions, and sight reading. Students who repeat this course will improve skills through further instruction and practice. No prior musical experience is required.

■ **MUS 17B — Intermediate Class Piano** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Advisory: MUS 17A or professor approval
Reading and performances of piano literature with further emphasis on scales, chord progressions, and sight reading.

■ **MUS 18 — Advanced Class Piano** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Advisory: MUS 17B
The style, technique and interpretation of piano music from the 17th century to the present is studied collectively and individually. Sight reading, improvisation and ensemble playing will be emphasized. Recommended for music majors.

■ **MUS 20A — Elementary Class Voice** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Group instruction on the basics of singing with special emphasis on breath control and its importance in the singing of the musical line. English and American songs will be studied. Open to non-music majors and recommended for all music majors.

■ **MUS 20B — Intermediate Class Voice** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Advisory: MUS 20A
Group and individual instruction toward mastering the basic skills required for a solid singing technique for popular, theatrical, and classical music. Studies of musicianship will concentrate on individual vocal problems.

■ **MUS 21 — Advanced Class Voice** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Advisory: MUS 20B
Group and individual study of the style, techniques, and interpretation of art songs and songs from operas and musicals. Emphasis will be placed on diction and pronunciation of foreign languages.

■ **MUS 22 — Conducting** **1.5 Units**
Degree Applicable, CSU
18 hours lecture
18 hours lab
Teaches and practices basic beat patterns, score reading, and rehearsal techniques. Offers an opportunity to learn and apply the techniques needed for group direction and leadership.

■ **MUS 23A — Elementary Guitar** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
48 hours lab
Acoustic guitar playing, note reading, strumming, finger picking and improvisation. Students must furnish their own guitars. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 23B — Intermediate Class Guitar** **1.5 Units**
Degree Applicable, CSU, UC
18 hours lecture
18 hours lab
Advisory: MUS 23A
Techniques for reading and playing music arranged for the solo guitar. Students must furnish their own acoustic guitar.

■ **MUS 24 — Advanced Guitar** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
48 hours lab
Advisory: MUS 23B
Style, technique, and interpretation of guitar music of the 18th and 19th centuries. Includes sight reading and ensemble playing. Students must furnish their own acoustic guitars.

■ **MUS 25A — Jazz Improvisation** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
48 hours lab
Styles and techniques of jazz improvisation. Students must furnish their own musical instruments to play for and with the class.

■ **MUS 25B — Jazz Improvisation** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
48 hours lab
Advisory: MUS 25A
Advanced techniques of jazz improvisation. Includes minor, dominant, and pentatonic scales along with arpeggiating polychords, altered chords, chord progressions, and 32-bar jazz standards. Students must furnish their instruments and be able to perform individually and with the class. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 27 — Chamber Winds** **1.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
72 hours lab
Prerequisite: Admission by audition
Select ensemble of wind and percussion instrumentalists specializing in the performance of high quality chamber music from the medieval period to the present. The course may include brass quintets, woodwind quintets, saxophone quartets, and mixed instrumental ensembles of two through twenty performers. Students must have previous instrumental experience and pass an entrance audition. Public performances on campus and in the community are required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 29 — Choral Workshop** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
54 hours lab
Choral music of all genres with an emphasis on strengthening choral skills, including sight singing, tone, blend, balance and good vocal technique. Covers choral tone of the Renaissance to correct use of the microphone when singing pop or vocal jazz. Students who repeat this course will improve skills through further instruction and practice. Open to all students without an audition.

■ **MUS 30 — Collegiate Chorale** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
54 hours lab
A non-auditioned mixed choral ensemble open to all students. A variety of mixed choral repertoire will be studied and performed, from music of the Renaissance to contemporary Pop, Broadway, and Vocal Jazz. Rehearsal time will also be devoted to vocal development and improving music theory skills. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 31 — Concert Choir** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition the first week of class
A large mixed choral ensemble in which students perform a variety of major choral works. Classical songs are rehearsed in class and performed for a public audience. Sight singing skills and proper vocal technique are emphasized. Voice placement auditions are held the first week of class. Attendance at all performances including those off-site is required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 32 — Masterworks Chorale** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
54 hours lab
Prerequisite: Admission by audition during the first week of class
This Soprano, Alto, Tenor, Bass choir will perform major choral works ranging from the Baroque era to the 20th century. In addition to preparation and performance of quality choral literature from all genres, time will be spent on vocal development and music theory. Students who repeat this course will improve their skills through further instruction, practice, and knowledge of varied repertoire.

■ **MUS 34 — Women's Vocal Ensemble** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition during the first week of class
Women's vocal ensemble that studies and performs selected classical works, folk songs, spirituals, and popular compositions. Attendance is required at all public performances including off-campus locations. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 36 — Concert and Community Band** **1.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
72 hours lab
Advisory: Previous band experience
A non-auditioned wind and percussion ensemble open to all students with prior instrumental experience. A variety of wind band repertoire will be studied and performed, from music of the medieval period to contemporary compositions. Rehearsal time will also be devoted to instrumental and aural skills development. Opportunities to conduct, arrange and compose music, and perform as a soloist may be provided. Students who repeat this course will improve skills through further instruction and practice. Public performances on campus and in the community are required each semester.

■ **MUS 38 — Ensemble** **.5 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 hours lab
Prerequisite: Ability to read music or admission by audition
The study and performance of music written for small ensembles. On campus performances may be required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 39 — Laboratory Band** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition
Study and performance of jazz and popular music of all types. Provides the necessary training and experience for MUS 47, Jazz Band, or for the improvement of jazz skills and understanding. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 44 — Vocal Jazz Ensemble** **3 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
162 hours lab
Prerequisite: Admission by audition
A vocal ensemble appropriate for beginning and intermediate jazz singers. This group will perform vocal jazz charts accompanied by a rhythm section, as well as a cappella. Basics of singing jazz, vocal improvisation, group singing techniques, and microphone techniques. Ensemble will perform locally and/or at vocal jazz festivals. Attendance at performances and competitions is required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 45 — Chamber Singers** **3 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
162 hours lab
Prerequisite: Admission by audition
Premier mixed choral group, specializing in smaller ensemble repertoire. A wide variety of choral literature is performed publicly several times each semester and a performance tour occurs each spring semester. Emphasizes advanced musical skills and vocal techniques while focusing on the importance of blend, balance, and tone. Auditions for this course are held each May. Students who repeat this course will improve skills through further instruction and practice. Off-campus performances are required.

■ **MUS 46 — Mt. SAC Singers** **1.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
72 hours lab
Prerequisite: Admission by audition
The "Mt. SAC Singers" is a select choral ensemble, specializing in choreographed popular and musical theater literature. Includes a wide variety of music performed publicly several times every semester. Emphasizes advanced musical skills, vocal technique, choreography and showmanship skills. Off campus performances may be required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 47 — Jazz Band** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition
Study and performance of jazz and big band music. Provides an opportunity to learn techniques applicable to the large jazz ensemble. Off-campus public performance required. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 48 — Men's Vocal Ensemble** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Prerequisite: Admission by audition the first week of class
The study and performance of selected classical works, folk songs, spirituals, and popular compositions. Attendance is required at all public performances. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 49 — Wind Ensemble** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
108 hours lab
Prerequisite: Admission by audition
The premier classical wind and percussion ensemble at the College. Students must have previous musical training, a standard band instrument and pass an entrance audition. A variety of wind band repertoire will be studied and performed, from music of the medieval period to contemporary composisions. Public performances on campus and in the community are required and a concert tour may be included. Opportunities to conduct, arrange and compose music, and perform as a solist may be provided to capable students. Students who repeat this course will improve skills through further instruction and practice.

■ **MUS 50 — Jazz Improvisation and Performance Choir** **3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
162 hours lab
An advanced vocal jazz choir. This choir will perform advanced vocal jazz arrangements and students will study the historical, theoretical and technical aspects of both instrumental and vocal jazz. Advanced solo singing techniques and scat singing will be rehearsed and the choir will perform at least one concert each semester at Mt. SAC along with attending and performing at a variety of musical venues. This class will have the opportunity to work with guest artists and make CD recordings. Attendance is required at assigned public performances. Students who repeat this course will improve skills through further instruction and practice. Admission by audition.

■ **MUS 99 — Special Projects in Music** **1 to 3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
54 to 162 hours lab
Offered to selected students in recognition of academic interests and abilities to give them the opportunity to explore these interests and abilities in greater depth. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students must have an instructor's approval before enrolling in this course. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced. Projects must be approved in advance.

NURSING

■ **NURS 1A — The Nursing Process I** **5 Units**
Degree Applicable, CSU
45 hours lecture
135 hours lab
Prerequisite: Admission to Nursing Program; ANAT 35 or equivalent and ANAT 36 or equivalent, or ANAT 10A or equivalent and ANAT 10B or equivalent, and MICR 22 or equivalent, or MICR 1 or equivalent, and ENGL 1A or equivalent
Corequisite: NURS 2
Principles of nursing as related to a culturally diverse population, adulthood through senescence. Theory and application of the Nursing Process. Including meaning of illness, promoting health patterns, hygiene, safety, asepsis, medication administration, elimination, communication. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 1B — The Nursing Process II** **5 Units**
Degree Applicable, CSU
45 hours lecture
135 hours lab
Prerequisite: NURS 1A or Advanced Placement
Corequisite: NURS 2
Principles of nursing as related to culturally diverse population, adulthood through senescence. Theory and application of the Nursing Process including wound care, legal/ethical aspects, comfort, fluid and electrolytes, spirituality, and nursing trends. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 2 — Pharmacology** **2 Units**
Degree Applicable, CSU
36 hours lecture
Prerequisite: Admission to Nursing Program and eligibility for MATH 51
Corequisite: NURS 1A
The ethical and legal responsibilities in the administration of medications. Application of mathematical concepts, the Nursing Process, and drug therapy to the administration of fluids and medications.

■ **NURS 3 — Medical-Surgical Nursing: Locomotion/Sensation/ Integument/Oncolog** **3.5 Units**
Degree Applicable, CSU
30 hours lecture
108 hours lab
Prerequisite: NURS 1B and NURS 2 or Advanced Placement
Concepts of nursing assessment and intervention with application to clients with integumentary and immunologic disorders as well as dysfunctions of sensation and locomotion. An introduction to oncology nursing is included. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 4 — Maternity Nursing** **3 Units**
Degree Applicable, CSU
27 hours lecture
81 hours lab
Prerequisite: NURS 3 or Advanced Placement
Concepts of nursing assessment and intervention with application to maternity and newborn clients. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 5 — Psychiatric Nursing** **3 Units**
Degree Applicable, CSU
27 hours lecture
81 hours lab
Prerequisite: NURS 4 or Advanced Placement and PSYC 1A
Concepts of nursing assessment and intervention with application to clients with psychiatric disorders in a mental health setting. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 6 — Pediatric Nursing** **3 Units**
Degree Applicable, CSU
27 hours lecture
81 hours lab
Prerequisite: NURS 5 or Advanced Placement and CHLD 10 or PSYC 14
Concepts of nursing assessment and intervention with application to pediatric clients. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 7 — Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis** **7.5 Units**
Degree Applicable, CSU
63 hours lecture
215 hours lab
Prerequisite: NURS 6 or Advanced Placement
Concepts of nursing assessment and intervention with application to clients with problems of nutrition, elimination, and the reproductive systems. Clients in pre-, intra-, and post-operative settings are included. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 8 — Medical-Surgical Nursing: Circulation and Oxygenation** **5.5 Units**
Degree Applicable, CSU
45 hours lecture
167 hours lab
Prerequisite: NURS 7 or Advanced Placement
Corequisite: NURS 9
Concepts for nursing assessment and intervention with application to clients with cardiovascular and pulmonary problems. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 9 — Leadership in Nursing** **1 Unit**
Degree Applicable, CSU
18 hours lecture
Prerequisite: NURS 7 or Advanced Placement
Corequisite: NURS 8
Assists the second year student to develop cognitive and leadership skills for first level management positions. Includes exploration and analysis of current trends and issues in nursing.

■ **NURS 10 — Medical-Surgical Nursing: Integration/Regulation** **4 Units**
Degree Applicable, CSU
45 hours lecture
96 hours lab
Prerequisite: NURS 8, NURS 9 or Advanced Placement
Concepts of nursing assessment and intervention with application to clients with neurological and endocrine disorders. The Betty Neuman Model serves as the conceptual framework.

■ **NURS 11 — Preceptorship in Nursing** **2 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
112 hours lab
Prerequisite: NURS 10 or Advanced Placement
Students participate as a pre-licensed health team member immediately prior to graduation. Students assume responsibility for a group of clients under direct supervision of a qualified registered nurse.

■ **NURS 20 — Nursing Work Experience Program** **1 to 4 Units**
Not Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog. Current satisfactory status in the Nursing Program
On-the-job experience for nursing students in an approved work setting related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **NURS 70 — Role Transition** **3 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
36 hours lecture
54 hours lab
Prerequisite: Advanced Placement; PT (Psychiatric Technician) or LVN (Licensed Vocational Nurse); ANAT 35 or equivalent and ANAT 36 or equivalent, or ANAT 10A or equivalent and ANAT 10B or equivalent, and MICR 22 or equivalent, or MICR 1 or equivalent, and ENGL 1A or equivalent, and PSYC 1A or equivalent, and CHLD 10 or equivalent or PSYC 14 or equivalent
For the LVN (Licensed Vocational Nurse), PT (Psychiatric Technician) or advanced placement student transitioning into the role of the RN (Registered Nurse). Theory and application of concepts of physical assessment, the relationship of homeostatic mechanisms to fluid and electrolyte balance/imbalance utilizing the Betty Neuman Model as the conceptual framework.

NUTRITION AND FOOD

■ **NF 10 — Nutrition for Personal Health and Wellness** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Basic principles of human nutrition and their relationship to optimum health. Emphasizes nutrient needs, food selection and weight control during the various life stages from prenatal to adult. Student food intake is evaluated in several ways including computer diet analysis. This course is intended for non-health science majors.

■ **NF 20 — Principles of Foods with Lab** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Introduction to basic food science principles and food preparation procedures with emphasis on ingredient functions and interaction; food preparation techniques and skills; sensory evaluation standards; food safety and sanitation; food preparation equipment and utensils; storage standards; and nutrient retention.

■ **NF 25 — Essentials of Nutrition** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Scientific concepts of nutrition related to the function of nutrients in basic life processes with emphasis on current health issues; individual needs; functions and sources of nutrients; scientific method for analysis and evaluation of nutrition information; dietary guidelines and current nutrition recommendations; digestion, absorption and metabolism; health, fitness and disease; nutrition in the life span.

■ **NF 25H — Essentials of Nutrition - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Scientific concepts of nutrition related to the function of nutrients in basic life processes with emphasis on current health issues; individual needs; functions and sources of nutrients; scientific method for analysis and evaluation of nutrition information; dietary guidelines and current nutrition recommendations; digestion, absorption and metabolism; health, fitness and disease; nutrition in the life span. An honors course designed to provide an enriched experience. Students may not receive credit for both NF 25 and NF 25H.

■ **NF 28 — Cultural and Ethnic Foods** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Regional, ethnic, cultural, religious, historical and social influences on food patterns and cuisines. Core components: specialized equipment and utensils related to cultures; traditional foods of selected cultures; geographic factors in food availability; global food issues; sanitation and safety practices.

■ **NF 30 — Food Science Technologies** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68
Exploration of food chemistry, food processing and technology and how these affects the color, flavor, texture, aroma and quality of foods. Core components: government regulation of processing and labeling, sensory evaluation, scientific research methods, function of water in foods, pH and acidity, food processing technologies, nutritional labeling, packaging; dispersion systems, enzyme reactions, food additives, composition and properties of food.

■ **NF 61 — Creative Foods** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Advisory: NF 20 or food preparation experience
Instruction in the skills necessary for more advanced methods of food preparation. Topics include garde manger, baking and pastry, and international cuisine, techniques of healthy cooking, and vegetarian cuisine with emphasis placed on knife skills, garnishing, plate presentation and creative decorating.

■ **NF 62 — Meal Management** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Advisory: NF 20 or equivalent food preparation experience
Develop management skills related to food preparation, emphasizing planning, preparing, and serving adequate and attractive meals while managing resources including time, money and labor. Includes laboratory experience in planning, preparing and serving meals.

■ **NF 81 — Cooking for Your Heart and Health** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
12 hours lecture
18 hours lab
Principles and techniques of healthful food preparation emphasizing the reduction of fat, saturated fat, trans fat, cholesterol, and sodium, and the increase of fiber and nutrients in foods. The course includes laboratory experience in preparation of health promoting foods and meals.

■ **NF 82 — Vegetarian Cuisine** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
12 hours lecture
18 hours lab
Principles and techniques of vegetarian food preparation and investigation of issues related to vegetarian eating practices. Includes laboratory experience in preparation of vegetarian foods and meals.

OCEANOGRAPHY

■ **OCEA 10 — Introduction to Oceanography** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
An introduction to the ocean environment including the geologic, chemical, physical, and ecological aspects of the field. Topics include plate tectonics, currents, waves, tides, shores and human impact on the oceans. Field trips included.

■ **OCEA 10H — Introduction to Oceanography - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
An honors course designed to provide an enriched experience. Introduces the geological, chemical, physical, and biological aspects of the Earth's ocean. Topics include plate tectonics, physiography of ocean basins and continental margins, ocean sediment, atmosphere and ocean circulation, waves and tides, coasts, and marine ecology. The companion Oceanography Lab (OCEA 10L) is recommended for students needing a lab to transfer to a 4-year college/university. Field trips are required. Students may not receive credit for both OCEA 10 and OCEA 10H.

■ **OCEA 10L — Introduction to Oceanography Laboratory** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Corequisite: OCEA 10 or OCEA 10H (May have been taken previously)
Laboratory applications and problem-solving in oceanography, including related aspects of geology, meteorology, and marine biology. Recommended for students needing a lab to transfer to a 4-year college/university.

PHILOSOPHY

■ **PHIL 3 — Logic in Practice** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
The analysis of language as an instrument of sound thinking in morals, politics and everyday life. Assists students to analyze an argument, avoid faulty conclusions in reasoning, understand levels of meaning and kinds of arguments, avoid verbal pitfalls, understand the steps of scientific methods and identify value assumptions.

■ **PHIL 3H — Logic in Practice - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
The analysis of language as an instrument of sound thinking in morals, politics and everyday life. Assists students to analyze an argument, avoid faulty conclusions in reasoning, understand levels of meaning and kinds of arguments, avoid verbal pitfalls, understand the steps of scientific methods and identify value assumptions. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 3 and PHIL 3H.

■ **PHIL 5 — Introduction to Philosophy** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
An exploration of basic issues in ethics, social philosophy, metaphysics, theories of knowledge and contemporary philosophies of life.

■ **PHIL 5H — Introduction to Philosophy - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
An exploration of basic issues in ethics, social philosophy, metaphysics, theories of knowledge and contemporary philosophies of life. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 5 and PHIL 5H.

■ **PHIL 8 — Critical Thinking** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
The effective use of critical thinking in contemporary living, including recognizing faulty arguments, the usefulness of validity and truth, identifying and avoiding common fallacies in thinking.

■ **PHIL 9 — Critical Thinking and Logical Writing** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A
The function and use of formal and informal logic, argument, critical evaluation, and language in written composition.

■ **PHIL 12 — Ethics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
A critical analysis of empirical and normative factors involved in choice, including an examination of major ethical theories and their application to the study of moral problems.

■ **PHIL 12H — Ethics - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Critical analysis of empirical and normative factors involved in choice, including an examination of major ethical theories and their application to the study of moral problems. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 12 and PHIL 12H.

■ **PHIL 15 — Major World Religions** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Examines the salient features of the world's major and enduring religions. Religion is approached as the expression of one's ultimate concern as a means of understanding the historic and ideological foundations and aspirations of the peoples of the world. The following (or more) religions are presented and examined both appreciatively and critically: Hinduism, Buddhism, Taoism, Confucianism, Islam, Judaism, and Christianity.

■ **PHIL 15H — Major World Religions - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Examines the salient features of the world's major and enduring religions. Religion is approached as the expression of one's ultimate concern as a means of understanding the historic and ideological foundations and aspirations of the peoples of the world. The following religions are presented and examined both appreciatively and critically: Hinduism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 15 and PHIL 15H.

■ **PHIL 20A — History of Western Philosophy** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: >Eligibility for ENGL 1A
Major western philosophers and philosophical ideas from pre-Socratic times to medieval times.

■ **PHIL 20AH — History of Western Philosophy - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Major western philosophers and philosophical ideas from pre-Socratic to medieval times. An honors course is desgined to provide an enriched experience. Students may not receive credit for both PHIL 20A and PHIL 20AH.

■ **PHIL 20B — History of Western Philosophy** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Major western philosophy and philosophical ideas from the Renaissance to the present.

■ **PHIL 20BH — History of Western Philosophy - Honors** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Major western philosophy and philosophical ideas from the Renaissance to the present. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 20B and PHIL 20BH.

PHOTOGRAPHY

■ **PHOT 1 — Laboratory Studies: Black and White Photography** **1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
54 hours lab
Corequisite: PHOT 10 (may have been taken previously)
Extended black and white laboratory experiences to supplement those available in the regular program. Provides students the opportunity to pursue more advanced projects and experiments. Students who repeat this course will improve skills through further instruction and practice.

■ **PHOT 4 — Digital Cameras and Composition** **1 Unit**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Use of digital cameras, lenses, filters, and exposure to compose quality photographs. Shooting assignments are given for analysis in class. Camera will be required after the second week.

■ **PHOT 10 — Basic Digital and Film Photography** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
The basic mechanical, optical, and chemical principles of photography, including digital image systems. Laboratory experience involves problems related to camera and image output techniques.

■ **PHOT 11 — Advanced Professional Photography** **4 Units**
Degree Applicable
36 hours lecture
108 hours lab
Prerequisite: PHOT 10
Professional photographic techniques. Includes studio and field assignments related to problems encountered while professionally photographing people and products. Topics include medium and large format film and digital cameras, computer basics for professional photographers and studio lighting. Students must furnish a digital single lens reflex (DSLR) camera. Field trips may be required.

■ **PHOT 12 — Photographic Alternatives** **3 Units**
Degree Applicable, CSU, UC
36 hours lecture
54 hours lab
Prerequisite: PHOT 10
Explores the use of continuous tone and alternative black and white techniques and processes. Emphasis will be on solving photographic problems through the use of current techniques such as montage printing, Polaroid and xerographic applications, hand coloring, and emulsion coating (cyanotype, Luminous/Liquid Light) as well as other special techniques.

■ **PHOT 14 — Commercial Lighting** **3 Units**
Degree Applicable, CSU
36 hours lecture
54 hours lab
Prerequisite: PHOT 10
Use of studio equipment, and studio and location lighting techniques used in all aspects of commercial photographic applications. Students must furnish adjustable Single Lens Reflex camera.

■ **PHOT 15 — History of Photography** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Survey of the history of photography from circa 1839 to the present. An introduction to concepts of photographic representation and their impact on society.

■ **PHOT 16 — Fashion Photography** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Prerequisite: PHOT 11
Illustrative, editorial and advertising fashion photography. Studio and location production in both black and white and color are emphasized. Aspects of business operation and working with clients are explored.

■ **PHOT 17 — Photocommunication** **3 Units**
Degree Applicable
36 hours lecture
72 hours lab
Prerequisite: PHOT 10
Explores the application of the photosensitive materials, photochemicals and optics. The emphasis will be on the aesthetic and expressive uses to which these materials lend themselves. The student is expected to supply his/her own adjustable camera.

■ **PHOT 18 — Portraiture and Wedding Photography** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Techniques and photographic procedures for taking informal, formal, environmental and group portraits. In depth study and practice in professional wedding photography.

■ **PHOT 20 — Color Photography** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: PHOT 10
An introduction to current methods of producing color media, color negatives, positive transparencies, and outputting color prints.

■ **PHOT 21 — Exploring Color Photography** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Prerequisite: PHOT 20
Explores the application of color processes as they relate to commercial and artistic styles. Emphasis is on innovative use of color and contemporary techniques. Includes media manipulation and unique processing, coloring negatives, 8x10 Polaroid, digital imagery, specialized lighting, set building, and quality control.

■ **PHOT 25 — Digital Capture Workflow** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Prerequisite: PHOT 11
Advanced application of digital capture and workflow using DSLR medium and large format digital camera systems and software to produce high-quality digital files as a photographer or as a digital photographic technician. Field trips may be required.

■ **PHOT 28 — Photography Portfolio Development** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Prerequisite: Minimum 12 units of photography at Mt. San Antonio College or equivalent preparation
Development of a photography portfolio for job application or gallery exhibition purposes.

■ **PHOT 29 — Studio Business Practices for Commercial Artists** **3 Units**
Degree Applicable
54 hours lecture
Studio business practices for commercial artists. Small business operations, pricing services based on the licensing business model, copyright basics, branding, presentation and promotion, markets and finding clients, and estimating and invoicing.

■ **PHOT 30 — Commercial and Illustrative Photography** **3 Units**
Degree Applicable
36 hours lecture
54 hours lab
Prerequisite: PHOT 11, PHOT 20
Application of photographic principles to commercial and illustrative photography. Practical experience in studio product photography, illustration, fashion, and architectural photography. Areas of promotion and pricing will be covered. Both black-and-white and color media will be used.

■ **PHOT 98 — Work Experience in Photography** **1 to 3 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 225 hours lab
Pre
Provides students with on-the-job experience in professional photography and related areas in an approved worksite to strengthen and broaden skills in the workplace. A minimum of 60 non-paid clock hours per semester is required for each unit of credit. It is recommended that the hours per week are equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **PHOT 99 — Special Projects in Photography** **2 Units**
Degree Applicable
(May be taken four times for credit)
36 hours lecture
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students must have an instructor's authorization before enrolling in this course. Students repeating this course will make individual contracts of a more advanced nature with the instructor to insure that proficiencies are enhanced.

PHYSICAL EDUCATION: ADAPTIVE

■ **PE-L 2 — Physical Fitness for the Physically Limited** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
A modified physical fitness conditioning program incorporating cardiovascular training exercises, specifically designed for students with a disability or limitation. Students who repeat this course will improve their fitness level through further instruction and practice.

■ **PE-L 4 — Adaptive Aquatics** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 hours activity
Designed to assist students with a disability or limitation to develop or improve swimming skills. Appropriate for swimmers and nonswimmers. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-L 10 — Wheelchair Sports** **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 hours activity
Designed to develop and enhance sports skills and technique for students using a wheelchair. Introduction to basic rules, skills, conditioning and strategies for a variety of sports. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-L 14 — Activity Programs for the Physically Limited** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed for students with a disability or limitation who require special assistance or equipment to participate in leisure activities. Course content will vary each semester in order to meet current students needs. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-L 18 — Weight Training for the Physically Limited** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed to assist students with a disability or limitation develop strength, endurance, flexibility, and physical fitness through weight training. Students who repeat this course will improve their muscular strength and endurance through further instruction and practice.

PHYSICAL EDUCATION: AQUATICS

■ **PE-A 8A — Swimming - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed to teach basic swimming strokes and aquatic skills to individuals with little or no swimming ability. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 8B — Swimming - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed to improve competence in swimming ability for individuals who have had instruction in all of the basic strokes and can swim in deep water. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 8C — Swimming - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Prerequisite: Demonstrate proficiency equivalent to Red Cross Level IV Swimming Test
Designed to offer aquatic techniques of an advanced level and to refine the skill of the competent swimmer. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 14 — Water Polo** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamental water polo skills including conditioning, drills, and game situations. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 18 — Springboard Diving** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Student must possess above average diving ability or experience in tumbling or gymnastics. Individualized instruction in the fundamentals and techniques of springboard diving. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 20 — Aquatic Fitness** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Student must be able to perform front crawl 50 yards. Designed to improve and maintain aquatic fitness. Emphasis on building strength, endurance and cardiovascular fitness. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 21 — Aqua Aerobics** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed to improve cardiovascular endurance, strength, agility, flexibility and general fitness through the mode of dynamic movement in the water. Appropriate for swimmers and nonswimmers. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-A 24 — Aquatic Off-Season Conditioning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
A conditioning course for the competitive swimmer to receive individualized training in order to improve performance. Students who repeat this course will improve skills through further instruction and practice.

PHYSICAL EDUCATION: ATHLETICS

■ **PE-X 6 — Baseball - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Baseball Team candidates to provide instruction in the components of training and conditioning related to the sport of baseball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 8 — Basketball - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Basketball Team candidates to provide instruction in the components of training and conditioning related to the sport of basketball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 10 — Basketball - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Basketball team candidates to provide instruction in the components of training and conditioning related to the sport of basketball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 11 — Cross Country - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Cross Country team candidates to provide instruction in the components of training and conditioning related to the sport of cross country. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 12 — Cross Country - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Cross Country team candidates to provide instruction in the components of training and conditioning related to the sport of cross country. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 16 — Football - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Football Team candidates to provide instruction in the components of training and conditioning related to the sport of football. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 18 — Golf - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Designed for Men's Intercollegiate Golf Team candidates and provides instruction in the components and training related to the sport of golf. Classes will be held off campus and require some traveling. Students who repeat this course will improve skills through further instruction and practice. Students must have their own golf clubs.

■ **PE-X 19 — Golf - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Golf Team candidates to provide instruction in the components and training related to the sport of golf. Classes will be held off campus and require some traveling. Students who repeat this course will improve skills through further instruction and practice. Students must have their own golf clubs.

■ **PE-X 24 — Soccer - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Soccer Team candidates to provide instruction in the components of training and conditioning related to the sport of soccer. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 25 — Soccer - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Soccer Team candidates to provides instruction in the components of training and conditioning related to the sport of soccer. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 26 — Softball - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Softball Team candidates to provide instruction in the components of training and conditioning related to the sport of softball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 28 — Swimming - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for the Men's Intercollegiate Swim Team candidates to provide instruction in the components of training and conditioning related to the sport of swimming. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 30 — Swimming - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Swim Team candidates and to provide instruction in the components of training and conditioning related to the sport of swimming. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 32 — Tennis - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Tennis Team candidates to provide instruction in the sport of tennis. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 34 — Tennis - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Tennis Team candidates to provide instruction in the sport of tennis. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 38 — Track and Field - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Track and Field team candidates to provide instruction in the components of training and conditioning related to the sport of track and field. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 42 — Track and Field - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Track and Field Team candidates to provide instruction in the components of training and conditioning related to the sport of track and field. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 44 — Volleyball - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Volleyball Team candidates to provide instruction in the components of training and conditioning related to the sport of volleyball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 46 — Volleyball - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Volleyball Team candidates to provide instruction in the components of training and conditioning related to the sport of volleyball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 48 — Water Polo - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Water Polo Team candidates to provide instruction in the components of training and conditioning related to the sport of water polo. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 49 — Water Polo - Women** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Women's Intercollegiate Water Polo Team candidates to provide instruction in the components of training and conditioning related to the sport of water polo. Students who repeat course will improve skills through further instruction and practice.

■ **PE-X 50 — Wrestling - Men** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Intended for Men's Intercollegiate Wrestling Team candidates to provide instruction in the components and conditioning related to the sport of wrestling. Students who repeat this course will improve through further instruction and practice.

■ **PE-X 70 — Pep Squad** **.5 to 3.5 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Provides training and experience for members of pep squads or rally units who are directly supportive of Mt. SAC activities. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-X 88 — Pre-Season Athletics** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Pre-season intercollegiate athletics. Enrollment is limited to athletic team candidates and includes, sport specific aerobic and anaerobic conditioning, drill technique, strength conditioning, speed development and game play. Students who repeat this course will improve skills and fitness through further instruction and practice.

■ **PE-X 99 — Off-Season Athletics** **.5 to 3.5 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 180 hours activity
Designed for athletic team candidates in an off-season program. Includes sport-specific training with the purpose of developing areas of individual weaknesses. Students who repeat this course will improve skills through further instruction and practice.

PHYSICAL EDUCATION: FITNESS

■ **PE-F 2A — Body Building - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic fundamentals of strength development and physical conditioning. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 2B — Body Building - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Advanced strength development and physical conditioning. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 4 — Cardiovascular Conditioning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed to improve fitness levels through cardiovascular activities. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 6A — Physical Fitness - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Presents beginning components of physical fitness. Students identify individual fitness level and participate in activities designed to improve overall fitness. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 6B — Physical Fitness - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Develops components of physical fitness. Students analyze individual fitness level and participate in activities designed to improve overall fitness. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 6C — Physical Fitness - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Determines advanced components of physical fitness. Students integrate individual fitness level and participate in activities designed to improve overall fitness. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 9 — Conditioning for Sports** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
A conditioning course for students and athletes to develop muscular strength and endurance, flexibility, core training skills and respiratory fitness. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 10 — Weight Training** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
A muscular conditioning program using machines and free weights. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 12 — Fitness and Body Conditioning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Circuit training, aerobic activity and overview of health concepts. Emphasis on nutrition, weight management, stress reduction and the benefits of exercise on overall health. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 13 — Exercise Dynamics** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours activity
Increased frequency and body conditioning with increased frequency and duration of circuit training and aerobic activity; continued overview of health concepts; heightened emphasis on nutrition, weight management, stress reduction and the benefit of exercise on overall health. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 17 — Fitness Walking** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fitness walking, a low-impact aerobic activity, as part of an overall wellness program. The class walks on courses around Mt. San Antonio College and the surrounding community. Includes nutrition, personal skill development, weight management, cardiovascular endurance, stress management, and goal setting. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 18 — Fitness Fundamentals** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours activity
Provides the foundations in specific areas of fitness to set-up, maintain and organize a personalized fitness program. Presents in-depth coverage of each area of fitness in managing and promoting an individualized fitness regime. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 19 — Strength Training** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours activity
Designed for students concentrating on strength development through various types of exercise. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 22 — Total Fitness** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours activity
Fitness training with increased frequency and duration. Includes nutrition, exercise concepts, stress management, cardiovascular conditioning, muscle strength and flexibility training. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 25 — Core Performance and Foundation Movement** **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Body core training and foundation movement for students interested in improving their fitness level. Students who repeat this class will improve with continued practice and instruction.

■ **PE-F 34 — Cardiorespiratory Training** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours activity
Individualized exercise programs designed to improve cardiorespiratory performance. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 36 — Circuit Training** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours activity
Muscular strength and endurance exercise on circuit training equipment. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 38 — Aerobics** **.5 to 2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 108 hours activity
Group aerobic exercise to improve cardiorespiratory efficiency. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 50 — Physical Skills Preparation for Administration of Justice and Fire Technology** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours activity
Through supervised and individualized training programs, the student will develop the necessary conditioning levels to pass entrance examinations in Administration of Justice and Fire Technology fields. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 51 — Agility Testing Preparation for Administration of Justice and Fire Technology** **1 Unit**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
71 hours activity
A training program directed toward physical agility testing approximating the testing process required by various law enforcement and fire agencies. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 52 — Fitness and Conditioning for Administration of Justice, Fire Technology, and Forestry** **1 Unit**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
71 hours activity
A conditioning program to maintain strength, agility, cardiovascular fitness and flexibility necessary to perform the tasks required of personnel in fields of law enforcement, fire science and forestry. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 53 — Physical Training for the Basic Fire Academy** **2.5 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
133 hours activity
Prepares the Basic Fire Academy student for the physical demands of the fire service. Through a supervised individualized training program, the student acquires cardiovascular endurance, flexibility and strength. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-F 59 — Firefighter Physical Ability Test** **.1 Unit**
Not Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
2 hours activity
Administration of physical ability test examination. Includes nutrition, safety, body mechanics, exercise guidelines and execution of fire-related tasks. Successful completion of this course is required by various fire agencies for employment. Students must obtain test packet from website: firepat.mtsac.edu prior to enrolling. Repeating this course will allow for renewal of certificate and improvement of technique through further instruction and practice.

PHYSICAL EDUCATION: INDIVIDUAL

Cluster repeatability:
Credit students are limited to enroll up to 4 times only for any combination of courses within a designated cluster, regardless of the individual course unit values.
Clusters:

- *PE-I 4A, PE-I 4B, PE-I 4C*
- *PE-I 8A, PE-I 8B, PE-I 8C*
- *PE-I 27A, PE-I 27B*
- *PE-I 30A, PE-I 30B*
- *PE-I 31A, PE-I 31B*
- *PE-I 37A, PE-I 37B, PE-I 37C*

■ **PE-I 4A — Badminton - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Beginning badminton fundamentals and techniques, including singles and doubles play. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-I 4B — Badminton - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Intermediate badminton techniques, including singles and doubles play. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 4C — Badminton - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Advanced badminton techniques, including singles and doubles tournament play. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-I 18A — Golf - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic fundamentals of golf. Emphasis on technique, strategy, and rules. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 18B — Golf - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Instruction for the golfer with previous golf experience. Includes putting, game management, club selection, and principles of the swing. Students must have their own golf clubs. Classes will be held at sites both on and off the Mt. SAC campus. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 18C — Golf - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Instruction and practice for the proficient golfer (Sub 15 Handicap). Emphasis on golf swing analysis. Golf classes will be held at sites both on and off the MT.SAC campus. Golf clubs required. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 25 — Mixed Martial Arts** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
The sport of submission grappling. An integration of striking and close-combat martial arts. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-I 27A — Jeet Kune Do - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamentals and principles of Bruce Lee's martial art. Emphasis on footwork, distance, and technique for combat efficiency in self-defense. Students who repeat this course will improve proficiency as a result of continued instruction and practice.

■ **PE-I 27B — Jeet Kune Do - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Intermediate principles of Bruce Lee's martial art. Intermediate level footwork, distance, and technique (punching, kicking, and grappling) for combat efficiency. Students who repeat this course will improve proficiency as a result of continued instruction and practice.

■ **PE-I 29 — Self Defense/Martial Arts** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic concepts of self defense and martial arts. Covers technique in three ranges of combat: grappling, kick/punch, and weapons range. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 30A — Filipino Martial Arts - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Filipino martial arts of Eskrima and Arnis. Basic weapons training for defense in armed and unarmed scenarios. Students who repeat this course will improve skills through further instruction.

■ **PE-I 30B — Filipino Martial Arts - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
The Filipino martial arts of Eskrima and Arnis. Intermediate armed, unarmed and edged weapons training. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 31A — Jiujitsu - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamentals of Brazilian Jiujitsu. Basic positions, breakfalls, training techniques, strategy, finishing holds, competition, history and philosophy. Students who repeat this course will improve skills through further instruction and practice. Students are required to provide their own Judo/Jiujitsu gi uniform.

■ **PE-I 31B — Jiujitsu - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Intermediate Brazilian Jiujitsu. Progressions in positions, break-falls, training techniques, strategy, finishing holds, competition and philosophy. Students who repeat this course will improve their skills through further instruction and practice. Students are required to provide their own Judo/Jiujitsu gi uniform.

■ **PE-I 33 — Kickboxing** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Presents the martial sport of kickboxing. Includes techniques for offense and defense, cardiovascular endurance, strategy and training modes. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 34 — Women's Self Defense** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Techniques for personal protection and safety with emphasis on defensive tactics for women. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 35 — Karate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamentals of traditional karate. Includes form, technique, history and philosophy. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 37A — Tai Chi Chuan - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamentals of tai chi chuan as a martial art exercise for health and fitness, meditation, relaxation and self defense. Basic therapeutic exercises in the tai chi chuan format will be presented. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 37B — Tai Chi Chuan - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Intermediate tai chi chuan fundamentals and principles. Includes instruction in a traditional long form. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 37C — Tai Chi Chuan - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Instruction and practice for the experienced tai chi chuan practitioner. Emphasis will be on the sword form. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 40A — Tennis - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Beginning tennis fundamentals and techniques. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 40B — Tennis - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Intermediate tennis techniques and strategies for the individual who has previous experience and instruction in tennis. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 40C — Tennis - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Advanced tennis techniques and strategies for the experienced player. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 44 — Track and Field** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic instruction, conditioning and training for the various track and field events. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 48 — Wrestling** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Wrestling skills, fundamentals and match competition. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-I 50A — Yoga** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Yoga instruction with emphasis on yoga postures, breathing techniques, relaxation strategies and philosophy. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-I 51 — Iyengar Yoga** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Fundamentals of Iyengar yoga. Basic postures, alignments, strategy, history and philosophy. Students who repeat this course will improve their skills through further instruction and practice.

■ **PE-I 52 — Individual Sports** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Individual sports technique enhancement. Includes cardiorespiratory, flexibility, muscle strength and endurance training modes. Students who repeat this course will improve skills through further instruction and practice.

PHYSICAL EDUCATION: TEAM SPORT

Cluster repeatability:
Credit students are limited to enroll up to 4 times only for any combination of courses within a designated cluster, regardless of the individual course unit values.
Clusters:

■ *PE-S 24A, PE-S 24B, PE-S 24C*

■ **PE-S 2 — Basketball** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic skills, fundamentals, rules and strategies for team play in basketball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 10 — Soccer** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Soccer skills, fundamentals and game play. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 12 — Baseball** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic skills, rules and strategies for team play in baseball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 13 — Football** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic skills, rules and strategies for team play in football. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 16 — Softball** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic skills, rules and strategies for team play in the sport of slowpitch softball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 18 — Indoor Soccer** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Indoor soccer skills, fundamentals and game play. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 19 — Team Sports** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Instruction in the skills, techniques, and strategies of game play in one or more team sports. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 24A — Volleyball - Beginning** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Basic techniques and strategies of volleyball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 24B — Volleyball - Intermediate** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed for individuals with previous experience in techniques and strategies of volleyball. Students who repeat this course will improve skills through further instruction and practice.

■ **PE-S 24C — Volleyball - Advanced** **.5 to 1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
36 to 54 hours activity
Designed for individuals with previous experience in advanced techniques and strategies of volleyball. Students who repeat this course will improve skills through further instruction and practice.

PHYSICAL EDUCATION: THEORY

■ **PE 3 — First Aid and CPR** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Provides training, including laboratory experience in caring for victims of injuries, sudden illness and other medical emergencies; includes Community CPR. Students who successfully pass all requirements, will earn the appropriate American Red Cross First Aid Certificate and/or CPR Certificate.

■ **PE 5 — Advanced First Aid/CPR/Emergency Response** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68
Provides training and certifications, including laboratory experience for developing the First Aid and CPR skills required by public safety personnel, athletic trainers, emergency response team members, flight attendants, coaches and nurses. Students who successfully pass all requirements will receive an American Red Cross Certificate in Emergency Response and/or CPR for the Professional Rescuer.

■ **PE 10 — Fundamentals of Sports** **2 Units**
Degree Applicable, CSU, UC
36 hours lecture
Instruction in the theory and technique of various selected sports: Basketball, Baseball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, Water Polo and/or Wrestling.

■ **PE 13 — Sports Officiating** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Introduction to rules, regulations and career opportunities of various team and individual sports.

■ **PE 15 — Administration of Fitness Programs** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Provides leadership training and administrative skills related to fitness specialists, personal trainers and physical educators. Students will explore curriculum topics and practical skills related to careers in fitness and physical education.

■ **PE 17 — Introduction to Physical Education** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Introduction and orientation to physical education as a profession and academic discipline. Explores sub-disciplines, opportunities in the field, philosophy, scientific basis and analysis.

■ **PE 19 — Introduction to Care/Prevention of Activity/Sports-Related Injuries** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Instruction, including laboratory experience, in the techniques and procedures for prevention and treatment of activity and sports-related injuries. Includes the responsibilities of the athletic trainer, policies and procedures of the athletic training room and the operation of rehabilitative modalities.

■ **PE 24 — Kinesiology** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
The study of movement as it relates to exercise and the interrelationships of body segments involved in human movement activity, actions of joints, nerves and muscle exercise.

■ **PE 33 — Fitness Assessment and Healthy Lifestyles** **.5 Unit**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
9 hours lecture
An integrated approach to healthy lifestyles. Includes pre and post fitness assessments, basic nutrition analysis, lifestyle behaviors and stress management. Interpretation of results includes goal-setting principles and development of basic exercise program.

■ **PE 34 — Fitness for Living** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Survey and analysis of the components of fitness. Effects of fitness on optimal health, concepts of human movement, fitness program design, stress management, nutrition and weight control.

■ **PE 38 — Physiology of Exercise for Fitness** **3 Units**
Degree Applicable
54 hours lecture
Theory of basic physiological concepts as they pertain to exercise training and the prescription of individual fitness programs.

■ **PE 39 — Techniques of Fitness Testing** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Theory and technique of performing fitness testing, assessment, evaluation, and recommendation. Includes related laboratory experience and practical applications.

■ **PE 40 — Techniques of Teaching Cardiovascular Exercise** **2 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Overview of the principles and techniques of teaching cardiovascular exercise. Includes both theory and practical instruction of cardiovascular exercise, special needs considerations, professional responsibilities and liabilities, group exercise design, treadmill, cycling and varieties of cardiovascular exercise.

■ **PE 41 — Techniques of Teaching Weight Training** **2 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
Overview of the principles and techniques of teaching weight training. Includes muscle structure and function, training sequences, free weight and machine equipment, safety factors, including contraindications for exercise.

■ **PE 44 — Theory of Coaching** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Designated for coaches at varying levels from youth league to high school varsity. Focuses on coaching issues and problems facing the coach today and includes the philosophy, theory, and principles of developing and maintaining an athletic program.

■ **PE 48 — Lifeguard Training** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: Ability to swim 500 yards without stopping
American Red Cross requirements for Lifeguard Training. To receive certification, students must pass written exams with a minimum of 80% and pass all practical skills tests. Students who meet all qualifications will be certified by the American Red Cross in Lifeguard Training, First Aid and C.P.R for the Professional Rescuer.

■ **PE 50 — Mt. SAC Fire Academy Physical Ability Entrance Exam** **1 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
9 hours lecture
9 hours lab
Physical ability examination specifically designed for candidates seeking admission into the Mt. SAC Fire Academy. Candidates must be approved by the Fire Technology Office prior to registration.

■ **PE 81 — Work Experience for Coaching** **2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
150 hours lab
Provides coaches and physical education students with on-the-job experience in approved worksites related to classroom instruction. A minimum of 5 hours per week of supervised work (minimum 75 paid or 60 non-paid clock hours per semester) is required for each unit of credit. Work experience placement is not guaranteed, but assistance is provided by the Coaching Certificate faculty advisor. Students who repeat this course will improve skills through further instruction and practice.

■ **PE 85 — Fitness Specialist Internship** **1 Unit**
Degree Applicable
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
75 hours lab
Provides fitness specialist students with actual on-the-job skill development in fitness testing, analysis and prescription. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed, but assistance is provided by the Fitness Certificate faculty advisor. Students who repeat this course will improve skills through further instruction and practice.

■ **PE 92 — Work Experience - Athletic Training** **2 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
160 hours lab
Provides Athletic Trainer Aides and physical education students with actual on-the-job experience in an approved worksite related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Work experience placement is not guaranteed, but assistance is provided by the Athletic Trainer faculty and staff. Students who repeat this course will improve skills through further instruction and practice.

PHYSICAL SCIENCE

■ **PHSC 3 — Energy Science** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Provides a broad technical understanding of the physical principles underlying the various forms of energy production, the role of energy in modern society, and an understanding of the wider environmental and societal impacts of different energy production technology choices. Course topics will include: fossils fuels, nuclear energy, hydro, wind, solar energy, biofuels, and energy distribution and storage. Field trips required.

■ **PHSC 7 — Physical Science** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Designed for the non-science major. A primarily non-mathematical, conceptual approach to basic principles of physics and chemistry and their practical applications. Critical thinking is stressed in such topics as motion, heat, electricity and magnetism, sound and light, radioactivity, atomic theory and modern physics. May be taken with Physical Sciences Laboratory for those students needing a laboratory science course.

■ **PHSC 7L — Physical Science Laboratory** **1 Unit**
Degree Applicable, CSU, UC
54 hours lab
Corequisite: PHSC 7
Laboratory topics will parallel the course content of Physical Science lecture.

PHYSICAL THERAPY AIDE

■ **PHTH 81 — Physical Therapy Aide** **4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Advisory: ANAT 50 or equivalent
Role and skills of physical therapy aide. Procedures commonly performed by aides will be explained, demonstrated and practiced; includes terminology and interpersonal skills.

PHYSICIAN ASSISTANT PREPARTORY

■ **PAP 101 — Fundamentals for Physician Assistant Preparatory Program** **8 Units**
Not Degree Applicable
144 hours lecture
Prepares students for entrance into Physician Assistant programs. Provides an overview of physician assistant fundamentals, ethics, financial aid, and interviewing techniques. Overviews physician assistant curriculum in family practice, pediatrics, orthopedics and various other topics presented in physician assistant programs. Analyzes stress coping mechanisms and time management for physician assistant students.

PHYSICS

■ **PHYS 1 — Physics** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: Eligibility for MATH 71
Discovery of basic concepts of physics by working through guided activities in a workshop style. Topics include light and geometrical optics, electricity and DC circuits (with capacitors,) linear and rotational motion, forces, momentum, energy, harmonic motion and waves.

■ **PHYS 2AG — General Physics** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: MATH 150
The basic principles of physics. Includes theory, applications, laboratory, and problem solving in mechanics, heat, fluids, and wave motion.

■ **PHYS 2BG — General Physics** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: PHYS 2AG or equivalent
A continuation of Physics 2AG. Includes electricity and magnetism (including DC and AC circuits,) geometrical and physical optics, relativity, quantum physics, atomic and nuclear physics. Laboratory includes use of computers to analyze data and simulate electric circuits.

■ **PHYS 4A — Engineering Physics** **5 Units**
Degree Applicable, CSU, UC
72 hours lecture
54 hours lab
Prerequisite: PHYS 2AG
Corequisite: MATH 181 (may have been taken previously)
Studies linear and rotational motion, forces, work, energy, oscillations, gravitation, properties of solids, and waves. Includes laboratory experience, with significant use of computers for data acquisition and analysis.

■ **PHYS 4B — Engineering Physics** **5 Units**
Degree Applicable, CSU, UC
72 hours lecture
54 hours lab
Prerequisite: PHYS 4A
Corequisite: MATH 280 (may have been taken previously)
Heat, kinetic theory of gases, thermodynamics, electromagnetism (including DC and AC circuits,) and Maxwell's equations. Laboratory includes significant use of computers for data acquisition, analysis and simulation.

■ **PHYS 4C — Engineering Physics** **5 Units**
Degree Applicable, CSU, UC
72 hours lecture
54 hours lab
Prerequisite: PHYS 4B
Fluids, sound, electromagnetic waves, optics, diffraction and interference of waves, relativity, quantum physics, atomic and nuclear structure, nuclear reactions and elementary particles. Laboratory includes significant use of computers for data analysis.

■ **PHYS 99 — Special Projects in Physics** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
Corequisite: PHYS 1 or PHYS 2AG or PHYS 4A (may have been taken previously)
In order to offer selected students recognition for their academic interests and ability, and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Student must have instructor's authorization before enrolling in this class. Students who repeat this course will improve skills by further instruction and practice.

POLITICAL SCIENCE

■ **POLI 1 — Political Science** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Principles and problems of government with particular emphasis on national government in the United States. This course satisfies the requirement for a course in the Constitution of the United States and the principles of State and local government as required by Title 5 of the California Administrative Code.

■ **POLI 1H — Political Science - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Principles and problems of government with particular emphasis on national government in the United States. This course satisfies the requirement for a course in the Constitution of the United States and the principles of State and local government as required by Title 5 of the California Administrative Code. An honors course designed to provide an enriched experience. Students may not receive credit for both POLI 1 and POLI 1H.

■ **POLI 2 — Political Science** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: POLI 1 or POLI 1H
Advisory: Eligibility for ENGL 1A
Comparative study of constitutional principles, governmental institutions, political processes, and ideologies in selected countries.

■ **POLI 5 — Political Theory I - Ancient to Modern** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: POLI 1 or POLI 1H
Advisory: Eligibility for ENGL 1A
Anient to modern (mid-19th century) theories of political institutions, social change and social dynamics.

■ **POLI 7 — Political Theory II - Early Modern to Contemporary** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: POLI 5
Major political philosophers and theories from the late nineteenth century to the present. Intended to prepare students majoring in political science for further study in the discipline by providing adequate background preparation in political philosophy.

■ **POLI 9 — Introduction to International Relations** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 1A
Acquaints students with the historical and political background of international relations. Attention is given to world politics, international organization and America's place in world affairs.

■ **POLI 10 — Environmental Politics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: POLI 1 or POLI 1H
Advisory: Eligibility for ENGL 1A
Global environmental problems including an analysis of political theories and comparative policies in the emerging field of environmental politics.

■ **POLI 25 — Politics of the Mexican American** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Studies the impact that national, state and local governments have on the nation's largest ethnic minority (the Latino Community). Examines the national and state constitutions and the impact they have had on the Hispanic Community as a whole (not just Mexican Americans). Studies American institutions as they pertain to the Chicano Community and examines the Chicano Community's responses to the actions of the dominant political institutions.

■ **POLI 30 — California State and Local Government** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68
Surveys the forces shaping California government and analyzes the operation of governmental institutions within California and the political and fiscal challenges facing California.

■ **POLI 35 — African American Politics** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
Examines the methods and strategies employed by African-Americans in their quest to gain equal access and participation in American institutions. This course satisfies the requirement for a course in the Constitution of the United States and the principles of State and local government as required by Title 5 of the California Administrative Code.

PSYCHOLOGY

■ **PSYC 1A — Introduction to Psychology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Develops an understanding of the basic principles of behavior and mental processes. The subject matter and research methods of scientific psychology are presented. Topics include; history, biopsychology, sensation, perception, states of consciousness, learning, memory, forgetting, language, cognition, life-span development, gender, sexuality, stress, health, motivation, emotions, social psychology, abnormality, treatment and social and diversity issues.

■ **PSYC 1AH — Introduction to Psychology - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Develops an understanding of the basic principles underlying behavior and cognition. The subject matter and methods of scientific psychology are presented. Topics include scientific methodology, history, biopsychology, sensation, perception, states of consciousness, learning, memory, forgetting, language, cognition, intelligence, life-span development, personality, stress, health, motivation, emotions, psychopathology, psychotherapeutic approaches, and social factors. An honors course designed to provide an enriched experience. Students may not receive credit for both PSYC 1A and PSYC 1AH.

■ **PSYC 1B — Biological Psychology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: PSYC 1A or PSYC 1AH
Advisory: Eligibility for ENGL 1A
Biological mechanisms of behavior; introduction of evolution and genetics with emphasis on neuronal and synaptic transmission. Develops a conceptual framework and awareness of the scientific method. Stresses specific methods of investigation for the discipline.

■ **PSYC 3 — Introduction to Research Methods in Psychology** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: PSYC 1A or PSYC 1AH and PSYC 10 or MATH 110 or MATH 110H
Advisory: ENGL 1A
Research methods in the area of social science, especially in the discipline of psychology. American Psychological Association (APA) publication style taught and used with lab experience. Includes systematic observation, survey development, correlational studies, and design, execution and analysis of experiments.

■ **PSYC 5 — Psychology of Reasoning and Problem Solving** **3 Units**
Degree Applicable, CSU
54 hours lecture
The nature of critical thinking; models and strategies; common fallacies of reasoning; self-regulation in the thinking process; application of critical thinking to specific areas, such as comparison of cognitive and information-processing models; more specifically: memory, thinking and problem solving, creativity, learning and forgetting, decision making and reasoning.

■ **PSYC 10 — Statistics for the Behavioral Sciences** **4 Units**
Degree Applicable, CSU, UC
54 hours lecture
54 hours lab
Prerequisite: PSYC 1A or SOC 1 and eligibility for MATH 110
Statistical principles of the behavioral sciences emphasizing research design, scales of measurement, distributions, graphing, descriptive statistics, measures of central tendency, measures of variability, z-test, independent and dependent t-tests, inferential statistics, confidence intervals, linear correlations and regression, and analysis of variance, including multivariate factorial designs and chi square analyses. Statistical analyses through the use of computerized statistical packages are interpreted through lab experience.

■ **PSYC 14 — Developmental Psychology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 1A
Examines the psychological principles of human development across the lifespan, from birth to death. This course does not fulfill the Title 22 requirements for Child Development majors.

■ **PSYC 15 — Introduction to Child Psychology** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68
Examines the psychology of the child from conception through adolescence. Emphasis on physical, cognitive, and psychosocial development as it pertains to the child?s psychological experiences. Includes psychological disorders and therapies specific to children and adolescents. This course does not fulfill Title 22 requirement for child development majors.

■ **PSYC 17 — Introduction to Human Services** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: PSYC 1A or PSYC 1AH or SOC 1 or SOC 1H
History, philosophy and development of human services in America. Explores careers in human services, self-exploration in matching personal and professional interests to entry levels of human services employment.

■ **PSYC 19 — Abnormal Psychology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: PSYC 1A or PSYC 1AH
Application of principles of general psychology to the field of psychopathology. Major classifications of psychiatric disorders, their causes and treatment modalities. Includes theoretical perspectives used in abnormal psychology.

■ **PSYC 25 — The Psychology of Women** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: PSYC 1A and ENGL 1A (taken prior or concurrently)
A bio-cultural analysis of women. Emphasis will be placed on biological, psychological and sociological data related to principles of development, socialization, learning, motivation, emotion and perception.

■ **PSYC 26 — Psychology of Sexuality** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Explores the factors involved in establishing and maintaining intimate sexual relationships. The focus of the course is on the findings of social psychologists concerning sexuality and love relationships in our culture.

■ **PSYC 33 — Psychology for Effective Living** **3 Units**
Degree Applicable, CSU

54 hours lecture
Emphasis on comprehension and application of psychological principles to interpersonal relationships, personal growth, sexuality, vocation, marriage, parenting, aging, and other circumstances encountered in the life cycle. Considers personality development and psychological disorders as well as therapeutic approaches.

■ **PSYC 99 — Special Projects in Psychology** **2 Units**
Degree Applicable, CSU

(May be taken four times for credit)
36 hours lecture
To offer selected students recognition for their academic interest and ability and the opportunity to explore their disciplines to greater depth, the various departments offer Special Project courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

RADIO - TELEVISION

■ **R-TV 01 — Introduction to Broadcasting** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: Eligibility for ENGL 68
Survey course of the film and electronic media industries, concentrating on the United States. This includes cultural, historical, social, legal and economic issues in motion pictures, radio and television broadcasting, cable, satellite, internet and related technologies.

■ **R-TV 02 — On-Air Personality Development** **3 Units**
Degree Applicable, CSU

54 hours lecture
Corequisite: R-TV 01 and R-TV 11A (may have been taken previously)
Developing a broadcast voice, style and understanding of the business for all areas of the industry, including disc jockey, newscaster and voice over artist. Students will also develop an understanding of the workings of voice and diction as they pertain to broadcasting and learn to evaluate the effectiveness of voice work done by others. Emphasis will also be placed on developing the content of on-air shows. Students will review the basics of the production studio and its components.

■ **R-TV 02A — On-Air Personality Development-Spanish Market** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 and R-TV 11A (may have been taken previously)
Covers developing a broadcast voice, style and understanding of the business for all areas of Spanish-language broadcasting, including disc jockey, newscaster and voice over artist. Students will also develop an understanding of the workings of voice and diction as they pertain to broadcasting and learn to evaluate the effectiveness of voice work done by others. Emphasis will also be placed on developing the content of on-air shows suitable to the Spanish-language market. Students will review the basics of the production studio and its components. The course is taught in English.

■ **R-TV 03 — Sportscasting and Reporting** **1.5 Units**
Degree Applicable

27 hours lecture
Corequisite: R-TV 01 and R-TV 11A (may have been taken previously)
Covers in-studio sportscasting, interviewing, field reporting and play-by-play for radio and television. Students will learn the legalities and ethics of covering sports, and how to work with professional sports teams and equipment technicians. Practical experience will be provided through coverage of Mt. SAC's athletic teams. Students who repeat this course will improve skills through further instruction and practice.

■ **R-TV 04 — Broadcast News Field Reporting** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01, R-TV 05, and R-TV 11A (May have been taken previously.)
Techniques used to research and cover a variety of news events including working with police and other emergency personnel, interviewing techniques and story developments. Emphasis will be placed on legal and ethical issues concerning news coverage.

■ **R-TV 05 — Radio-TV Newswriting** **3 Units**
Degree Applicable

54 hours lecture
Writing, editing and reporting radio and TV news, utilizing the Associated Press Wire Service, AP Newsboss software. Students will rewrite news wire copy as well as create stories from interviews and from covering news events, including the incorporation and selection of sound bites from actualities. Emphasis will be on factual and concise content and the ability to work under deadline.

■ **R-TV 06 — Broadcast Traffic Reporting** **1.5 Units**
Degree Applicable

27 hours lecture
Corequisite: R-TV 01 (may have been taken previously)
History and development of techniques involved in radio and television traffic reporting through lecture and hands-on practice. Interpretation and reading of police codes as they relate to traffic, accidents, and emergency situations including broadcast rules and liabilities as they apply to traffic reporting. Emphasis on both production and delivery of anchored and airborne reports.

■ **R-TV 07A — Beginning Commercial Voice-Overs** **3 Units**
Degree Applicable

54 hours lecture
Advisory: R-TV 01
Development of voices for radio and television commercials, character voices, narrations, and animation. Also covers auditioning, working with agents and agencies, and understanding voice-over contracts.

■ **R-TV 07B — Advanced Commercial Voice-Overs** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: R-TV 07A
Instruction in advanced techniques used in the art of voicing for radio and TV commercials, animation and narration. Further development of audition and recording session skills.

■ **R-TV 09 — Broadcast Sales and Promotion** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 (may have been taken previously)
Strategies and legalities of advertising time sales for radio and television including Federal Communications Commission (FCC) requirements, demographic targeting, marketing strategies, and working with agencies. Includes creation of contests and promotional campaigns.

■ **R-TV 10 — Radio Management and Programming** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 (may have been taken previously)
Overview of various techniques of programming a radio station, including various formats of music, news, talk and sports. Role of management at a station including budgeting, unions, ratings and Federal Communications Commission (FCC) responsibilities.

■ **R-TV 11A — Beginning Radio Production** **3 Units**
Degree Applicable, CSU

54 hours lecture
Corequisite: R-TV 01 (may have been taken previously)
Operation of standard radio production equipment for both tape-based and digital production utilizing ProTools technology. Production skills concentrate on the use of voice, music and sound effects as applied to a variety of broadcasting elements.

■ **R-TV 11B — Advanced Radio Production** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: R-TV 11A
Techniques in non-linear recording, editing and mixing using Pro Tools technology as these skills apply to a variety of applications in the broadcasting industry. Develop mastery of the concepts and skills required to work in a professional radio studio environment.

■ **R-TV 12 — Commercial Copywriting** **3 Units**
Degree Applicable

54 hours lecture
Advisory: R-TV 01
Covers the creation and production of radio and television commercials. Includes using demographic research to target specific audiences, truth in advertising, slogan and campaign development, character creation, commercial formats, and the use of visual and audio appeals.

■ **R-TV 14 — Media Aesthetics** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: ENGL 67
Media aesthetics for television and film presentation. Stresses critical, theoretical and practical analysis. Material is presented from a producer/artist point of view and is intended for those pursuing a career in film, television, and other electronic visual media, presenting material from the producer/artist point of view.

■ **R-TV 15 — Broadcast Business Practices** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 (may have been taken previously)
Radio and television industry as a business for profit. Basic techniques in negotiating with station management and agents as well as dealing with contracts, residuals, re-use rights, mergers, protection of intellectual properties, union representation and Federal Communications Commission (FCC) law. Professional ethics and broadcasters' responsibilities to their audiences are also discussed.

■ **R-TV 17 — Internet Radio and Podcasting** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 and R-TV 11A (may have been taken previously)
Covers all aspects of Internet broadcasting and podcasting including programming, announcing, promotions, and legal and copyright issues through the use of an actual Internet radio station.

■ **R-TV 18 — Writing for Television and Film** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: ENGL 68
Characterization, visualization, structure and form in various types of writing for television and motion picture production.

■ **R-TV 19A — Beginning Video Production** **3 Units**
Degree Applicable, CSU

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: R-TV 14
Video production using studio, remote multicamera, and film-style techniques. Includes instruction in lighting, audio recording for motion video, basic directing and producing, editing software, and production of short narratives.

■ **R-TV 19B — Advanced Video Production** **3 Units**
Degree Applicable, CSU

(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: R-TV 18 and R-TV 19A
Video production techniques emphasizing narrative storytelling, film-style aesthetics and production.

■ **R-TV 20 — Television News Production** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: R-TV 05 or R-TV 19A
TV newscast production using writing, announcing, production, equipment, direction, graphics, and editing skills both in and out of the studio.

■ **R-TV 21 — Remote Television Production and Engineering** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: R-TV 19A
Students learn remote video production using both multi-camera and single camera techniques. Topics include video engineering, directing, and remote production truck setup.

■ **R-TV 22 — Editing for Film and Television** **3 Units**
Degree Applicable

54 hours lecture
Aesthetics and use of non-linear editing software for film and television.

■ **R-TV 23 — Reality Show Production** **3 Units**
Degree Applicable

36 hours lecture
54 hours lab
Prerequisite: R-TV 19A
Types and production of Reality Show television programs. Authoring and pitching of reality show concepts. Instruction in specific equipment skills in lighting, wireless multicamera shooting, editing and related skills. Includes production of a reality show.

■ **R-TV 26 — Current Issues in Entertainment Law** **3 Units**
Degree Applicable

54 hours lecture
Advisory: R-TV 01 or PLGL 30
Overview of the major legal and FCC regulatory issues facing broadcasting, cable and developing media. Also covers the growing importance of intellectual property law as it applies to digital media and the Internet.

■ **R-TV 30 — Introduction to Careers in Entertainment** **2 Units**
Degree Applicable

36 hours lecture
An overview of broadcasting as a potential career. Examines the skills and training needed to work in radio, television and film in such areas as D-J, news anchor/reporter, sports reporter, commercial voice-over artist, production director, writer, producer and director.

■ **R-TV 31 — History of Radio DJs** **3 Units**
Degree Applicable

54 hours lecture
Traces the history of music radio through study of the most influential disc jockeys in broadcasting history.

■ **R-TV 32 — Radio - TV Internet Applications** **3 Units**
Degree Applicable

54 hours lecture
Creating and managing material on radio, TV and movie websites such as cross-promoting on-air content and converting audio and video.

■ **R-TV 33 — Radio Show Producer Techniques and Procedures** **3 Units**
Degree Applicable

54 hours lecture
Corequisite: R-TV 01 (May have been taken previously.)
Covers the behind-the-scenes aspects of producing a radio show, with special emphasis on generating ideas for specific audiences, identifying and booking guests and preparing interviews for broadcast.

■ **R-TV 34 — On-Camera Performance** **1.5 Units**
Degree Applicable

27 hours lecture
Advisory: R-TV 01
On-camera techniques used in news and sports anchoring and reporting including make-up, hair, wardrobe and overall presentation.

■ **R-TV 96 — Campus Radio Station Lab** **1 to 2 Units**
Degree Applicable

(May be taken four times for credit)
54 to 108 hours lab
Prerequisite: R-TV 01
Advisory: R-TV 02 and R-TV 11A
Regular and continuing experience in the operation of the College radio stations. Students may work in on-air or behind-the-scenes roles. Students who repeat this course will improve skills through further instruction and practice.

■ **R-TV 97A — Radio/Entertainment Industry Seminar** **1 Unit**
Degree Applicable

(May be taken four times for credit)
18 hours lecture
Prerequisite: R-TV 01 and any other three R-TV units
Corequisite: R-TV 97B
A capstone class for students preparing for a career in the radio/entertainment industry. Students share and critique experiences emphasizing professionalism and problem-solving techniques related to their internship experience. Students who repeat this course will improve skills through further instruction and practice.

■ **R-TV 97B — Radio/Entertainment Industry Internship** **1 Unit**
Degree Applicable

(May be taken four times for credit)
75 hours lab
Prerequisite: R-TV 01 and any other three R-TV units
Corequisite: R-TV 97A
Provides the student with on-the-job experience in the radio/entertainment industry in order to strengthen and broaden his/her skills in the workplace. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice.

■ **R-TV 99 — Radio/TV Special Projects** **2 Units**
Degree Applicable

(May be taken four times for credit)
36 hours lecture
Prerequisite: Completion of six R-TV units
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

■ **R-TV 100 — Work Experience in Film and Television** **1 to 3 Units**
Degree Applicable

(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
75 to 225 hours lab
Prerequisite:Completion of 12 units of R-TV courses from among the following: R-TV 1, 14, 18, 19A, 19B, 20, 21, 22, 23, taken at Mt. San Antonio College. Compliance with work experience regulations as designated in the college catalog.
Provides students with on-the-job experience in the film or TV industry, related to classroom instruction, at an approved work site. A minimum of 60 unpaid or 75 paid hours of supervised work is required for each unit of credit. Students who repeat this course will improve skills through further experience.

RADIOLOGIC TECHNOLOGY

■ **RAD 30 — Radiographic Pathology** **1.5 Units**
Degree Applicable

24 hours lecture
Corequisite: RAD 63
Advisory: RAD 64
Concepts of disease and pathological processes demonstrated in diagnostic radiography; etiology; diagnosis, and prognosis of systemic disease processes.

■ **RAD 31 — Fluoroscopy** **2 Units**
Degree Applicable

36 hours lecture
Prerequisite: RAD 55B
Corequisite: RAD 64 and RAD 65
Components and characteristics of fluoroscopic systems including regulatory requirements for operation. Includes quality control and quality assurance systems relative to radiology.

■ **RAD 32 — Digital Imaging in Radiology** **2 Units**
Degree Applicable

36 hours lecture
Prerequisite: RAD 52A and RAD 61A
Corequisite: RAD 52B
Components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance presented.

■ **RAD 50 — Radiologic Technology** **3 Units**
Degree Applicable, CSU

54 hours lecture
Prerequisite: Admission to the Radiologic Technology Program and CHEM 10
Radiation protection, darkroom technique, general principles of x-ray production and production of the radiograph in the hospital environment. Includes professional ethics and the legal considerations of health care.

■ **RAD 52A — Techniques of Radiologic Technology** **5 Units**
Degree Applicable, CSU

(May be taken for Pass/No Pass only)
263 hours lab
Prerequisite: ANAT 10A
Corequisite: RAD 61A
Practical application of radiographic theories and principles in a hospital setting under direct supervision of clinical personnel and college instructors. Emphasis on chest, upper and lower limbs, from digits to shoulder, from toes to knee, abdomen, and kidney, ureters, and bladder (KUB).

■ **RAD 52B — Techniques of Radiologic Technology** **2.5 Units**
Degree Applicable, CSU

(May be taken for Pass/No Pass only)
140 hours lab
Prerequisite: RAD 52A
Continued application of radiographic theories and principles in a hospital setting under direct supervision of clinical personnel and college instructor. Emphasis on upper and lower limbs.

■ **RAD 53 — Techniques of Radiologic Technology** **5 Units**
Degree Applicable, CSU

(May be taken for Pass/No Pass only)
263 hours lab
Prerequisite: RAD 52B
Corequisite: RAD 62A
Practical application of radiographic theories and principles in an affiliated hospital under direct supervision of clinical personnel and college instructors. Emphasis on abdominal and thoracic viscera, spine, common contrast exams, and generalized skull radiography.

■ **RAD 54 — Techniques of Radiologic Technology** **3 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
167 hours lab
Prerequisite: RAD 62A
Practical experience in a hospital setting under the supervision of clinical personnel and college instructors. Emphasis on skull, portable radiography, surgical studies and the development of nursing skills as it relates to radiologic technology.

■ **RAD 55A — Techniques of Radiologic Technology** **7.5 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
383 hours lab
Corequisite: RAD 63
Practical experience in an affiliated hospital under guidance of clinical personnel and college instructors. Emphasis on cystograms, urethrograms, foreign body localization, tomography, and venography.

■ **RAD 55B — Techniques of Radiologic Technology** **2.5 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
140 hours lab
Prerequisite: RAD 55A
Continued experience in a hospital setting under guidance of clinical personnel and college instructors. Emphasis on E.R.C.P., sialogram, retrograde and other advanced procedures.

■ **RAD 56 — Techniques of Radiologic Technology** **7 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
380 hours lab
Corequisite: RAD 64
Practical experience in an affiliated hospital under guidance of clinical personnel and college instructors. Emphasis on basic vascular procedures (angiograms), mammograms, tube placement, myelograms, arthrograms, and hysterosalpingograms.

■ **RAD 57 — Techniques of Radiologic Technology** **4.5 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
239 hours lab
Prerequisite: RAD 64
Practical experience as a functioning member of an affiliated hospital under the guidance of clinical personnel and college instructors. Includes exploration of pararadiological imaging modalities and venipuncture instruction.

■ **RAD 61A — Theory of Radiologic Technology** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: RAD 50, MEDI 90
Corequisite: RAD 52A, RAD 61B, RAD 61C
Concepts of radiation, fundamentals of physics, the atom, electromagnetic radiation, electricity and magnetism, electromagnetism, the X-ray machine and fluoroscopic equipment and procedures.

■ **RAD 61B — Radiographic Positioning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: RAD 50, RAD 91, ANAT 10A, and MEDI 90
Corequisite: RAD 61A, RAD 61C, and RAD 52A
Radiographic positioning of the upper and lower extremities, standard chest and abdomen; to include general radiologic anatomy, terminology, radiation protection, and ethics.

■ **RAD 61C — Radiologic Technology Seminar** **1.5 Units**
Degree Applicable, CSU
18 hours lecture
18 hours lab
Corequisite: RAD 61A and RAD 61B
Analysis of technical performance when producing radiographs of the chest, upper and lower extremities, and abdomen. Documentation of radiographic exposure techniques.

■ **RAD 62A — Theory of Radiologic Technology** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: ANAT 10A, RAD 61A
Corequisite: RAD 53, RAD 62B and RAD 62C
Areas of X-ray production and interaction with matter, X-ray emissions, beam restricting devices, grids, film processing, screens, radiographic quality and special equipment/accessories and procedures.

■ **RAD 62B — Radiographic Positioning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: RAD 32 and RAD 52B
Corequisite: RAD 62A and RAD 62C and RAD 53
Radiographic positioning and procedures of the abdomen, digestive and urinary systems, thorax, vertebral column, general cranial, facial and introduction to temporal bone radiography to include radiologic anatomy, terminology, radiation protection, pediatric radiography and ethics.

■ **RAD 62C — Radiologic Technology Seminar** **1.5 Units**
Degree Applicable, CSU
18 hours lecture
18 hours lab
Corequisite: RAD 62A and RAD 62B
Analysis of the technical performance of radiographic examination of the vertebral column, bony thorax, digestive system, urinary system, abdomen and skull radiography.

■ **RAD 63 — Theory of Radiologic Technology** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: RAD 54
Corequisite: RAD 55A
Special radiographic studies, contrast media usage and radiographic pathology. Includes principles of radiation protection and radiobiology.

■ **RAD 64 — Theory of Radiologic Technology** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: RAD 63
Corequisite: RAD 31 and RAD 56
An analytical review of the radiologic technology core courses. Serves as preparation for State Certification and National Registry Exams.

■ **RAD 91 — Nursing Procedures in Radiologic Technology** **1.5 Units**
Degree Applicable, CSU
18 hours lecture
47 hours lab
Corequisite: RAD 50
Nursing techniques and procedures; provides students with knowledge of proper patient care and management; includes patient transfer, disinfection and/or sterilization, isolation techniques, monitoring vital signs, common emergency situations and monitoring medical equipment.

READING

■ **READ 70 — Improving Reading Comprehension** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Prerequisite: Satisfactory score on appropriate placement test
Introduction to reading, comprehension, and vocabulary strategies using narrative text. Introduction to self-awareness of reading capabilities.

■ **READ 80 — Developing Reading Comprehension** **3 Units**
Not Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lecture
Prerequisite: READ 70 or satisfactory score on reading placement test
Further development of reading comprehension and vocabulary strategies including self-awareness of reading capabilities.

■ **READ 90 — Preparing for College Reading** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: READ 80 or satisfactory score on reading placement test
Prepares students for college textbook reading. Emphasizes understanding vocabulary and college level text analysis and comprehension.

■ **READ 100 — Analysis and Critical Reading** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: READ 90 or satisfactory score on reading placement test
Effective use of critical reading in a cross-disciplinary framework. Emphasis on the development of critical reading skills of interpretation, analysis and evaluation of texts to include: academic, business, and technology readings.

RESPIRATORY THERAPY

■ **RESD 50 — Theory and Principles of Respiratory Therapy** **2 Units**
Degree Applicable, CSU
36 hours lecture
Prerequisites: ANAT 10A, ANAT 10B, CHEM 10, MATH 51 and MEDI 90
Corequisite: RESD 51A and RESD 52
Properties of liquids, gases, kinetic theory of gases, units of measurements, gas laws, lung mechanics, flow of fluids, and pressure measuring devices used in respiratory therapy.

■ **RESD 51A — Respiratory Therapy Science** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Corequisite: RESD 50 and RESD 52
Basic principles of respiratory therapy equipment. Emphasis placed on methods of administration of therapy and application of specialized equipment in the clinical setting. Basic respiratory physiology and oxygen transport.

■ **RESD 51B — Respiratory Therapy Science** **4 Units**
Degree Applicable, CSU
54 hours lecture
54 hours lab
Prerequisite: RESD 50 and RESD 51A
Corequisite: RESD 53 and RESD 60
Basic principles of respiratory therapy equipment will be presented. Emphasis is placed on the methods of administration of therapy and the application of specialized equipment in the acute care setting and the application of mechanical ventilation in the clinical setting.

■ **RESD 52 — Pulmonary Anatomy and Physiology** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 50 and RESD 51A
Anatomy and physiology of the cardiopulmonary, neurological and renal systems emphasizing clinical application of physiological concepts.

■ **RESD 53 — Cardiopulmonary Pathophysiology** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 51B
Anatomic alterations of the lungs, etiology, overview of the cardiopulmonary clinical manifestations, and general management of commonly encountered cardiopulmonary diseases.

■ **RESD 55 — Adult Respiratory Intensive Care** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 56B
Provides an in-depth approach to the current modalities and monitoring tools of respiratory care. Emphasis is on the adult patient who is critically ill with primary and/or secondary cardiopulmonary failure.

■ **RESD 56A — Techniques of Respiratory Therapy** **2.5 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
143 hours lab
Prerequisite: RESD 51B
Corequisite: RESD 57B
Clinical practice in intensive care and mechanical ventilator procedures in the treatment of adult and pediatric patients in a hospital setting. The student is expected to perform basic therapeutic modalities mastered in RESD 51A and RESD 51B and apply concepts learned in the first academic sessions of the Respiratory Therapy Program. Instruction in the application of therapeutic modalities and diagnostic procedures performed in the general management and treatment of adult and pediatric patients requiring respiratory care are introduced.

■ **RESD 56B — Techniques of Respiratory Therapy** **6 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
324 hours lab
Prerequisite: RESD 56A
Corequisite: RESD 55 and RESD 58
Clinical practice in the hospital setting. The student is expected to perform basic therapeutic modalities mastered in RESD 51A and RESD 51B and apply concepts learned in the first three semesters of the Respiratory Therapy Program. Instruction in the application of therapeutic modalities and diagnostic procedures performed in the management and treatment of adult and pediatric patients requiring respiratory care are done. Emphasis of intensive care and mechanical ventilator procedures are introduced.

■ **RESD 56C — Techniques of Respiratory Therapy** **2.5 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
143 hours lab
Prerequisite: RESD 55
Clinical practice in the hospital setting. Continued practice of intensive care and mechanical ventilator procedures in the treatment of adult and pediatric patients.

■ **RESD 56D — Techniques of Respiratory Therapy** **6 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
325 hours lab
Prerequisite: RESD 56C
Corequisite: RESD 59 and RESD 61
Clinical practice in the hospital setting. Application of therapeutic modalities and diagnostic procedures performed in the management and treatment of adult and pediatric intensive care patients. A six-week rotation is done in the neonatal intensive care unit. The student is expected to perform basic therapeutic modalities mastered in RESD 51A and RESD 51B and apply concepts learned in the first four semesters of the Respiratory Therapy Program.

■ **RESD 57A — Special Procedures for Respiratory Care** **1.5 Units**
Degree Applicable, CSU
27 hours lecture
Prerequisite: RESD 50
Application of and skills development in bronchoscopy, blood drawing and analysis, chest drainage, microbiology for respiratory care, intermittent positive pressure breathing (IPPB), and blood gas data analysis.

■ **RESD 57B — Special Procedures for Respiratory Care** **1.5 Units**
Degree Applicable, CSU
27 hours lecture
Prerequisite: RESD 51B
Corequisite: RESD 56A
Basic application and skills development in respiratory pharmacology, bronchoscopy, and blood drawing and analysis.

■ **RESD 58 — Neonatal Intensive Care** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 56B and RESD 55
Emphasizes neonatal pathophysiologies, etiologies, and ramifications. Encompasses the newest techniques in monitoring equipment used in the treatment and maintenance of the premature infant. Designed primarily for respiratory therapists and nurses.

■ **RESD 59 — Respiratory Therapeutic Modalities** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 56C
Advanced practitioner review and evaluation of patient data, equipment manipulation, and therapeutic respiratory therapy procedures. Student self assessment and preparation for board examinations, credentialing and employment. Students are required to purchase self-assessment examinations.

■ **RESD 60 — Comprehensive Pulmonary Assessment** **2 Units**
Degree Applicable, CSU
36 hours lecture
Corequisite: RESD 51B and RESD 53
Techniques of pulmonary assessment including history taking, clinical laboratory data, pulmonary function testing data, chest X-rays, physician exam findings, arterial blood gas data, hemodynamic monitoring data, exhaled gas monitoring data, nutrition, and synopsis of findings; extensive practice in collecting and recording this data.

■ **RESD 61 — Current Issues in Respiratory Care** **3 Units**
Degree Applicable, CSU
54 hours lecture
Corequisite: RESD 56D and RESD 59
Explores recently developed health care techniques and strategies for diagnostics, assessment, and therapeutics and their impact on respiratory therapists.

SERVICE LEARNING

■ **SL 1 — Service Learning/Seminar for Health Occupations** **6 Units**
Degree Applicable, CSU
36 hours lecture
216 hours lab
Prepare students with service experiences in health occupations. Examines and profiles community health care needs. Interfaces with various patient populations. Weekend and overnight labs to various areas within California may be offered. Out-of-class projects required.

■ **SL 2 — Linked Service Learning** **1 Unit**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
54 hours lab
Links service learning with content-specific courses across the college curriculum. Allows students to explore interests or career objectives through community involvement and service. Requires arranged hours of community-based activity. Must be enrolled concurrently in a course with a service learning Link.

■ **SL 3 — Service Learning/Seminar in Community Involvement** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
108 hours lab
Examines and profiles community needs through service learning. Explores and allows students to directly interface with community populations. Permits students the opportunity to explore various career options through community service. Enriches personal and career development through understanding of civic and social issues.

■ **SL 4 — Service Learning and Community Involvement** **1 Unit**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
9 hours lecture
27 hours lab
Examines and addresses community needs through service learning. Students directly interface with community populations to identify needs and implement activities. Permits exploration of service-oriented career options. Enriches personal and career development through understanding of civic and social issues.

■ **SL 99 — Special Projects in Service Learning** **1 Unit**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
36 hours lab
In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, from time to time various departments offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Student must have instructor's authorization before enrolling in this class.

SIGN LANGUAGE, INTERPRETING

■ **SIGN 101 — American Sign Language 1** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Fundamentals of American Sign Language. Preparation for visual/gestural communication followed by intensive work on comprehension skills; modeling of grammatical structures; general information about Deaf Culture.

■ **SIGN 102 — American Sign Language 2** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: SIGN 80 or SIGN 101 or equivalent fluency
Further study of fundamentals of American Sign Language focusing on comprehension skills, grammatical structures and practice in the expressive aspects of the language, as well as exposure to Deaf culture.

■ **SIGN 103 — American Sign Language 3** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: SIGN 81 or SIGN 102 or equivalent fluency
Further study of American Sign Language focused on developing comprehension skills, advanced grammatical structures with continued emphasis on expressive skills in narrative. Aspects of Deaf culture will be studied.

■ **SIGN 104 — American Sign Language 4** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: SIGN 82A or SIGN 103 or equivalent fluency
Emphasis on expressive/conversational skills in American Sign Language along with continued focus on grammatical and cultural features.

■ **SIGN 105 — American Sign Language 5** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: SIGN 82B or SIGN 104
Advanced American Sign Language communication skills with emphasis on signing descriptive narratives and strengthening conversational skills. Target language practice includes holding discussions and making decisions. Further exposure to Deaf cultural components.

■ **SIGN 108 — Fingerspelling** **2 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
36 hours lecture
Prerequisite: SIGN 81 or SIGN 102
Skill development in receptive and expressive fingerspelling.

■ **SIGN 201 — Deaf Perspectives** **3 Units**
Degree Applicable, CSU
54 hours lecture
Comprehensive study of Deaf people throughout their lives, including points of view from a variety of Deaf and hard-of-hearing people and from their relatives, educators, and other professionals in the field.

■ **SIGN 202 — American Deaf Culture** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
American Deaf cultural norms, values, mores and institutions.

■ **SIGN 210 — American Sign Language Structure** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: SIGN 103
Linguistic structure of American Sign Language, including phonology, morphology and syntax. Sociolinguistic issues will also be discussed.

■ **SIGN 220 — Translation: American Sign Language/English 3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: SIGN 104
Corequisite: SIGN 210 (May have been taken previously.)
American Sign Language and English translation by comparing texts in both languages.

■ **SIGN 223 — Principles of Interpreting 3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: SIGN 102, Eligibility for ENGL 1A
Covers various aspects of interpreting theory and process including the history of sign language interpreting. Examines the interpreter's role and ethical standards.

■ **SIGN 225 — Ethical Decision Making for Interpreters 2 Units**
Degree Applicable
36 hours lecture
Prerequisite: SIGN 223
Development of ethical decision-making skills through the analytical construct of the Demand/Control Schema for interpreting work. Topics include professional work effectiveness and professional wellness.

■ **SIGN 227 — Cognitive Processing for Interpreters 4 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
*Prerequisites: ENGL 1A and SIGN 104 and SIGN 223, or ENGL 1A and SIGN 104 and SIGN 230*The development of cognitive processing skills necessary for interpreting between ASL and English. Constructing and deconstructing meaning, memory, listening and attending will be covered. Includes memory building, restating, cloze, and listening exercises.

■ **SIGN 231 — Interpreting 4 Units**
Degree Applicable
54 hours lecture
54 hours lab
Prerequisite: SPCH 1A and SIGN 227
Skill development in interpreting from American Sign Language (ASL) to English and English to ASL, focusing on interpreting in the consecutive mode. Processing skills and task management will be emphasized.

■ **SIGN 232 — Advanced Interpreting 4 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
54 hours lab
Prerequisite: SIGN 231
Refines basic interpreting skills with emphasis on simultaneous interpreting. Intensive skill development in interpreting from English to American Sign Language (ASL) and ASL to English.

■ **SIGN 239 — Practicum 1 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
54 hours lab
Prerequisite: SIGN 88B or SIGN 232
Develops and hones interpreting skills in supervised interpreting situations.

■ **SIGN 240 — Vocabulary Building for Interpreters 2 Units**
Degree Applicable, CSU
(May be taken for Pass/No Pass only)
36 hours lecture
Prerequisite: SIGN 104
Vocabulary expansion in both ASL and English with the goal of improving interpretations between these two languages. The course will focus on context, semantics, and parts of speech in determining culturally appropriate vocabulary choices. Interpreting students will learn to apply their growing vocabularies to ASL-English interpretations.

■ **SIGN 250 — Interpreting with Classifiers 1.5 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
18 hours lecture
27 hours lab
Prerequisites: SIGN 104 and SIGN 210
An overview of the common forms of ASL classifier predicates. Developing skill in establishing figure/ground, visualization, and shifting perspectives. Applying classifier predicates within the context of interpreting from English into American Sign Language.

■ **SIGN 260 — Video Interpreting 1.5 Units**
Degree Applicable
(May be taken for Pass/No Pass only)
18 hours lecture
27 hours lab
Prerequisite: SIGN 231
Video interpreting and skill development as a video interpreter. Includes video relay interpreting (VRS), video remote interpreting (VRI), technical components used in video interpreting, and ethical consideration of the video interpreter. Lab portion of the course will focus on skill development in video interpreting.

SOCIOLOGY

■ **SOC 1 — Sociology 3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
A systematic study of human relations and social structures which emphasizes the interaction between personality, culture and society. Special consideration is given to an understanding of group behavior, personality formation, social organization, and social change.

■ **SOC 1H — Sociology - Honors 3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
A systematic study of human relations and social structures which emphasizes the interaction between personality, culture and society. Special consideration is given to an understanding of group behavior, personality formation, social organization, and social change. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 1 and SOC 1H.

■ **SOC 2 — Sociology 3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Advisory: Eligibility for ENGL 68
The application of basic sociological principles and concepts to the study and understanding of social problems. Special emphasis on the analysis of social values, social organization, role, status and stress, and also on the study of controversial public issues that arise in contemporary American society. Students will be encouraged to evaluate and discuss both the theoretical and practical approaches to social problems. Individual student projects will be undertaken.

■ **SOC 2H — Sociology - Honors 3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
The application of basic sociological principles and concepts to the study and understanding of social problems. Special emphasis on the analysis of social values, social organization, role, status and stress, and also on the study of controversial public issues that arise in contemporary American society. Students will be encouraged to evaluate and discuss both the theoretical and practical approaches to social problems. Individual student projects will be undertaken. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 2 and SOC 2H.

■ **SOC 4 — Introduction to Gerontology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Characteristics, contributions, and problems of older persons. Emphasizes theoretical perspectives on the process of aging. Topics include gender, race, ethnicity, religion, stratification, and health care. Attention is given to gerontology as an academic discipline and a field of practice.

■ **SOC 5 — Introduction to Criminology** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. Includes an analysis of the theoretical perspectives of the sociology of deviance on the criminal justice system and the impact of crime on society.

■ **SOC 5H — Introduction to Criminology - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
A scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. Includes an analysis of the theoretical perspectives of the sociology of deviance on the criminal justice system and the impact of crime on society. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 5 and SOC 5H.

■ **SOC 7 — Sociology of Religion** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
An analysis of religion as a social institution. Attention will focus on the influence that religion has on American society, religious movements, norms, symbols and the social manifestations of religious observable facts.

■ **SOC 14 — Marriage and the Family** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Sociological functions of dating, engagement, weddings, marriage, and the family. Focuses on influences and theories of mate selection, love, and interpersonal attraction. Covers trends and changes in marriage, the family, and gender roles. Explores different types of families and family patterns.

■ **SOC 14H — Marriage and the Family - Honors** **3 Units**
Degree Applicable, CSU
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Sociological functions of dating, engagement, weddings, marriage, and the family. Focuses on influences and theories of mate selection, love, and interpersonal attraction. Covers trends and changes in marriage, the family, and gender roles. Explores different types of families and family patterns. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 14 and SOC 14H.

■ **SOC 15 — Child Development** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Theoretical aspects of physical, social, emotional and cognitive development from conception through adulthood. Requires observation of children.

■ **SOC 20 — Sociology of Ethnic Relations** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Provides insight to the culture diversity that exists in the United States. An extensive study of four major ethnic groups (Blacks, Asians, Native Americans, and Latinos) is provided with emphasis placed on historical experiences, contemporary circumstances and future trends. Origins and theories of stereotypes, prejudices and discrimination are explored along with an analysis of racial stratification.

■ **SOC 20H — Sociology of Ethnic Relations - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Provides insight to the culture diversity that exists in the United States. An extensive study of four major ethnic groups (Blacks, Asians, Native Americans, and Latinos) is provided with emphasis placed on historical experiences, contemporary circumstances and future trends. Origins and theories of stereotypes, prejudices and discrimination are explored along with an analysis of racial stratification. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 20 and SOC 20H.

■ **SOC 36 — Asian American Communities** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A socio-cultural study of Asian Americans that includes race, class and gender. Explores the contemporary experiences of peoples originating in the Pacific Islands, Southeast Asia, South Asia, and East Asia; emphasizes social structure, social change, and offers a theoretical framework for analysis.

■ **SOC 91 — Service Learning for Sociology** **1 Unit**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Prerequisite: Eligibility for ENGL 68
Increases awareness and appreciation for civic responsibility through service learning. Students will examine the sociological dynamics of community service and assess specific needs for community service and fundraising. Field trips required.

■ **SOC 91L — Service Learning for Sociology Lab** **.5 to 2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
27 to 108 hours lab
Corequisite: SOC 91 (May have been taken previously.)
Examines and addresses community needs through service learning. Students will organize fundraising and other community events. Field trips required.

■ **SOC 99 — Special Projects in Sociology** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
Offers students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

SPANISH

■ **SPAN 1 — Elementary Spanish** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Development of the ability to converse, read and write in Spanish. Includes essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to Hispanic culture. Intended for students without previous exposure to Spanish.

■ **SPAN 2 — Continuing Elementary Spanish** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: SPAN 1 or equivalent
Further development of conversational, reading and writing skills in Spanish with special emphasis on verbs, grammar and expansion of vocabulary. Further study of Hispanic culture.

■ **SPAN 3 — Intermediate Spanish** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: SPAN 2 or equivalent
Further development of communicative proficiency in Spanish. Further study and review of grammar. Increasing emphasis on reading and writing as tools in exploring Hispanic civilization.

■ **SPAN 4 — Continuing Intermediate Spanish** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: SPAN 3 or equivalent
Emphasis on increased proficiency in speaking, reading and writing Spanish. Review of grammar, increased vocabulary building. Readings and discussions on Hispanic cultural topics. Introduction to Hispanic literature.

■ **SPAN 5 — Advanced Spanish** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: SPAN 4 or equivalent
Emphasis is placed on increased proficiency in speaking, reading and writing Spanish. Cultural insights are developed through videos, movies and readings in Hispanic culture through different literary genres.

■ **SPAN 6 — Continuing Advanced Spanish** **4 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: SPAN 5 or equivalent
Advanced reading, discussing and writing in Spanish designed to provide further cultural insights into the Hispanic world through the study of cultural and literary readings. High level of proficiency in Spanish will be emphasized.

■ **SPAN 11 — Spanish for the Spanish Speaking** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Provides Spanish-speaking students without previous formal study of Spanish with the basis to improve skills in standard Spanish and to broaden their understanding of Hispanic cultures. Focuses on developing vocabulary, improving orthography and the use of grammatical structures, both oral and written. Class instruction conducted in Spanish.

■ **SPAN 12 — Continuing Spanish for the Spanish Speaking** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: SPAN 11 or equivalent
Provides Spanish-speaking students with previous formal study of Spanish with further development and improvement of skills in standard Spanish and a broader understanding of Hispanic cultures. Culturally-based topics are the focus of readings and class discussions. Class instruction conducted in Spanish.

■ **SPAN 25 — Spanish Literature** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: SPAN 4 or equivalent
Introduction to the literatures of Mexico, other Spanish-American countries and Spain. All reading and lectures are in Spanish.

■ **SPAN 40 — Intermediate Spanish for Health Professionals** **4 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
72 hours lecture
Prerequisite: SPAN 2 or equivalent
Intermediate level Spanish for health care professionals emphasizing speaking, oral comprehension and cross-cultural communication within a health care setting. Includes the study of vocabulary, grammar, spoken and written language in context, and Hispanic culture in the U.S. especially as it relates to health care issues.

■ **SPAN 53 — Conversational Spanish** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: SPAN 2 or equivalent
Development of intermediate Spanish conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Hispanic culture. Grammar is presented in context.

■ **SPAN 54 — Continuing Conversational Spanish** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Prerequisite: SPAN 53
Development of advanced Spanish conversational skills. Emphasis on collaborative activities and practical use of the language. Extensive exposure to Hispanic culture. Grammar is presented in context.

SPEECH

■ **SPCH 1A — Public Speaking** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: Eligibility for ENGL 68
Study and apply rhetorical principles to research and analyze topics, write basic and advanced speech outlines, and deliver effective public speeches. Perform speaking and listening assignments that utilize effective verbal, vocal and physical communicative strategies, and critical/analytical techniques. Students may not receive credit for both SPCH 1A and SPCH 1AH.

■ **SPCH 1AH — Public Speaking - Honors** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Prerequisite: Acceptance into the Honors Program
Study and apply rhetorical principles to research and analyze topics, write basic and advanced speech outlines, and deliver effective public speeches. Perform speaking and listening assignments that utilize effective verbal, vocal, and physical communicative strategies and critical/analytical techniques. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 1A and SPCH 1AH.

■ **SPCH 1B — Intermediate Public Speaking** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: SPCH 1A or SPCH 1AH
Practice in extemporaneous speaking with stress on organization and delivery. Analyze, synthesize, criticize and advocate ideas, using inductive and deductive reasoning, distinguishing fact from opinion and avoiding fallacies of language and logic as critical thinkers both as alert members of an audience and as perceptive public speakers.

■ **SPCH 2 — Fundamentals of Communication** **4 Units**
Degree Applicable, CSU, UC
72 hours lecture
Corequisite: ENGL 1A or ENGL 1AH (May have been taken previously.)
Fundamental theories and competencies in interpersonal, small group, public, and intercultural communication. Oral presentations are required.

■ **SPCH 3 — Voice and Diction** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Improvement of the speaking voice and oral communication style, including proper use for control and projection of the voice, vocal expressiveness, articulation and pronunciation. Develops accuracy of sound production for standard American speech through use of the International Phonetic Alphabet. Emphasizes individual diagnosis and extensive oral practice.

■ **SPCH 4 — Performance of Literature** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Industrial techniques of drawing production flats and design room sketches with a focus on swim wear, active wear, children's and junior clothing, and the full-fashion figure. Includes creation and maintenance of a personal design sketchbook, development of customer-specific fashion lines, textile selection, cost sheet development, full-color illustrating, full-scale patternmaking, and garment construction.

■ **SPCH 6 — Group Communication** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Theory, principles, application and evaluation of group communication processes, including problem-solving, conflict management, decision making, and leadership.

■ **SPCH 7 — Intercultural Communication** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Theoretical dynamics of culture within communication contexts, and a practical exploration into improving intercultural communication competence for more effective interactions with others in a diverse society. Students may not receive credit for both SPCH 7 and SPCH 7H.

■ **SPCH 7H — Intercultural Communication Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Admittance into the Honors Program
Theoretical dynamics of culture within communication contexts, and a practical exploration into improving intercultural communication competence for more effective interactions with others in a diverse society. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 7 and SPCH 7H.

■ **SPCH 8 — Professional and Organizational Speaking** **4 Units**
Degree Applicable, CSU
72 hours lecture
Corequisite: ENGL 1A or ENGL 1AH (may have been taken previously)
Speech communication principles as employed in organizations, including decision making, leadership, conflict resolution and communication networks as well as substantial skills development in preparing and delivering oral presentations within professional contexts and in the workplace. Oral presentations are required.

■ **SPCH 8H — Professional and Organizational Speaking - Honors** **4 Units**
Degree Applicable, CSU
72 hours lecture
Prerequisite: Acceptance into the Honors Program
Corequisite: ENGL 1A or ENGL 1AH (may have been taken previously)
Speech communication principles as employed in organizations, including decision making, leadership, conflict resolution and communication networks as well as substantial skills development in preparing and delivering oral presentations within professional contexts and in the workplace. Oral presentations are required. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 8 and SPCH 8H.

■ **SPCH 10 — Speech Enhancement** **1 Unit**
Degree Applicable, CSU
18 hours lecture
Corequisite: SPCH 1A
Provides hands-on research, outlining, and anxiety reduction activities designed to enhance student success as a linked course with the basic public speaking course.

■ **SPCH 15 — Forensics: Fundamentals of Contest Speech and Debate** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
18 hours lecture
54 hours lab
Advisory: SPCH 1A or SPCH 1AH
Participation in intercollegiate speech tournaments through Mt. SAC Forensics Team. Instructions in preparatory procedures for these tournaments, including techniques in persuasive oratory, extempore, interpretation, expository, impromptu, discussion, speech analysis, debate. Student has option to choose area of interest and also an opportunity to participate in public community programs. Attendance required at one competition. Students who repeat this course will improve skills through further instruction and practice.

■ **SPCH 16 — Forensics: Individual Event Team** **3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
167 hours lab
Prerequisite: Admission by audition.
Speech performance skills and participation in multiple intercollegiate speaking competitions, festivals, and/or public events as members of the Mt. SAC Forensics Team. Emphasis is on individual speaking events, including public address and oral interpretation of literature along with receiving critiques from judges and utilizing directed self-study. Students who repeat this course will improve skills through further instruction and practice. Off-campus public or tournament performance required.

■ **SPCH 17 — Forensics: Debate Team** **3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
167 hours lab
Prerequisite: SPCH 15 or SPCH 20
Speaking and argumentation skills and participation in multiple intercollegiate speaking competitions, festivals, and/or public events as members of the Mt. SAC Forensics Team. Emphasis is on parliamentary debate and limited preparation speaking. Students who repeat this course will improve skills through further instruction and practice. Off-campus public or tournament performance required.

■ **SPCH 18 — Forensics: Readers Theater Team** **3 Units**
Degree Applicable, CSU
(May be taken four times for credit)
167 hours lab
Prerequisite: SPCH 15
Speech performance skills and participation in multiple intercollegiate speaking competitions, festivals, and/or public events as members of the Mt. SAC Forensics Team. Students will perform in one or more reader?s theater pieces. Students who repeat this course will improve skills through further instruction and practice. Off-campus public or tournament performance required.

■ **SPCH 20 — Argumentation and Debate** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: SPCH 1A or SPCH 1AH or equivalent
Equips the student to engage in rational discussion and reasoned advocacy. Emphasis is given to rhetorical principles of argumentation, both theory and practice.

■ **SPCH 20H — Argumentation and Debate - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: SPCH 1A or SPCH 1AH and acceptance into the Honors Program
Equips the student to engage in rational discussion and reasoned advocacy. Emphasis is given to rhetorical principles of argumentation, both theory and practice. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 20 and SPCH 20H.

■ **SPCH 26 — Interpersonal Communication** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 68
Principles of verbal and nonverbal transactions that occur in everyday face-to-face communication. Study of theory and research findings and their application to communication in professional and personal relationships.

■ **SPCH 26H — Interpersonal Communication - Honors** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Acceptance into the Honors Program
Principles of verbal and non-verbal transactions that occur in everyday face-to-face communication. Study of theory and research findings and their application to communication in professional and personal relationships. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 26 and SPCH 26H.

■ **SPCH 30 — Gateway to Communication Studies** **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: ENGL 1A or ENGL 1AH (May have been taken previously)
Advisory: READ 100
Survey of prominent issues in communication theory, introduction to the professional field of communication, and practice of multiple research methods. Particularly useful for students preparing for upper division study in communication or related disciplines.

■ **SPCH 99 — Special Projects in Speech** **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

STUDY TECHNIQUES

■ **STDY 80 — Studying and Learning: Foundations for Success** **3 Units**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
54 hours lecture
Advisory: Eligibility for ENGL 67 or READ 80
Provides a foundation for life-long learning that promotes greater self-awareness and success. Academic success strategies include text management, time management, listening, note taking, oral and written communication, test- taking, memorization, use of campus resources, and research methods.

■ **STDY 85A — Test-Taking and Stress Management** **1 Unit**
Not Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 67
A single purpose course designed to support learning in either an academic field or in a vocation. Provides support in understanding how the brain functions and applying that knowledge to test-taking and stress management strategies.

■ **STDY 85B — Notetaking and Listening** **1 Unit**
Not Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 67
A single purpose course designed to support learning in either an academic field or in a vocation. Provides awareness of how the brain functions and applications of that knowledge to notetaking and effective listening strategies.

■ **STDY 85C — Study Techniques and Skills for Online Learning** **1 Unit**
Not Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 67
A single purpose course designed to support learning in either an academic field or in a vocation. Focuses on skills for successful online learning and prepares students to take online classes and learn about effective online communication tools.

■ **STDY 85D — Goal Setting and Time Management** **1 Unit**
Not Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 67
A single purpose course designed to support learning in either an academic field or in a vocation. Provides support in understanding how the brain functions and applying that knowledge to goal setting and time management strategies.

■ **STDY 85E — Memory and Concentration** **1 Unit**
Not Degree Applicable
18 hours lecture
Advisory: Eligibility for ENGL 67
A single purpose course designed to support learning in either an academic field or in a vocation. Provides support in understanding how the brain functions and applying that knowledge to memory and concentration strategies.

■ **STDY 100 — Student Achievement and Fundamentals of Learning** **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 68 or READ 100
Designed to increase student success in transfer college level courses. Provides a systematic approach to advanced study techniques for academic success in higher education. Develops the steps leading to successful transfer/transition to four-year institutions or careers.

SURVEYING

■ **SURV 1A — Surveying** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: MATH 150
Surveying fundamentals; use and care of surveying instruments including steel tape, engineer's level, theodolite and total station; horizontal and vertical measurements; layout, traverse, area computations; analysis and adjustments of systematic and random errors; stadia surveying; mapping.

■ **SURV 1B — Surveying** **3 Units**
Degree Applicable, CSU, UC
(May be taken for option of letter grade or Pass/No Pass)
36 hours lecture
54 hours lab
Prerequisite: SURV 1A
Land surveying including coordinate geometry, missing data, construction surveying, volumes, property surveying, control surveying, California Coordinate System, and horizontal and vertical curves. Introduces photogrammetric methods, 3-D laser scanning, Global Positioning System (GPS), Geographic Information System (GIS), mapping project, method of least squares, and land survey descriptions. Field trips are required.

TECHNOLOGY-RELATED COURSES

■ **TECH 60 — Customer Relations for the Technician** **1 Unit**
Degree Applicable
(May be taken for Pass/No Pass only)
18 hours lecture
Customer relations (soft skills) for the technician including benefits of knowing and using effective customer contact tools, proper customer interactions, ethics, and maintaining customer satisfaction.

THEATER ARTS

■ THTR 9 — Introduction to Theatre Arts **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
A comprehensive introduction to the theater, including the aesthetic, artistic, technical, and business aspects.

■ THTR 10 — History of Theatre Arts **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: Eligibility for ENGL 1A
Dramatic literature and the development of dramatic art. Representative plays and the history and development of the living stage will be stressed.

■ THTR 11 — Principles of Acting I **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Introduction to the basic principles and techniques of acting as an artistic discipline. Analysis of the plot, characterization and language of the drama. Performances of laboratory scenes, readings and exercises.

■ THTR 12 — Principles of Acting II **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: THTR 11
Advanced study of principles presented in DRMA 11. An investigation of acting techniques through the study and presentation of varied dramatic scenes.

■ THTR 14 — Stagecraft **3 Units**
Degree Applicable, CSU, UC
(May be taken two times for credit)
36 hours lecture
54 hours lab
Theory and practice of stage design and lighting. Practical work in scene design and construction and lighting layouts, with the opportunity to perform these tasks in actual theatre situations. By virtue of the wide range of productions staged by the department, students who repeat this course will increase their skills and proficiency.

■ THTR 15 — Play Rehearsal and Performance **2 Units**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Planning, preparation, and presentation of college-sponsored dramatic presentations. Emphasis on acting with some technical theater assignments. Students who repeat this course will improve skills through further instruction and practice. Attendance at performances is required.

■ THTR 16 — Theatrical Make-Up **2.5 Units**
Degree Applicable, CSU, UC
36 hours lecture
36 hours lab
An introduction to the theory and practice of make-up for the stage. The student will gain practice in the design and application of straight, stylized character, and other make-up techniques.

■ THTR 17 — Acting for the Camera **3 Units**
Degree Applicable, CSU, UC
54 hours lecture
Prerequisite: THTR 11
Study in performance for TV and films. Background, methodology and techniques of acting for the camera. Includes TV equipment and how to make it work for the TV actor; study of image, type, and character, evaluation and use of scripts and monologues with practical exercises and on-camera scenes in various styles such as TV drama, sit-coms, commercials. Assists students prepare for an occupation in the performing areas of television and film.

■ THTR 18 — Technical Theater Practicum **1 Unit**
Degree Applicable, CSU, UC
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
54 hours lab
Participation in the technical preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas: stage scenery construction, stage lighting set up, property construction, stage sound set up, costume construction and make-up. Crew assignments will be given to the student upon enrollment. The availability of assignments is contingent upon the requirements of the production. Students who repeat this course will improve skills through further instruction and practice.

■ THTR 19 — Theatrical Costuming **3 Units**
Degree Applicable, CSU, UC
(May be taken two times for credit)
36 hours lecture
54 hours lab
Theatrical costuming design and construction. Includes the study of costume history, principles of costume design, fibers and textiles, basic costume construction, and design rendering techniques. Costume crew assignments for major productions will provide practical instruction in actual performance demands on costumes and their proper maintenance. Class is suitable for people interested in costuming for theater, dance, film, television, and reenactments. Students who repeat this course will improve skills through further instruction and practice.

■ THTR 25 — Theatrical Playwriting **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: Eligibility for ENGL 1A
Playwriting for the stage. Students will create and critique their own plays, as well as study and critique plays from established authors and productions. Includes basics of linear, episodic, 'A'-'B' and ritual structures.

■ THTR 60 — Children's Theatre **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
(May be taken for option of letter grade or Pass/No Pass)
108 hours lab
Practice of children's theater. Evaluates play production techniques and literature for an audience of children. Includes analysis of plays for children and actual experience in acting, and producing children's plays for public presentation. Students who repeat this course will improve skills through further instruction and practice. Field trips are required.

■ THTR 62 — Advanced Acting Scenework **1 Unit**
Degree Applicable, CSU
(May be taken four times for credit)
54 hours lab
Prerequisite: THTR 11
Advanced acting workshop that focuses on the development and refinement of two-person acting scenes.

■ THTR 99 — Special Projects in Theatre **2 Units**
Degree Applicable, CSU
(May be taken four times for credit)
36 hours lecture
To offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines in greater depth, the various departments from time to time offer Special Projects courses. The content of each course and the methods of study vary from semester to semester and depend on the particular project under consideration. Students repeating this course will make individual contracts of a more advanced nature with the instructor to ensure that proficiencies are enhanced.

TRANSPORTATION

■ TRAN 17 — Air Transportation **3 Units**
Degree Applicable, CSU
54 hours lecture
Advisory: AERO 23
A survey course of the air transportation industry. Topics include a historical perspective, regulators and associations, general aviation industry, airline industry, economic characteristics of the airlines, airline management, air cargo, airline labor relations, international aviation, and aviation career planning.

■ **TRAN 19 — Air Law and Regulation** **2 Units**
Degree Applicable
36 hours lecture
Develops a basic understanding of the legal environment surrounding aviation, the fundamentals of the U.S. legal system, and the impact of the U.S. constitution on aviation activities. Topics include criminal law for aviators and air carriers, tort liability and air commerce, government regulations, contract and commercial law in aviation related businesses, property law for aircraft owners and airport operators, labor and employment law in aviation industries, international law and treaties that affect aviation.

TUTOR TRAINING

■ **TUTR 10A — Introduction to Tutoring** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Introduction to tutoring, with an emphasis on tutoring strategies, problem solving, and working with a diverse student population.

■ **TUTR 10B — Tutoring in the English Language** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Prerequisite: Eligibility for ENGL 1A
Tutoring in the English language with an emphasis on approaches to working with students on written drafts and addressing the needs of non-native speakers.

■ **TUTR 10C — Tutoring as a Supplemental Instructor** **1 Unit**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Prerequisite: Eligibility for ENGL 1A
Tutoring as a Supplemental Instructor with an emphasis on tutoring in the classroom and in small groups under the supervision of a designated instructor.

■ **TUTR 10D — Tutoring in Mathematics** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Prerequisite: MATH 71 or higher
Tutoring in mathematics with an emphasis on strategies to promote active learning using manipulatives and dealing with specific obstacles in developmental algebra.

■ **TUTR 10R — Tutoring in Reading** **1 Unit**
Not Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
Advisory: Eligibility for READ 100
Introduction to tutoring reading. Includes methods of assessment, management of sessions, and application of strategic reading processes. This course prepares students to become reading tutors for all READ students.

WATER TECHNOLOGY

■ **WATR 60 — Introduction to Water Systems** **3 Units**
Degree Applicable
54 hours lecture
Water sources, hydrological cycle, pre-treatment, water mathematics, basic water chemistry, treatment plant processes, safety, disinfection, corrosion, bacteriology and the public health aspects of potable water. Distribution systems, wells, valves and pumps. Prepares the student for Grade I and II State Water Treatment Operator Certification and Grade I AWWA Water Distribution Operator Certification.

■ **WATR 61 — Water Treatment** **3 Units**
Degree Applicable
54 hours lecture
Advisory: WATR 60 taken prior
Emphasizes public health aspects of potable water supply, wells, process control procedures, chlorination systems, water softening, safety, review laboratory procedures, laboratory techniques and equipment, advanced water mathematics and State Health Department Title 22, Water Quality Standards. Prepares students for the Grade II and III State Water Treatment Operator Certification.

■ **WATR 62 — Water Distribution** **3 Units**
Degree Applicable
54 hours lecture
Advisory: WATR 60 taken prior
Water distribution systems operation, administration, safety, maintenance, introduction to Cross-connection Control Title 17. Prepares student for Grade II and III AWWA Distribution Operator Certification.

■ **WATR 63 — Cross Connection Control - Certified Tester** **3 Units**
Degree Applicable
54 hours lecture
Advisory: WATR 60 taken prior or concurrently
Offers knowledge necessary to understand the operation of and testing procedures for backflow prevention assemblies. Analyzes Title 17 of the California Administrative Code and Chapter 6 of the Uniform Plumbing Code as they relate to cross-connection control. Prepares students for County Health Department and AWWA certification as Backflow Prevention Device Testers.

■ **WATR 64 — Cross Connection Control - Certified Specialist** **3 Units**
Degree Applicable
54 hours lecture
Advisory: WATR 60 taken prior
Offers knowledge necessary to apply the principles of backflow prevention, as outlined in Title 17 of the California Administrative Code, to the administration of a cross-connection control program. Also teaches a student about the use of recycled water as outlined in Title 22 of the California Administrative Code. Prepares students who are otherwise qualified to take the AWWA Cross-Connection Specialist Certification Exam.

■ **WATR 65 — Water Hydraulics and Instrumentation** **3 Units**
Degree Applicable
54 hours lecture
Advisory: WATR 60 taken prior
Practical water supply hydraulics and instrumentation, with emphasis on distribution system capacity, hydraulic analysis, pumping analysis, customer service lines and meters, automation, instrumentation and control, system maintenance and records.

WELDING

■ **WELD 30 — Metal Sculpture** **2 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
54 hours lab
For students interested in art seeking the proper operation of welding processes related to the sculpting industry. Emphasizes the fundamentals of three-dimensional design. Includes demonstrations and exercises in welding as it relates to the art industry.

■ **WELD 40 — Introduction to Welding** **2 Units**
Degree Applicable, CSU
18 hours lecture
54 hours lab
Fundamentals of welding processes related to the areas of fabrication, construction, machine tool, aerospace and the transportation industries.

■ **WELD 50 — Oxyacetylene Welding** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Oxyacetylene fusion welding, non-fusion welding and cutting. Develops understanding of and fundamental skills in modern welding practices.

■ **WELD 51 — Basic Electric Arc Welding** **2 Units**
Degree Applicable
18 hours lecture
54 hours lab
Advisory: WELD 50
Basic electric arc welding, weld symbols, standard electrode and alloy electrode selection, American Welding Society (A.W.S.) procedure for certification.

■ **WELD 53A — Welding Metallurgy** **3 Units**
Degree Applicable, CSU
54 hours lecture
Designed for students seeking a career in welding and welding inspection. Covers structure of matter, chemical, physical, and mechanical properties of metals, principles of alloying, solid state diffusion, plastic deformation, and heat treatment.

■ **WELD 60 — Print Reading and Computations for Welders** **3 Units**
Degree Applicable
54 hours lecture
Reading prints and performing computations for welding fabrication operations. Interpreting and visualizing prints, title blocks, welding symbols, specifications, notes, and bills of materials. Computations necessary to calculate materials, costs, sizes, and fractional, decimal and metric conversions.

■ **WELD 70A — Beginning Arc Welding** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Develops manipulative skills and techniques for the beginning student welder on the shield metal arc (SMAW) and the flux cored arc (FCAW) welding processes in the flat and horizontal positions using AC and DC welding currents on carbon steel.

■ **WELD 70B — Intermediate Arc Welding** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Advisory: WELD 70A taken prior
A continuation of Beginning Arc Welding (WELD 70A). Emphasis is on welding high alloy steel with both SMAW and FCAW processes in the vertical and overhead positions. Designed to refine previously acquired welding skills.

■ **WELD 70C — Certification for Welders** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Advisory: WELD 70A taken prior
Study of building construction for the advanced arc welding student. Special emphasis will be placed on welding symbols and the American Welding Society's (AWS) D1.1 and D1.3.

■ **WELD 80 — Construction Fabrication and Welding** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Advisory: WELD 40, WELD 51, WELD 70A
Theory and practical applications of welding used in industry and construction. Designed to adapt and upgrade skills to industry standards. Includes project models such as ornamental iron gates and fences and material storage components.

■ **WELD 81 — Pipe and Tube Welding** **3 Units**
Degree Applicable
18 hours lecture
108 hours lab
Advisory: WELD 70B, WELD 70C
Welding in all positions as applied to the pipe industry. Welding processes include shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW) using a variety of materials and configurations on subcritical and critical piping and tubing.

■ **WELD 90A — Gas Tungsten Arc Welding** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
108 hours lab
Advisory: WELD 70B taken prior
Advanced level class in Gas Tungsten Arc Welding (GTAW, also known as TIG) of steel, aluminum, CRES and exotic metals. All position welds with many surfaces and transitions.

■ **WELD 90B — Semiautomatic Arc Welding Process** **3 Units**
Degree Applicable, CSU
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
108 hours lab
Advisory: WELD 70B taken prior
An integrated review of Semiautomatic Welding Processes including Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) with solid and tubular wires with and without gas shielding. All position welds with many varying thickness will be covered.

■ **WELD 91 — Automotive Welding, Cutting and Modification** **3 Units**
Degree Applicable
(May be taken for option of letter grade or Pass/No Pass)
18 hours lecture
108 hours lab
Advisory: WELD 70B taken prior
Instruction in the art of welding and cutting on metals commonly used in the automotive industry. Gas Metal Arc (MIG), Gas Tungsten Arc (GTAW), Plasma Arc cutting and oxyfuel cutting and welding will be covered.

■ **WELD 96 — Work Experience in Welding** **1 to 4 Units**
Degree Applicable
(May be taken four times for credit)
(May be taken for Pass/No Pass only)
75 to 300 hours lab
Prerequisite: Compliance with work experience regulations as designated in the college catalog.
Advisory: WELD 70B
Provides actual on-the-job experience in welding at an approved work site which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. Students who repeat this course will improve skills through further instruction and practice.

section eleven

Continuing Education

CONTINUING EDUCATION (ADULT EDUCATION) COURSES

Noncredit courses are designed to meet the special needs and capabilities of those students who do not desire or need to obtain college unit credit. These courses provide developmental, occupational and other general education opportunities. Courses and programs are further defined categorically under the California Education Code, Section 84711, whereby state funding is authorized for nine specific categories as follows: Parenting, Adult Basic Education (*including tutoring*), English as a Second Language, Citizenship, Programs for the Handicapped, Vocational Courses, Programs for the Older Adult, Home Economics, Health and Safety and additional courses qualified for adult education curricula.

Student Services

Admissions and Registration

For Continuing Education (*noncredit*) and Community Services (*fee-based*) offerings, admission and registration is completed using a registration card. However, enrollment in ESL and/or Adult Basic Education courses REQUIRES assessment and orientation prior to registration (*see explanations, following*). Students may register for most courses at any time during the semester, on a space available basis. Noncredit and fee-based offerings are available to community members regardless of residency status.

Assessment

Adult Basic Education students are assessed prior to enrolling in courses. Additional assessments are available for specific needs. Adult Basic Education assessment services include testing for academic skill levels, learning strengths, career paths and learning disabilities. For more information, contact **(909) 274-4845.**

ESL students must be assessed prior to enrollment. Placement testing is offered every Thursday, year-round. Multilingual assistance is available. For more information, contact **(909) 274-5235.**

Orientation

Adult Basic Education and ESL students must attend an orientation session prior to registration. Orientation sessions are generally offered immediately after assessment.

Counseling and Advisement

Educational advisement services are available in the Continuing Education Division office, Building 40, room 104, during the first week of registration and at the beginning of each semester for career and educational planning. These educational advisement services are also on-going throughout the semester through the Adult Basic Education Center. To schedule an individual appointment, students should call the Continuing Education Center, **(909) 274-4845.**

The Adult Basic Education and ESL departments provide counselors and educational advisors to serve their students. Assistance to all noncredit students includes development of Educational and Career Plans, identification of personal, academic and career goals, career skill practice and resources, transitioning to credit programs, and assessment of special needs.

Fees and Expenses

There is no tuition for noncredit courses. However, some courses include a fee for materials provided to students. In addition, students who park on the Mt. San Antonio College campus must have a valid, current parking permit. Permits may be purchased in Building 40, room 104. Books and supplies needed for a class are the responsibility of the student unless specifically noted as provided by a material fee.

Credit/Noncredit Combined Courses

The Division offers many credit classes to Continuing Education students for noncredit. Students may enroll in these classes in accordance with procedures outlined in the Continuing Education class schedule. Students will not receive college credit. However, students enrolled in these classes who wish to receive a certificate of completion are expected to complete all assignments including tests, quizzes, projects and examinations. (*A list of Noncredit Certificate Programs is provided beginning on page 214 of this catalog.*)

Students wishing to complete a noncredit certificate program in one of the occupational areas of study must apply to the Continuing Education Division office, Building 40, room 104 to initiate the issuance of a certificate.

Adult Basic Education and Special Programs

The Adult Basic Education and Special Programs department works with local K-12 districts, county and state agencies to provide programs to students with special and/or basic skills needs. Courses and services include:

- Basic Skills Remediation
- GED Preparation and Testing
- Adult High School Diploma Program
- High School Referral Program (*high school make-up credit*)
- Summer High School Program
- Athlete Tutoring and Student Support (WIN Program)
- Parent Education Courses
- Armed Services Vocational Aptitude Battery (ASVAB) Preparation
- Support Services to Careers in Childcare Program Students
- High School and Career Counseling; Educational Advising
- Computer Literacy and Keyboarding Classes
- Typing Test Certification

For more information on Adult Basic Education and Special Programs, contact **(909) 274-4845.**

English as a Second Language

ESL classes are provided for English language learners at all levels of proficiency, from low literacy to advanced, transitioning to credit. Classes and services include:

- Assessment for level placement (*Pre-Level 1 - Level 6*)
- Core level classes focusing on integrated skills (*grammar, listening, speaking, reading and writing*)
- Skill-focused classes (*Speaking A-C, Writing A-C*)
- Specialized courses (*TOEFL preparation, Citizenship preparation*)
- Vocational ESL (*Career Paths*)
- Contract ESL customized for the workplace
- Career guidance and counseling

For more information on ESL programs located in the Language Center, Building 66, contact **(909) 274-5235.**

Language Learning Center

Mt. San Antonio College's Language Learning Center (LLC) provides a laboratory in which students may practice ESL and a variety of foreign languages, including Chinese, English, French, German, Italian, Japanese, Spanish and Sign Language. Located in the Learning Technology Center, building 6, room 264, the LLC is available on a noncredit and credit basis. Users of the LLC may register year-round. Offerings include:

- Interactive language software in all supported languages
- DVD's, videos, audio recordings
- Pronunciation software
- Computer Aided Testing for Federal Aviation Administration and Chiropractic tests

For more information on the LLC, contact **(909) 274-4580.**

Exercise Science and Wellness Center

The Exercise Science and Wellness Center provides an exercise facility which includes cardio and strengthening equipment, a variety of exercise classes led by certified instructors and specialized fitness testing. It welcomes community members as well as Mt. San Antonio College students and employees. Individuals can register in the Continuing Education Registration office in Building 40, room 104, or in the Wellness Center. For more information, contact **(909) 274-4625.**

***Note:** Although courses are designed for the older adult, anyone 18 years of age and older may enroll.

Community Health Programs and CPR

The College offers courses such as First Aid, Heartsaver, AED and more.

- Records rosters and information updates per American Heart Association (AHA) requirements
- Provides videos, texts and manikins per AHA requirements

For more information, contact **(909) 274-4838.**

Health Careers Resource Center (HCRC)

The Center provides the resources to increase student knowledge base, to learn new skills and to reinforce previously learned skills. Resources are provided to Mt. SAC credit and noncredit health career students. The HCRC provides a state-of-the-art learning lab environment to:

- develop new health related skills/knowledge
- update prior or current knowledge
- participate in simulated clinical activities which will promote success in the health care industry.

Registration is limited to students enrolled in Mt. SAC credit and noncredit health occupations programs.
Some of the campus programs/departments actively utilizing the center include:

Technology and Health Division

- Medical Services – EMT, Paramedic, PA Prep
- Mental Health Technology
- Nursing
- Radiologic Technology
- Respiratory Therapy

Continuing Education Division

- Long-Term and Acute Certified Nursing Assistant (C.N. A.)
- IV Therapy, CPR
- International Health Worker
- Physical Therapy Aide

Health Careers Resource Center Available Services

- RN assistance in clinical skills practice and performance evaluation
- Medical and hospital equipment/supplies/ manikins/ training aides for hands on demonstrations and application of basic, intermediate and advanced skills
- Health Skills Performance Update/ Evaluation
- Clinical simulations for Med-Surg, Psych, OB, Peds, Perioperative etc.

Self-Paced, Multisensory Learning Aides

- Expansive Technology Library on all health subjects
- Medical/Nursing resource books, journals
- ADAM programs for anatomy and physiology review
- Mock computer adaptive testing programs for NCLEX- RN and PN State Board Exam preparation
- Computer adaptive instruction for gaining or remediating math, pharmacology, dosage calculation skills or medication administration skills
- Internet access for searching full-text article databases and access lists of pre-evaluated web sites on all lab computers
- Computerized virtual clinical simulation programs
- Medical terminology and bilingual media for International learners

*Older Adult Program**

Courses designed for older adults (*age 55+ years*) provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered in the arts, personal growth, physical and mental fitness and vocational areas, and are conducted both on campus and at various senior and community centers and residential facilities throughout the Mt. San Antonio College District.

Mountie Volunteer Program (MVP)

The MVP Program coordinates and provides volunteer opportunities on campus while providing training and support services for MVP participants. Partnering with the Retired Senior Volunteer Program (RSVP) of the greater Pomona Valley, the program provides for the recruiting and screening of potential volunteers.

Generations Program

The Generations Program provides educational activities which foster intergenerational relationships that link generations for the good of society, such as student athletes providing volunteer hours for the Older Adult Program.

For more information on Older Adult Programs, please call **(909) 274-4192.**

Other Continuing Services and Programs

- Fee-based programs related to career development and personal enrichment for community members
- College 4 Kids and Youth Programs
- CPR and First Aid
- Vehicle Safety Programs (*Motorcycle, Traffic School, Driver's Training*)
- Farm Tours
- Wildlife Sanctuary Tours
- Planetarium Shows
- Study Skills Laboratory for Disabled Students Programs and Services
- San Gabriel Valley Training Center (*serving developmentally disabled adults*)

For more information regarding Continuing Education Services and Programs, contact **(909) 274-4220.**

NONCREDIT LIST OF CERTIFICATES

Certificates of Competency

Basic Skills 213
Career Development 213
English as a Second Language 213
ESL, Beginning Level 213
ESL, Intermediate Level 213
ESL, Advanced Level 213
GED Preparation 213
Secondary Education 214

Certificates in Occupational Training

Accounting 214
- Bookkeeping 214
- Computerized 214
- Payroll 214

Agricultural Science 214
- Floral Design 214
- Horse Ranch Management 215
- Interior Landscaping 215
- Landscape and Park Maintenance 215
- Landscape Design and Construction 215
- Landscape Equipment Technology 215
- Landscape Irrigation 215
- Livestock Management 215
- Nursery Management 215
- Park Management 215
- Pet Science 216
- Sports Turf Management 216
- Tree Care and Maintenance 216

Business Management 216
- Business Management – Level 1 216
- Business Management – Level 2 216
- Business Management – Level 3 216
- Human Resource Management 216
- International Business – Level 1 216
- International Business – Level 2 216
- Retail Management – Level 1 217
- Retail Management – Level 2 217
- Retail Management – Level 3 217
- Small Business Management – Level 1 217
- Small Business Management – Level 2 217
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Electronics 217
- Computer and Networking Technology – Level 1 217
- Computer Systems Technology 217
- Electronic Assembly and Fabrication 218
- Electronic Systems Technology – Level 1 218
- Electronic Systems Technology – Level 2 218
- Electronic Technology 218
- Electronics and Computer-Engineering Technology 218
- Electronics Communications 218
- Industrial Electronics 218

Health Careers 218
- Certified Nursing Assistant 218
- Health Care Interpreting 219

Manufacturing Technology 219
- Manufacturing Technology 219
- MasterCAM 219
- Parametric Solid Modeling 219
- SurfCAM 219

Office Technology 219
- Administrative Assistant – Level 1 219
- Administrative Assistant – Level 2 219
- Data Entry 220
- Office Computer Applications 220

Photographics 220
Computer Graphics Design / Photography 220
- Photography 220

Welding Technologies 220
- Welding 220
- Licensed Welder 220
- Welder with Concentration in Automotive Welding, Cutting and Modification 220
- Welder with Concentration in Gas Tungsten ARC Welding 220
- Welder with Concentration in Semiautomatic ARC Welding 220

CERTIFICATES OF COMPETENCY

Noncredit Certificates of Competency represent sequences of courses in Basic Skills, Career Development, English as a Second Language or Secondary Education, which allow the student to develop individual competencies based on their personal educational goals and objectives. Each certificate is unique, but all provide the student an opportunity to gain skills necessary to advance in their careers, transition into a new career or prepare for future advanced academic studies and training.

Students are encouraged to gain more information by calling the College telephone number listed in each of the four specific Certificates of Competency that follow.

Basic Skills

#24058

The Basic Skills Certificate of Competency provides courses and training in skills that will improve opportunities for students to obtain employment, advance in their careers or prepare for future advanced academic studies. Students will increase basic skills, i.e., reading, writing, math and computer skills, and progress in this sequence based on individual needs. Courses are offered days and evenings to accommodate work and personal schedules. For more information, please call **(909) 274-4845.**

Certificate Requirements:

Course ID	Course Title
BS ABE02	Adult Basic Education
BS ABE06	Basic Skills Foundation
BS LRN06	Personal Computer Applications
BS LRN01	Short-Term Review
BS LRN03	Math Skills Review
BS LRN72	Reading Acceleration
BS LRN76	Improving Reading Comprehension
BS LRN81	Improving Writing
BS MTH01	Developmental Mathematics Concepts and Applications
BS WRT2	Basic Writing Skills Development

Career Development

#24060

Career development provides students with information and guidance on college opportunities, careers and life planning. Students can apply skills gained to their current employment and personal lives and will improve their opportunities to advance in their careers or transition into a new career. This sequence of courses is offered days and evenings to accommodate adults with alternating schedules. For more information, please call **(909) 274-4845.**

Certificate Requirements:

Course ID	Course Title
BS ABE01	Career Information and Guidance
BS ABE02	Adult Basic Education
BS ABE03	Adult Basic Education – Leadership Development
BS ABE04	Guidance and Orientation to Special Programs
BS ABE05	Career Development
BS ABE06	Basic Skills Foundation
BS ABE07	Re-Entry Work Skills Needed for Today's Workforce
BS CNSL5	Career/Life Planning

English as a Second Language

#24054

ESL students are placed within the following sequence of courses according to their English abilities. Students progress through this sequence based on individual need before transferring into credit courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed. Courses are offered all year long, including winter and summer intersessions. Classes are offered days, evenings and weekends. For more information, please call **(909) 274-5235.**

Certificate Requirements:

Course ID	Course Title
ESL PLVL1	ESL – Pre-Level 1
ESL LVL1	ESL – Level 1
ESL LVL2	ESL – Level 2
ESL LVL3	ESL – Level 3
ESL LVL4	ESL – Level 4
ESL LVL5	ESL – Level 5
ESL LVL6	ESL – Level 6
ESL SPKA	ESL – Speaking A
ESL SPKB	ESL – Speaking B
ESL SPKC	ESL – Speaking C
ESL TOEFL	TOEFL Preparation
ESL WRTA	ESL Writing A
ESL WRTB	ESL Writing B
ESL WRTC	ESL Writing C
ESL LANG3	English for Special Uses
BS LANG1	Language Skills Laboratory
ESL VHLTH	English as a Second Language for Health Professionals

ESL Beginning Level

#30375

ESL students are placed within the following sequence of beginning courses according to their English abilities. Students progress through this sequence based on individual need before transitioning into intermediate courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed.

Courses are offered all year long, including winter and summer intersessions. Classes are offered days, evenings and weekends. For more information, please call , **(909) 274-5235.**

Certificate Requirements:

Course ID	Course Title
ESL PLVL1	ESL – Pre-Level 1
ESL LVL1	ESL – Level 1
ESL LVL2	ESL – Level 2

Elective Courses:

ESL SPKA	ESL – Speaking A
ESL WRTA	ESL – Writing A
ESL LANG2	ESL Computer and Language Skills Lab

ESL Intermediate Level

#30374

ESL students are placed within the following sequence of beginning courses according to their English abilities. Students progress through this sequence based on individual need before transitioning into intermediate courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed.

Courses are offered all year long, including winter and summer intersessions. Classes are offered days, evenings and weekends. For more information, please call **(909) 274-5235.**

Certificate Requirements:

Course ID	Course Title
ESL LVL3	ESL – Level 3
ESL LVL4	ESL – Level 4

Elective Courses:

ESL SPKA	ESL – Speaking B
ESL WRTA	ESL – Writing B
ESL LANG2	ESL Computer and Language Skills Lab

ESL Advanced Level

#30376

ESL students are placed within the following sequence of beginning courses according to their English abilities. Students progress through this sequence based on individual need before transitioning into intermediate courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed.

Courses are offered all year long, including winter and summer intersessions. Classes are offered days, evenings and weekends. For more information, please call **(909) 274-5235.**

Certificate Requirements:

Course ID	Course Title
ESL LVL5	ESL – Level 5
ESL LVL6	ESL – Level 6

Elective Courses:

ESL SPKA	ESL – Speaking C
ESL WRTA	ESL – Writing C
ESL LANG2	ESL Computer and Language Skills Lab
ESL LAND3	English for special uses
ESL TOEFL	TOEFL Preparation
ESL VHLTH	ESL for Health Professionals

GED Preparation

#PENDING

Improve the academic skills needed for passing the General Education Development (GED) exam. Math, reading, writing, science and social studies. Progress in a sequence based on individual need. For more information, please call **(909) 274-4845.**

Certificate Requirements:

Course ID	Course Title
BS GEDMA	GED Preparation: Mathematics
BS GEDRD	GED Preparation: Language Arts, Reading
BS GEDSC	GED Preparation: Science
BS GEDSS	GED Preparation: Social Studies
BS GEDWR	GED Preparation: Science

Secondary Education
#24213

The High School Program provides all courses needed to satisfy requirements for a high school diploma. Students earning a high school diploma increase future employment and educational opportunities, including college and training programs. Completion of these courses will provide the student with a high school diploma. For more information, please call **(909) 274-4845.**

Certificate Requirements:

Course ID	Course Title
BSHS ACDE	High School Academic Decathlon
BSHS ADRW	High School Expository Writing and Critical Thinking
BSHS ALG1	High School Algebra 1
BSHS ALG2	High School Algebra 2
BSHS ART1	High School Art and Creative Expression
BSHS ART2	High School Art 2
BSHS BIO	High School Biology
BSHS CHEM	High School Chemistry
BSHS CHN1	High School Chinese 1
BSHS CIV	High School Civics/American Government
BSHS CPTC	High School Computer Technology
BSHS DIPR	High School Diploma and Referral
BSHS ECON	High School Economics
BSHS EELA	High School CAHSEE Prep – English Language Arts
BSHS EEMA	High School CAHSEE Prep – Mathematics
BSHS ENG1	High School English 1
BSHS ENG2	High School English 2
BSHS ENG3	High School English 3
BSHS ENG4	High School English 4
BSHS GEOG	High School Geography
BSHS GEOM	High School Geometry
BSHS GRAP	High School Advanced Graphics/Printing
BSHS HLTH	High School Health
BSHS KEY	High School Typing/Keyboarding
BSHS LSC	High School Life Science
BSHS MUSC	High School Music Appreciation
BSHS NS1	High School Natural Science 1
BSHS PHIL	High School Philosophy
BSHS PHSC	High School Physical Science
BSHS PLNG	High School Planning and Guidance
BSHS PREA	High School Pre-Algebra
BSHS PSY	High School Psychology
BSHS SSK	High School Study Skills
BSHS SOC	High School Sociology
BSHS SPN1	High School Spanish 1
BSHS SPN2	High School Spanish 2
BSHS TAL2	High School Topics in Algebra 2
BSHS TGEO	High School Topics in Geometry
BSHS USHS	High School United States History
BSHS WHS	High School World History
BSHS WREX	High School Expository Writing

CERTIFICATES IN OCCUPATIONAL TRAINING

California Community College Adult Education Programs are authorized to offer short-term vocational programs with high employment potential. The demonstration of need to offer these programs within the College service area is determined by manpower needs projections from the California Occupational Information System (COTS), or surveys of employer needs in the community, or state licensing mandates and/or certification.

What Are Occupational Training Certificates?

Certificates in a variety of vocational programs are available through the Continuing Education Division. Many of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement. Classes taken are noncredit, and do not generate college units toward a degree. The Continuing Education Division also offers fee-based Certificate Programs. These include:

- Accounting/Bookkeeping
- CPR and First Aid
- Medical Insurance Billing Specialist
- Phlebotomy Technician
- RN Re-Entry into Practice

Specific certificate content and more information can be found in the Community Services Schedule of Classes each semester or contact **(909) 274-4220.**

How to Finish an Occupational Certificate

In order for students to receive a Certificate of Completion, the student must do the following:

- Register and pay material fees if required for desired classes
- Attend a minimum of 75% of required class hours
- Satisfactorily complete coursework, papers and projects, take and pass mid-terms and final with the equivalent of a "C" grade
- When all courses are completed, apply to the Continuing Education Office

Attendance and signatures will be verified by the Continuing Education Division staff. If all requirements are met, a Certificate of Completion will be prepared and delivered to the student.

Getting Help

For more information regarding occupational training certificates, please call the Division office at **(909) 274-4220.**

Educational Advisers are available to assist students with Career and Education Planning. During the first week of registration, they are available in the registration area, Building 40, room 104. Times will be posted and students served on a first-come, first-served basis. Advisers are also available by appointment during the semester. Please call **(909) 274-4845** to schedule an appointment.

OCCUPATIONAL – ACCOUNTING

Accounting – Bookkeeping
#24089

The Bookkeeping Certificate provides the student with the basic skills and knowledge for entry-level positions within the clerical/accounting field. Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis. The sequence can be completed in one year, and courses are offered Fall and Spring semesters.

Certificate Requirements:

Course ID	Course Title
VOC BA07	Principles of Accounting – Financial, *or*
VOC BA72	Bookkeeping – Accounting
VOC BA53	Ten-Key Calculations
VOC BO05	Business English, *or*
VOC BO25	Business Communications

Accounting – Computerized
#24246

The Computerized Accounting Certificate provides the student with basic accounting skills and knowledge together with additional training in computer applications common to the accounting industry. This certificate prepares the student for an entry-level position as a computerized accounting clerk. Common duties performed in this field are utilization of accounting software programs for posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis.

Certificate Requirements:

Completion of Accounting – Bookkeeping Certificate (234 hours)

Course ID	Course Title
VOC BA75	Using Microcomputers in Financial Accounting
VOC BA76	Using Microcomputers in Managerial Accounting
VOC CSB15	Microcomputer Applications
VOC CP11	Internet Research for Business
VOC CSB31	Microsoft Word

Accounting – Payroll
#24074

The Payroll Certificate combines basic accounting skills with specialized training in payroll preparing the student for entry-level positions within the payroll segment of accounting. Common duties performed in this field include payroll tax reporting, maintenance of payroll accounting systems and posting payroll transactions to ournals/ledgers.

Certificate Requirements:

Completion of Accounting – Bookkeeping Certificate (234 hours)

Course ID	Course Title
VOC BA70	Payroll and Tax Accounting
VOC BS75	Using Microcomputers in Financial Accounting, *or*
VOC BA76	Using Microcomputers in Managerial Accounting

OCCUPATIONAL – AGRICULTURAL SCIENCE

Floral Design
#24242

This sequence is offered in the evening only on campus and at off-campus locations and can be completed in two years. Students completing all three courses will have skills and knowledge to seek jobs in floral design beyond entry-level positions, i.e., first-line supervision and/or management and Floral Designers.

Certificate Requirements:

Course ID	Course Title
VOC AGR25	Floral Design – 1
VOC AGR26	Floral Design – 2
VOC AGR27	Floral Design – 3

Horse Ranch Management
#24340

This sequence of courses is designed to enable students to prepare for a career in horse ranch management. Courses provide students hands-on experience designed to give them a combination of practical skills and technical knowledge.

Certificate Requirements:

Course ID	Course Title
VOC AGN02	Animal Nutrition
VOC AGN94	Animal Breeding
VOC AGL16	Horse Production, *or*
VOC AGL18	Horse Ranch Management
VOC AGL19	Horse Hoof Care
VOC AGL96	Animal Sanitation and Disease Control
VOC AGL97	Artificial Insemination of Livestock

Interior Landscaping
#24342

This certificate is designed to give students basic skills in the design, installation and maintenance of interior plants that are used in residences, offices, hotels, malls, restaurants and other locations.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR13	Landscape Design
VOC AGR15	Interior Landscaping
VOC AGR24	Integrated Pest Management
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR32	Landscaping and Nursery Management
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR64	Landscape Irrigation – Drip and Low Volume

Landscape and Park Maintenance
#24113

This certificate is designed to give students basic skills in park landscape maintenance. Courses are offered annually, and prepare the student with skills that are appropriate for the maintenance of grounds, property or parks.

Certificate Requirements:

Course ID	Course Title	Hours
VOC AGR01	Horticultural Science	
VOC AGR24	Integrated Pest Management	
VOC AGR29	Ornamental Plants – Herbaceous	
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs	
VOC AGR39	Turf Grass Production and Management	
VOC AGR40	Sports Turf Management	
VOC AGR51	Tractor and Landscape Equipment Operations	
VOC AGR62	Landscape Irrigation – Design and Installation	
VOC AGR63	Landscape Irrigation System Management	
VOC AGR71	Landscape Construction Fundamentals	

Landscape Design and Construction
#24248

This certificate is designed to give students basic skills needed in employment with a landscape contractor. Employment potential is very good.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR13	Landscape Design
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR71	Landscape Construction Fundamentals
VOC AGR72	Landscape Hardscape Applications

Landscape Equipment Technology
#24111

This certificate is designed to give students basic skills to seek employment in equipment repair, golf courses, rental yards and small equipment repair shops.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR52	Hydraulics
VOC AGR53	Small Engine Repair I
VOC AGR55	Diesel Engine Repair
VOC AGR56	Engine Diagnostics
VOC AGR57	Power Train Repair
VOC AGR71	Landscape Construction Fundamentals
VOC AGR72	Landscape Hardscape Applications

Landscape Irrigation
#24088

This certificate is designed to give students basic skills in irrigation design, repair installation, water management and troubleshooting. Courses are offered Fall and Spring semesters. Jobs are plentiful with landscape contractors, schools, parks and cities.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR13	Landscape Design
VOC AGR39	Turf Grass Production and Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation System Management
VOC AGR64	Landscape Irrigation – Drip and Low Volume
VOC AGR71	Landscape Construction Fundamentals

Livestock Management
#24057

This certificate is designed to give students basic skills in livestock management for employment opportunities on farms, ranches and agriculture sales and services. This sequence is offered on an annual basis.

Certificate Requirements:

Course ID	Course Title
VOC AGG01	Food Production, Land Use and Politics – a Global Perspective
VOC AGN01	Animal Science
VOC AGN02	Animal Nutrition
VOC AGN94	Animal Breeding
VOC AGL14	Swine Production
VOC AGL16	Horse Production
VOC AGL17	Sheep Production
VOC AGL30	Beef Production
VOC AGL34	Livestock Judging and Selection
VOC AGL96	Animal Sanitation and Disease Control
Plus select 2 courses from the following:	
VOC AGR71	Landscape Construction Fundamentals
VOC BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS35	Professional Selling
VOC BS36	Principles of Marketing

Nursery Management
#24209

This certificate is designed to give students basic skills in production and marketing of plants and dry goods in the wholesale and retail nursery industry. The sequence is offered on an annual basis.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR02	Plant Propagation/Greenhouse Management
VOC AGR24	Integrated Pest Management
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR32	Landscaping and Nursery Management
VOC AGR39	Turf Grass Production and Management
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR64	Landscape Irrigation – Drip and Low Volume

Park Management
#24374

This certificate is designed to enable students to prepare for a career in park management, and provides students with hands-on experience, designed to give them a combination of practical skills and technical knowledge.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR04	Park Management
VOC AGR05	Park Facilities
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR39	Turf Grass Production and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation System Management
VOC AGR75	Urban Arboriculture

Pet Science
#24172

This certificate is designed to enable students to enter the retail or wholesale pet industry. Most of the courses in this certificate are offered every Fall and Spring semester. Five of the courses are offered in the evening only and are rotated over four semesters.

Certificate Requirements:

Course ID	Course Title
VOC AGN01	Animal Science
VOC AGN02	Animal Nutrition
VOC AGN51	Animal Handling and Restraint
VOC AGN94	Animal Breeding
VOC AGL96	Animal Sanitation and Disease Control
VOC AGP70	Pet Shop Management
VOC AGP71	Canine Management
VOC AGP72	Feline Management
VOC AGP73	Tropical and Coldwater Fish Management
VOC AGP74	Reptile Management
VOC AGP76	Aviculture – Cage and Aviary Birds
VOC BM66	Small Business Management

Sports Turf Management
#24075

This certificate is designed to provide skills required for students interested in employment at golf courses, race tracks, athletic fields and stadiums, and other high-use turf areas. The sequence is offered on an annual basis.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR39	Turf Grass Production and Management
VOC AGR40	Sports Turf Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation Systems Management

Tree Care and Maintenance
#24215

This certificate is designed to give students basic skills in the repair and maintenance of trees.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR32	Landscape and Nursery Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR53	Small Engine Repair 1
VOC AGR75	Urban Aboriculture

OCCUPATIONAL – BUSINESS MANAGEMENT

Business Management – Level 1
#24108

The Business Management – Level 1 Certificate is designed to introduce the student to the role of management in business. Students will be exposed to the terms, trends, organizational structure, and opportunities inherent in business management. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BS36	Principles of Marketing

Business Management – Level 2
#24110

The Business Management – Level 2 Certificate builds upon the Level 1 certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable success. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Completion of:
Business Management – Level I

PLUS the following:

Course ID	Course Title
VOC BM60	Human Relations in Business
VOC BM62	Human Resource Management
VOC CSB15	Microcomputer Applications

Business Management – Level 3
#24249

Upon completion of the Business Management – Level 3 Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing business environment. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Completion of:
Business Management – Level 1
Business Management – Level 2

PLUS the following:

Course ID	Course Title
VOC BA07	Principles of Accounting – Financial
VOC BM10	Principles of Continuous Quality Improvement
VOC BM51	Principles of International Business

Human Resource Management
#24320

This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

International Business – Level 1
#24107

This specialized business certificate is intended to prepare the student to work in the unique and dynamic environment of international business. The program also prepares the student as a business management generalist for companies conducting international trade. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM51	Principles of International Business
VOC BS36	Principles of Marketing

International Business – Level 2
#24431

In the International Business – Level 2 Certificate, the student will learn methods and approaches to managing the complexities of doing business in an international environment. Students acquire both theoretical knowledge and practical skills related to managing and marketing within the global arena. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management.

Certificate Requirements:

Completion of:
International Business Level 1

PLUS the following:

Course ID	Course Title
VOC BM61	Business Organization and Management
VOC BM66	Small Business Management
VOC BS70	International Marketing Concepts

Retail Management – Level 1
#24418

Introductory certificate exposes students to the business world and the role of retail distribution. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management.

Certificate Requirements:

Course ID	Course Title
VOC BO25	Business Communications
VOC CSB15	Microcomputer Applications
VOC FSH62	Retail Store Management and Merchandising
	or
VOC BS50	Retail Store Management and Merchandising

Retail Management – Level 2
#24359

Intermediate certificate builds upon the Level 1 Certificate to expose students to the various functions of managers in retail positions. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management.

Certificate Requirements:

Completion of:
Retail Management – Level 1

PLUS the following:

Course ID	Course Title
VOC BA11	Fundamentals of Accounting
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management
VOC BS36	Principles of Marketing

Retail Management – Level 3
#24383

Students completing the advanced Level 3 Certificate will have knowledge and practical experience in business communication, leadership and financial controls. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management.

Certificate Requirements:

Completion of:
Retail Management – Level 1
Retail Management – Level 2

PLUS the following:

Course ID	Course Title
VOC BA07	Principles of Accounting – Financial
VOC BM60	Human Relations in Business
VOC BO26	Oral Communications for Business

Small Business Management – Level 1
#24035

Small business has been described as the engine of change within the economy. The Small Business Management – Level 1 Certificate exposes the student to the fundamentals of managing and planning a small business. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Small Business Management emphasis can be completed in one semester.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS36	Principles of Marketing

Small Business Management – Level 2
#24034

The Small Business Management – Level 2 Certificate provides students with practical small business tools. It focuses on issues such as motivation, teamwork and leadership skills that lead to enhanced productivity through the development of people. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Small Business Management emphasis can be completed in one semester.

Certificate Requirements:

Completion of:
Small Business Management – Level 1

PLUS the following:

Course ID	Course Title
VOC BM60	Human Relations in Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

Small Business Management – Level 3
#24034

Upon completion of the Small Business Management – Level 3 certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing small business environment. Computer skills applicable to small business will be developed. Students will have a strategic perspective across all small business functions. Students will acquire the skills and abilities necessary to build a successful business career.

Certificate Requirements:

Completion of:
Small Business Management – Levels 1 and 2

PLUS the following:

Course ID	Course Title
VOC BA07	Principles of Accounting – Financial
VOC BM10	Principles of Continuous Quality Improvement (CQI)
VOC CSB15	Microcomputer Applications

OCCUPATIONAL – ELECTRONICS

Computer and Networking Technology – Level I
#24059

This certificate is intended to prepare students to enter the computer and networking fields as service technicians with foundations in basic electronics, telecommunications, computer servicing and networking servicing.

Certificate Requirements:

Course ID	Course Title
VOC CNT50	PC Servicing
VOC CNT52	PC Operating Systems
VOC CNT54	PC Troubleshooting
VOC CNT60	A+ Certification Preparation
VOC EL11	Technical Applications in Microcomputers
	or
VOC CSB15	Microcomputer Applications
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL56	Digital Electronics

Computer Systems Technology
#24284

The Computer Systems Technology curriculum encompasses advanced coursework in computer systems circuitry. This includes microprocessor programming codes and microprocessor interfacing circuits.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC EL74	Microprocessor Systems

Electronic Assembly and Fabrication

#24162

This certificate prepares students to enter the electronics field as assembly and fabrication technicians.

Certificate Requirements:

Course ID	Course Title
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EST50	Electrical Fundamentals for Cable Installations
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly and Rework

Electronic Systems Technology – Level 1

#24363

Develops skills in electrical fundamentals, fabrication techniques, cabling and wiring standards for cable and wire systems (copper, coax, fiber and structured cables) and basic computer skills in word processing, spreadsheets, database and the Internet.

Certificate Requirements:

Course ID	Course Title
VOC EST50	Electrical Fundamentals for Cable Installations
VOC EST52	Fabrication Techniques for Cable Installations
VOC EST54	Cabling and Wiring Standards
VOC EL11	Technical Applications in Microcomputers
VOC CSB15	Microcomputer Applications

Electronic Systems Technology – Level 2

#24416

This Level 2 certificate builds on the skills and concepts learned in level 1 and adds customer relations (soft skills) and the installation, calibration, setup, maintenance and troubleshooting of home theater systems, home automation and home security systems.

Certificate Requirements:

Completion of:

Electronic Systems Technology – Level 1

PLUS the following:

Course ID	Course Title
VOC EST56	Home Theater and Home Automation Systems
VOC EST62	Electronic Troubleshooting – 1
VOC TCH60	Customer Relations for the Technician
VOC EST64	Electronic Troubleshooting – 2
VOC EST70	C-7 Low Voltage Systems License Preparation
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly and Rework

Electronic Technology

#24073

This one-year certificate is designed for the person requiring background in the basic core courses of electronic technology without an area of specialization. The core courses provide the necessary skills for entry-level employment as an electronic technician. by written information regarding term offering and correct course selection.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

Electronics and Computer – Engineering Technology

#24171

Students completing this certificate will have training in most areas of electronics including: microprocessors and interfacing, electronic communications and industrial electronic controls. Jobs include, but are not limited to:

- Electrical and Electronics Installers and Repair
- Electrical and Electronic Engineering Technician
- Electrical and Electronic Equipment Assemblers

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL53	Communications Circuits
VOC EL54A	Industrial Electronics
VOC EL54B	Industrial Electronic Systems
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC EL74	Microprocessor Systems
VOC TCH60	Customer Relations for the Technician

Recommended Electives:

VOC EDT11	Technical Engineering Drawing I
VOC EL62	Advanced Surface mount Assembly and Rework
VOC EL76	Radio Telephone Communications

Electronics Communications

#24210

This certificate encompasses advanced coursework in electronics communications including both land-based and wireless forms of communication.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL53	Communications Circuits
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

Industrial Electronics

#24319

This certificate includes electronic devices for industrial controls and motor controls; including programmable logic controls using the Allen Bradley series of PLC's running Windows ladder logic software.

Certificate Requirements:

Course ID	Course Title	Hours
VOC EL11	Technical Applications in Microcomputers	
VOC EL12	Computer Simulation and Troubleshooting	
VOC EL50A	Electronic Circuits (DC)	
VOC EL50B	Electronic Circuits (AC)	
VOC EL51	Electronic Devices	
VOC EL54A	Industrial Electronics	
VOC EL54B	Industrial Electronic Systems	
VOC EL56	Digital Electronics	
VOC EL61	Electronics Assembly and Fabrication	
VOC TCH60	Customer Relations for the Technician	

OCCUPATIONAL – HEALTH CAREERS

Certified Nursing and Acute Care Nursing Assistant

#24400

This certificate program will prepare participants to work in both long-term and acute care facilities thus providing entry level, diverse, work opportunities in the ever growing health care field. For those planning on entering LVN or RN programs, course content may increase chances for successful admission and completion of nursing program curriculum.

These courses meet the requirements for California state certification as a CNA. The program incorporates processing of the state application and administration of the NATAP test with same day official test results for the written and manual skills examination. Verification of successful passing of the NATAP test permits immediate eligibility for employment.

All coursework can be completed within 11 weeks. Offered in Fall or Spring semesters

Participants must

- provide their own transportation and be at least 16 years of age or have a work permit

- be able to meet expenses and responsibilities incurred as part of this program.
- demonstrate proficient English/ESL verbal and written communication skills to take written exams, communicate with clients and maintain a safe clinical environment

Certificate Requirements:

Course ID	Course Title
VOC HTH01	Certified Nursing Assistant
VOC HTH04	Acute Care Nursing Assistant
VOC HTH05	Health Careers Resource Center

Certified Nurse Assistant (CNA)
Course Completion Only VOC HLTH 01

VOC HTH 01 is offered for "course completion only" during the Winter and Summer Intersessions. This course provides for employment in long term care only.

For further information, please contact the Health Careers Resource Center, **(909) 274-4788.**

Health Care Interpreting

#24056

Health care providers receiving Federal funds are required to provide interpreters for patients who speak a language other than English at home, if speakers of that language represent a significant portion of the population in the area. Therefore, the need for trained interpreters is growing rapidly. Many health care providers are choosing to upgrade the skills of their current employers through certificate programs such as ours.

The Health Care Interpreting Certificate is an 11 month program, designed to train bilingual and bicultural students to develop the awareness, knowledge and skills for effective language interpretation in health care settings. Through academic preparation, practical skills training, and service in Continuing-based health care settings and educational organizations, HCI candidates will learn:

- Roles and responsibilities of an interpreter in health care settings.
- Basic knowledge of common medical conditions, treatments, and procedures.
- Language and cultural nuances for specific healthcare consumers and providers.
- Application of interpreting skills in English and Spanish or Mandarin.

The program begins each Fall semester and includes coursework, independent lab study, and a 6-week unpaid internship within a local healthcare facility. Certification is awarded after completion of the internship. Classes are arranged for the working student, and are scheduled evenings and Saturdays.

A cohort of students is admitted each fall semester and completes the certificate at the end of the following Summer Intersession.

Certificate Requirements:

(Successful completion of all courses listed below)

Course ID	Course Title
ESL VHLTH	English for Health Professionals
	(if determined necessary after evaluation of spoken and written English skills)
VOC HTH12	Medical Terminology
VOC ANA50	Basic Anatomy and Physiology
VOC HTH13	Interpreting in Health Care Setting 1
VOC HTH14	Interpreting in Health Care Setting 2
VOC HTH05	Health Careers Resource Center
	(4 hours/week coaching sessions and 3hrs/wk arranged in HCRC, Fall and Spring semesters)
VOC HTH15	Externship in Health Care Interpreting
VOC HTH20	Health Care Interpreter Seminar

Basic Requirements:

Applicants should have advanced academic proficiency in English, both spoken and written, and should be equally proficient in the language of service (Spanish or Mandarin).

To enroll in this program, you must attend an information meeting and complete the language assessment process. Registration will be offered on a first-come, first served basis for eligible candidates attending the meeting.

For further information and mailed announcements of meeting dates, call VESL Registration at **(909) 274-5236.**

OCCUPATIONAL – MANUFACTURING TECHNOLOGY

Manufacturing Technology

#24070

The primary purpose of this certificate is to emphasize the manipulative skills required to enter the field of machine metal worker, machine operator, production machinist, mechanical technician or machinist. There are many occupational titles and opportunities in this field.

Certificate Requirements:

Course ID	Course Title
VOC MF11	Manufacturing Processes I
VOC MF12	Manufacturing Processes 2
VOC MF15	AutoCAD 2-D
VOC MF17	3-D CAD – Mechanical Modeling
VOC MF19	Parametric Solid Modeling for Manufacturing
VOC MF38	MasterCAM I
VOC MF38B	Advanced MasterCAM
VOC MF39	SurfCAM I
VOC MF39B	SurfCAM II
VOC MF58	Blueprint Reading for Manufacturing
VOC MF70	Technical Mathematics – Manufacturing Applications
VOC MF85	Manual CNC (Computerized Numerical Control) Operations

PLUS – Select 2 courses from the following:

VOC MF25	Advanced Parametric Solid Modeling for Manufacturing
VOC MF27	AutoDesk Inventor
VOC WL40	Introduction to Welding

MasterCAM

#24212

This certificate provides a strong background in MasterCAM 2-D and 3-D, and SolidWorks software packages along with the necessary machine shop theory and practice to input sound functional data into the CAM system.

Certificate Requirements:

Course ID	Course Title
VOC MF11	Manufacturing Processes I
VOC MF38	MasterCAM I
VOC MF38B	Advanced MasterCAM

Parametric Solid Modeling

#24251

With the strong relationship between AutoCAD and manufacturing, this mini certificate guides the student through AutoDesk's 2-D and 3-D and other software packages used in the manufacturing industry.

Certificate Requirements:

Course ID	Course Title
VOC MF15	AutoCAD 2D
VOC MF17	3-D CAD – Mechanical Modeling
VOC MF19	Parametric Solid Modeling for Manufacturing
VOC MF25	Advanced Mechanical Desktop
VOC MF27	AutoDesk Inventor

SurfCAM

#24178

This certificate is a direct employment pathway for manufacturing students who wish to write, edit, download and run Computerized Numerical Control (CNC) machines, and provides a strong background in the basics of both manual and CNC machines. The sequence is a highly specialized occupation.

Certificate Requirements:

Course ID	Course Title
VOC MF11	Manufacturing Processes I
VOC MF39	SurfCAM I
VOC MF39B	SurfCAM II
VOC MF85	Manual CNC (Computerized Numerical Control) Operations

OCCUPATIONAL – OFFICE TECHNOLOGY

Administrative Assistant – Level I

#24061

Prepares students for entry-level clerical positions where keyboarding is the primary function.

Certificate Requirements:

Course ID	Course Title
VOC BO05	Business English
VOC CS11	Computer Keyboarding OR
VOC CS11A	Computer Keyboarding AND
VOC CS11B	Computer Keyboarding
VOC CP12	Office Computer Applications OR
VOC CSB15	Microcomputer Applications
VOC CS41	Office Management Skills

Administrative Assistant – Level 2

#24066

This certificate prepares students for clerical positions where office organization and transcription skills are needed.

Certificate Requirements:

Completion of:

Completion of Administrative Assistant – Level I

PLUS the following:

Course ID	Course Title
VOC BO25	Business Communications
VOC CS15	Intermediate Computer Keyboarding
VOC CSB31	Word for the Business Professional
	or
VOC CS41	Transcription Techniques

Data Entry
#24287

This certificate is intended to prepare students for employment as data entry operators, customer service representatives, receptionists, or entry-level office support staff positions. Training in a variety of computer skills is emphasized.

Certificate Requirements:

Course ID	Course Title
VOC CS15	Intermediate Computer Keyboarding
VOC CP12	Office Computer Applications
	or
VOC CSB15	Microcomputer Applications
VOC CS21	Data Entry

Office Computer Applications
#24401

This certificate in Office Computer Applications is customized to meet the needs of the entry-level adult student or professional, who is seeking to acquire an array of office computer skills required in a computerized office environment.

Certificate Requirements:

Course ID	Course Title
VOC CPBC1	Basic Computing – Level 1
VOC CPBC2	Basic Computing – Level 2
VOC CPBC3	Basic Computing – Level 3
VOC CPNET	Internet Research – An Introduction
VOC CPCC	Creative Computing

OCCUPATIONAL – PHOTOGRAPHICS

Computer Graphics Design / Photography
#24402

This certificate will enable the student to develop specific computer skills needed for employment. The Computer Graphics Certificate is an option under the Photography program. Employment will vary among several industries such as computer gaming, movie production, music video production, commercials and animation.

Certificate Requirements:

Course ID	Course Title
VOC GRP1	Computer Graphics Lab
VOC GRP10	Photoshop Imagery
VOC GRP12	Photoshop Imagery Extended
VOC GRP14	Digital Color Management
VOC GRP16	Illustrator Graphics
VOC GRP20	Multimedia Graphics
VOC GRP28	Digital Portfolio
VOC PH010	Basic Digital and Film Photography
VOC PH017	Photocommunications

Recommended Electives:

The Photographics faculty recommends that you complement your studies with selected elective courses listed below. You should meet with a professor of Computer Graphics Design/Photography to help you determine which electives would best suit your career plans.

VOC CSB16	Operating the Macintosh Computer
VOC GRP18	3D Graphic Imagery
VOC PH001	Laboratory Studies: Black and White Photography
VOC PH002	Laboratory Studies: Color Photography
VOC PH004	Digital Cameras and Composition

Photography
#24245

This certificate is designed to prepare students to develop specific skills needed for employment in photography, art, cinema/animation, communications, industrial arts, graphics and journalism.

Certificate Requirements:

Course ID	Course Title
VOC GRP10	Photoshop Imagery
VOC PH010	Basic Digital and Film Photography
VOC PH011	Advanced Professional Photography
VOC PH012	Photographic Alternatives
VOC PH021	Exploring Color Photography
VOC PH016	Fashion Photography
VOC PH018	Portraiture and Wedding Photography
VOC PH017	Photocommunication
VOC PH020	Color Photography
VOC PH028	Photography Portfolio Development
VOC PH030	Commercial and Illustrative Photography

Recommended Electives:

The Photographics faculty recommends that you complement your studies with selected elective courses listed below. You should meet with a professor of Computer Graphics Design/Photography to help you determine which electives would best suit your career plans.

VOC GRP12	Advanced Photo Editing with Photoshop
VOC PH001	Laboratory Studies: Black and White Photography
VOC PH002	Laboratory Studies: Color Photography
VOC PH015	History of Photography

OCCUPATIONAL – WELDING TECHNOLOGIES

Welding
#24373

This certificate is designed to prepare students for employment in the broad field of welding, leading to occupations in manufacturing, repair and construction. It prepares students to test for the Structural Welding Certificate.

Certificate Requirements:

Course ID	Course Title
VOC WL40	Introduction to Welding
VOC WL70A	Beginning ARC Welding
	Note: *Any higher level welding course may be substituted for VOC WLD 70A.*
VOC WL70B	Intermediate ARC Welding

Recommended Electives:

The Welding faculty recommends that students complement their studies with selected elective courses chosen from the list below. Students should meet with a professor of Welding to help you determine which of those electives would best suit your career plans.

VOC MF70	Technical Mathematics – Manufacturing Applications
VOC WL60	Print Reading and Computations for Welders
VOC WL70C	Certification for Welders

Licensed Welder
#24223

This certificate is designed to prepare students for entry-level employment as a licensed welder in the broad field of welding, including manufacturing, construction, fabrication and repair. Through theoretical and hands-on skills coursework, students prepare for industry licensing with an understanding of current guidelines and standards. Particular emphasis is placed on those competencies required for certification in structural steel welding. Course sequences can be modified to reflect industry experience or other individual needs.

Certificate Requirements:

Course ID	Course Title
VOC WL40	Introduction to Welding
VOC WL50	Oxyacetylene Welding
VOC WL51	Basic Electric Arc Welding
VOC WL53A	Welding Metallurgy
VOC WL60	Print Reading and Computations for Welders
VOC WL70A	Beginning Arc Welding
VOC WL70B	Intermediate Arc Welding
VOC WL70C	Certification for Welding
VOC WL80	Fabrication and Construction Welding
VOC WL81	Pipe and Tube Welding

Welder with Concentration in Automotive Welding, Cutting & Modification
#24406

Preparation as a Licensed Welder with additional skills and theoretical development in automotive welding, cutting and modification.

Certificate Requirements:

Completion of:

Licensed Welder Certificate

PLUS the following:

Course ID	Course Title
VOC WL91	Automotive Welding, Cutting and Modification

Welder with Concentration in Gas Tungsten ARC Welding
#24380

Preparation as a Licensed Welder with additional skills and theoretical development in gas tungsten ARC Welding.

Certificate Requirements:

Completion of:

Licensed Welder Certificate

PLUS the following:

Course ID	Course Title	Hours
VOC WLD90A	Gas Tungsten ARC Welding	54

Welder with Concentration in Semiautomatic ARC Welding
#24379

Preparation as a Licensed Welder with additional skills and theoretical development in Semiautomatic ARC Welding.

Certificate Requirements:

Completion of:

Licensed Welder Certificate

PLUS the following:

Course ID	Course Title
VOC WL90B	Semiautomatic ARC Welding Process

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BASIC SKILLS

BS ABE01 — Career Information and Guidance
Orientation to the college including enrollment procedures, test score interpretation, course selection, and career information. Course includes academic placement tests and/or vocational assessments available.

BS ABE02 — Adult Basic Education
Improves basic skills of adult learners. Content includes reading comprehension, language, and mathematics. Prepares students for the General Education Development (GED) Exam and the Armed Services Vocational Aptitude Batter (ASVAB) exam.

BS ABE03 — Adult Basic Education--Leadership Development
Leadership styles and individual leadership skills including effective communication, facilitation, problem-solving, decision-making and conflict resolution. Introduction to organizational structures, governance, models and group process.

BS ABE04 — Guidance and Orientation to Special Programs
Provides an overview of special programs at Mt. San Antonio College. Information regarding the College's mission, program guidelines, regulations, and eligibility requirements are presented.

BS ABE05 — Career Development
Career assessment, research and preparation; investigates career fields to determine interest; provides information on required skills and areas for professional growth. Includes assigned time for field investigation, individual assessment and skill building.

BS ABE06 — Basic Skills Foundation
Preparation for college credit courses. Improves reading, mathematics, writing, and critical thinking by assessing current skills. Includes individual education plan to achieve career and educational goals.

BS ABE07 — Re-Entry Work Skills Needed for Today's Workforce
Development of skills necessary for employment. Topics include workplace ethics, job search techniques, resume writing and preparing for an interview.

BS CNSL5 — Career/Life Planning
A systematic approach to self-exploration and career/life planning which includes: identification of values, interests, skills, and self-management style. Development of decision-making and goal-setting skills and identification of barriers to success. Explores careers and job search techniques.

BS GEDMA — GED Preparation: Mathematics
Improve mathematical knowledge and skills in preparation for the Math section of the General Education Development (GED) exam. Test areas include number operations, geometry, statistics and algebra.

BS GEDRD — GED Preparation: Language Arts, Reading
Improve comprehension and reading knowledge and skills in preparation for the Language Arts: Reading section of the General Education Development (GED) exam. Poetry, fiction, nonfiction, drama, art reviews and workplace documents.

BS GEDSC — GED Preparation: Science
Improve scientific knowledge and skills in preparation for the Science section of the General Education Development (GED) exam. Test areas include physics, chemistry, life science, earth science and astronomy.

BS GEDSS — GED Preparation: Social Studies
Improve historical knowledge in preparation for the social studies section of the General Education Development (GED) exam. Test areas include United States history, world history, geography, government and economics.

BS GEDWR — GED Preparation: Language Arts, Writing
Improve organizational and grammatical knowledge and skills in preparation for the Language Arts: Writing section of the General Education Development (GED) exam. Test areas include paragraph organization, sentence structure, usage, grammar mechanics and essay development.

BSHS ACDE — High School Academic Decathlon
Integration of high school language arts, music, art, social science, mathematics, economics and speech based on a central theme to compete in the United States Academic Decathlon.

BSHS ADRW — High School Expository Writing & Critical Reading
Prepares high school students for college level reading and writing. Develops advanced proficiency in expository, analytical and argumentative writing and emphasizes the development of critical college reading skills using a variety of fiction and non-fiction texts.

BSHS ALG1 — High School Algebra 1
Presents to high school students the key components of first year algebra. Variables and equations, real number operations, operations with polynomials, fractions, functions, systems of linear equations, inequalities, rational and irrational numbers, quadratic functions and problem solving.

BSHS ALG2 — High School Algebra 2
Presents to high school students the key components of second year algebra. Includes basic concepts of algebra, inequalities and the proof, linear equations and functions, products and factors of polynomials, rational expressions, irrational and complex numbers, quadric equations and functions, variation and polynomial equations, analytic geometry, exponential and logarithmic functions, sequences and series, triangle trigonometry, trigonometric graphs and identities, trigonometric applications, statistics and probability, matrices and determinants.

BSHS ART1 — High School Art & Creative Expression
Artistic perception, creative expression, and aesthetic value of art for high school students. Historical and cultural influences. Original productions through design and drawing using a variety of media.

BSHS ART2 — High School - Art 2
Artistic perception, creative expression, and aesthetic valuing through experiences with art for high school students. Historical and cultural context of the visual arts. Original productions in design and drawing using a variety of media.

BSHS BIO — High School Biology
Fundamental areas of life science for high school students. Characteristics of living things, simple organisms, plants, animals, human biology, cell biology, physiology, genetics, heredity, adaptation, evolution and ecology.

BSHS CHEM — High School Chemistry
Chemistry for high school students. Includes atomic and molecular structure, chemical bonds, conservation of matter and stoichiometry, bases and their properties, acids and bases, solutions, chemical thermodynamics, reaction rates, chemical equilibrium, organic chemistry and biochemistry and nuclear processes.

BSHS CHN1 — High School - Chinese 1
Fundamentals of pronunciation and grammar, practical vocabulary; understand, read, write and speak basic Chinese. Geography, customs and culture of Chinese-speaking countries for high school students.

BSHS CIV — High School Civics/American Government
Civics and government for high school students. Includes the growth of democracy, federalism, separation of powers, checks and balances, civil liberties, civil rights, civic participation and comparative government. Assessment of global perspectives, constitutional interpretations, political processes, public policy, free enterprise and cultural pluralism.

BSHS CPTC — High School Computer Technology
Includes proper technique and operations using a computer, introduction to the computer operating system, basic hardware configuration and office technology programs; document creation and editing using Microsoft Office (Word, Excel, PowerPoint); word processing, database management, spreadsheets and multimedia presentation for high school students.

BSHS DIPR — High School Diploma and Referral Program Learning
Designed to assist adult students who need coursework to complete their high school diploma requirements. Coursework is aligned to California K-12 State Content Standards. Students are awarded a high school diploma upon completion of the required credits and competencies.

BSHS EASC – High School Earth Science
Designed to stress the fundamentals of the study of Earth and of space. Earth's place in the universe, dynamic Earth processes, energy in the earth system, biochemical cycles, structure and composition of the atmosphere and California geology.

BSHS ECON — High School - Economics
Economic principles and practices for high school students. Includes scarcity and choice, opportunity cost and trade-offs, economic systems, institutions and incentives. Markets and prices, supply and demand, competition income distribution, monetary policy, international economics and the role of government.

BSHS EELA — CAHSEE Prep: English Language Arts
CAHSEE English Language Arts, semesters A/B, is designed to stress the fundamentals of the high school English language arts standards. Genres and their characteristics: word analysis, reading comprehension, literary response and analysis, writing strategies, writing conventions and writing applications.

BSHS EEMA — CAHSEE Math Prep
CAHSEE Math, semesters A/B, is designed to stress the fundamentals of the high school math standards. Number sense, statistics, data analysis probability, algebra, functions, measurement, geometry, algebra I and mathematical reasoning.

BSHS ENG1 — High School - English 1
Introduces high school students to the foundations of literature using genre and theme experiences. Includes exploration of folk tradition, poetry, fiction, nonfiction and informational and visual media. Vocabulary development, writing strategies and applications, reading comprehension, listening and speaking strategies, language conventions, listening and speaking applications, literary response and analysis.

BSHS ENG2 — High School English 2
Foundations of literature using genre and theme experiences for high school students. Exploration of oral tradition, poetry, fiction, nonfiction, drama and informational media. Vocabulary development, writing strategies and applications, reading comprehension, listening and speaking strategies, language convention, listening and speaking applications, literary response and analysis.

BSHS ENG3 — High School English 3
Foundations of literature through American literature using a historical approach for high school students. Includes basic literature genres and techniques, and time-period based literature. Pre-colonial era, the American Revolution, the New England Renaissance, Slavery and the Civil War, the Frontier Era, the Modern Era, the Harlem Renaissance and Modern Drama.

BSHS ENG4 — High School English 4
Foundations of literature through British literature using the historical approach for high school students. Social, political and intellectual trends connected with the time periods. Anglo-Saxon, Medieval period, English Renaissance, Renaissance drama, the early seventeenth century, the Restoration and the eighteenth century, the Romantic Era, the Victorian Age, contemporary British poetry and prose.

BSHS GEOG — High School-Geography
Physical and human aspects of world geography for high school students, and includes the physical features of the earth, climate and resources, and their effects on human development. Topics studied in the context of the cultural, political, historical and religious aspects of both historical and modern life throughout the world.

BSHS GEOM — High School Geometry
Foundations of geometry applications for high school students. Points, lines, planes, angles, constructions, reasoning skills and proofs, perpendicular and parallel lines, congruent triangles, quadrilaterals, proportion and similarity, right triangles and trigonometry, circles, polygons, area, volume, coordinate geometry, loci and coordinate transformations.

BSHS GRAP — High School Advanced Graphics/Printing
Advanced skills in graphics for high school students. Photo offset lithography and screen process printing. Business aspects of printing and graphics. Laboratory use of printing equipment.

BSHS HLTH — High School - Health Education
Increases high school students' awareness of health issues, includes healthy behavior vs high- risk behavior; how health issues impact the community and environment. Uses skill-building approach that includes decision-making, role modeling, critical analysis, and goal-setting toward a healthy lifestyle.

BSHS KEY — High School - Typing/Keyboarding
Develops the skill of keyboarding for high school students. Emphasis will be placed on learning alphabetic and numeric keys by touch using appropriate techniques. Students will build on basic skills to improve speed and accuracy in order to create, format and edit a variety of documents.

BSHS LSC — High School Life Science
Fundamental characteristics of living things, simple organisms, plants, animals, human biology, physiology, genetics, heredity, adaptation, evolution and ecology for high school students.

BSHS MUSC — High School - Music Appreciation
Historical, cultural and genre-based aesthetic valuing of music for high school students. Vocabulary, interaction of words and music, influence of religion, theater, government and culture on musical style.

BSHS NS1 — High School - Natural Science 1
Integration of biological, physical and earth science. Introduces high school students to scientific measurement and computation, the use of scientific laboratory equipment, and basic scientific writing. Addresses overall skill sets in the areas of reading, writing and note-taking as it relates to science.

BSHS PHIL – High School Philosophy
Introduces high school students to the terminology, problems and major philosophers from ancient to modern times. Includes the different fields of philosophy and the different systems within those fields. Emphasis will be placed on ethics and morals as they relate to students understanding and analysis of events and theories.

BSHS PHSC — High School Physical Science
Presents to high school students an overview and introductory understanding of physical science theories and how they apply to the real world. Includes the structure of atoms, the characteristics and applications of matter, chemical reactions, motion, force, energy, work and machines, waves, sound, light and mirrors, magnetism, electricity and scientific investigation.

BSHS PLNG — High School Planning and Guidance
Compliments existing school guidance and planning activities and motivates high school students to utilize those resources to their best advantage. Covers the challenges faced by students at the end of high school careers.

BSHS PREA — High School Pre-Algebra
Designed to help high school students transition from arithmetic to algebra. Includes concepts, methods and applications of pre-algebra. Topics include operations with integers, expressions, equations, inequalities, percents, proportions, graphing, computational skills and problem-solving skills.

BSHS PSY — High School Psychology
Introduces high school students to the methods, facts and theories of the behavior and processes of human beings and animals. Includes theories and characteristics of the history of psychology, research and statistics, child and adult development, sensations, perceptions, cognition, motivation, behavior, personality, abnormal behavior, individuality versus group identity and behavior and therapy.

BSHS SOC — High School Sociology
Concepts and theories of social interaction for high school students. Includes the theories, characteristics and implications of culture, socialization, society groups, deviations and control, social stratification, race, gender, age, family, education, politics, religion, sports and change.

BSHS SPCH – High School Speech and Communication
Designed to develop the aspects of oral communication including voice, diction, poise and ease by preparation and practice in making small speeches, and participating in discussions, debates and oral interpretation. High school students will improve their writing and speaking organization through selection and arrangement of material, through transitions and rhetorical effect.

BSHS SPN1 — High School Spanish, Conversation and Writing
Fundamentals of pronunciation and grammar, practical vocabulary, and the ability to understand, read, write and speak basic Spanish for high school students. Geography, customs and culture of Spanish-speaking countries.

BSHS SPN2 — High School Spanish 2
Designed for high school students to advance the fundamentals of pronunciation and grammar, practical vocabulary and the ability to understand, read, write and speak geography, customs, Spanish literature and culture of Spanish-speaking countries.

BSHS SSK — High School - Study Skills
Designed to help high school students become better learners and prepare for success in school and at work. Covers strategies and methods to enhance the students' ability to study and learn both individually and in a group. Topics include note taking, time management, test taking, organization, memorization, learning styles and conducting research.

BSHS TAL2 — High School Topics in Algebra 2
Preparation for success in high school Algebra 2. Focuses on the basic and introductory concepts, formulas and standards of Algebra 2, including solutions of linear and quadratic equations, graphing, exponential functions and the complex number system.

BSHS TGEO — High School Topics in Geometry
Preparation for success in high school geometry. Focuses on the basic and introductory concepts, formulas and standards of geometry, including points, lines, planes, angles, reasoning skills and proofs, perpendicular and parallel lines, triangles, quadrilaterals, polygons, area and volume.

BSHS USH — High School United States History
Designed for high school students to study various themes in history in order to examine the past from pre-colonial to the modern era. Includes the examination of politics and history, the role of ideas, economics and history, and the importance of cultural development. Assessment of religion in history, the role of individuals, the impact of science and technology, the environment and history and social life.

BSHS WHS — High School World History
Gives high school students an understanding of humanity through the basic themes present in history: economics, politics, the roles of ideas, the importance of cultural development, religion, the roles of individuals, the impact of science and technology, geographical impact and cultural development. Students will also study pre-history to the modern era.

BSHS WREX — High School Expository Writing
Preparation for success in expository writing for high school students. Focuses on developing essay writing including introductory paragraphs, body paragraphs and concluding paragraphs in expository, descriptive, narrative and argumentative essays.

BS LANG1 — Language Skills Laboratory
Designed for ESL students either enrolled in a ESL class or awaiting admission, to enhance pronunciation, listening, writing and comprehension skills. Also open to AMLA, Foreign Language, American Sign Language students to enhance skills in the primary target language.

BS LANG2 — ESL Computer/Language Skills Lab
Enhance student's communication skills by providing access to the internet, thereby completing assignments for courses offered throughout the college.

BS LRN01 — Short Term Review
Intensive review in the following subjects: reading, comprehension, vocabulary, grammar, basic math, pre-algebra, and algebra. Computer programs, instructional materials, and individual assistance are provided.

BS LRN03 — Math Skills Review
Increase basic math knowledge and reduce math anxiety. Topics include fractions, decimals, ratios, proportions, percents, and the application of these skills in life and work situations.

BS LRN06 — Personal Computer Applications
Increase typing and ten-key speed using computer software. Includes current word processing, spreadsheet, database software, keyboarding techniques, including correct posture; introduction to e-mail and the Internet; time management, decision-making, problem-solving and creative thinking.

BS LRN50 — Learning Support Laboratory
Learning and workplace skills are enhanced by computer use and instruction for students enrolled in or seeking enrollment in a college instructional program.

BS LRN72 — Reading Acceleration
Provides instruction and practice in techniques of reading acceleration and variable reading speeds. Students who repeat will improve reading speed and comprehension rates.

BS LRN76 — Improving Reading Comprehension
Prepares students for reading informational materials. Topics include spelling, reading comprehension, dictionary usage and how to read a textbook.

BS LRN81 — Improving Writing
Offers assistance to students who wish to improve prewriting, writing, editing and revising. Provides instruction in content and structure of sentences, paragraphs and essays; emphasizes development in writing through the integration of grammar and critical thinking.

BS MTH01 — Developmental Mathematics Concepts and Application
Hands-on activities and practical applications of algebraic principles: elementary geometry, signed numbers, ratio and proportion, factoring, pre-algebra, linear and quadratic equations, complex numbers, graphing, functions, sequences, linear and non-linear inequalities and systems, progressions, and sigma notation.

BS WRT2 — Basic Writing Skills Development
` - Basic Skills Development in Reading and Writing
Enhance basic skills in reading and writing, via the use of computer-assisted learning, e-mail and on-line tools.

BS TR01 — All Subject Tutoring
Assistance in basic English and mathematics skills through tutoring and computer-based learning. Tutorial assistance in other subject areas is also available.

BS TR02 — Tutoring Techniques
Explores learning theories and tutoring techniques for tutoring individuals and small groups. Emphasis is placed on encouraging independent learning.

CITIZENSHIP

CITZ NAT — Citizenship for Naturalization
Intermediate and advanced students prepare for the interview for United States citizenship.

DISABLED STUDENTS

DSPS ELL01 — Lifelong Learning for the Special Needs Population
Educational activities for special needs students emphasizing physical, cognitive, social and emotional skill development.

DSPS LRND1 — Clinical Speech Instruction
Designed to accommodate individual and group instruction for adults with speech and/or learning problems. Includes individual evaluation and speech improvement plan. Disorders addressed include phonology, fluency, voice and resonance, hearing impairment, cerebral vascular accident and acquired brain injury. Instruction is not available for students with dialectal problems.

DSPS LRND2 — High Tech Center Tutorial/Assistance Class
Advisory Prerequisite: Students must be referred by a counselor in Disabled Student Programs and Services (DSP&S) in order to register for this class.
This class is for students with identified disabilities to utilize adaptive hardware and software in the High Tech Center that will assist them in succeeding in other courses. Through technology provided by the HTC, student will be given support, additional resources, assistance and strategies to succeed in their other classes. This class is designed as a transition or resource class for students eligible or nearing eligibility to advancement into other Mt. SAC courses.

DSPS LRND3 — Adaptive Academic Preparation
Note: Students must see a Brain Injury Specialist in Disabled Student Programs and Services (DSP&S) and have acquired their injury after the age of 12 in order to be evaluated for the Brain Injury Program prior to registration for this class.
Designed for students who have been accepted into the Brain Injury Program at Mt. SAC. Includes specialized instruction and the use of computer software to improve cognitive skills (attention, memory, reasoning, etc.) needed for academic and/or vocational goals.

ESL LANG3 — English for Specific Uses (ESL)
Advanced ESL students improve speaking, writing, vocabulary and SCANS competencies related to vocations. Includes critical thinking, customer service, teamwork and autonomous learning strategies.

ESL LVL1 — ESL - Level 1
Beginning to low English students build vocabulary, grammar and communication skills.

ESL LVL2 — ESL - Level 2
High beginning English students build upon their base of vocabulary and improve grammar understanding through practice of listening, speaking, reading and writing skills. Students work independently and in groups to develop projects and make presentations that are meaningful to them.

ESL LVL3 — ESL - Level 3
Low intermediate level students improve English communication and grammar through practice of listening, speaking, reading and writing skills. Activities include team projects, presentations and exams in preparation for academic/vocational success and encourage civic participation.

ESL LVL4 — ESL - Level 4
High intermediate level students improve English communication and grammar through practice of listening, speaking, reading and writing skills. Activities include team projects, presentations and exams, in preparation for academic/vocational success and encourage civic participation.

ESL LVL5 — ESL - Level 5
Low advanced level students improve English communication and grammar understanding through practice of listening, speaking, reading and writing skills. Activities include team projects, presentations and exams in preparation for and academic/vocational success and encourage civic participation.

ESL LVL6 — ESL - Level 6
High advanced level students improve English communication skills and prepare to transition into academic, vocational programs, or general community classes. Activities include teamwork, projects, presentations and exams to ensure life-long learning, civic participation and overall success.

ESL PLVL1 — ESL - Pre-Level 1
Literacy-level English students build a base of vocabulary and grammar through practice of listening, speaking reading and writing skills.

ESL SPKA — ESL - Speaking A
Beginning level students develop English listening comprehension and speaking fluency. Activities include talking in small groups or with partners, listening and responding to simple conversations, short presentations and pronunciation practice.

ESL SPKB — ESL - Speaking B
Intermediate level students improve English oral proficiency in areas of pronunciation, listening comprehension and speaking skills. Through group discussions and short presentations, students practice speaking with clarity and fluency, present their ideas and opinions, and make cultural comparisons.

ESL SPKC — ESL - Speaking C
Advanced level students expand listening and speaking strategies to facilitate academic preparation, workplace advancement and civic participation. Focus is on fluency, grammatical accuracy and appropriate social register. Activities include use of authentic material in group tasks and class presentations.

ESL TOEFL — TOEFL Preparation
Advanced ESL students improve grammar, speaking and writing in preparation for standardization tests such as TOEFL.

ESL VHLTH — English As A Second Language for Health Professionals
Advanced ESL students improve medical vocabulary and English skills for healthcare situations.

ESL WRTA — ESL Writing - A
Beginning level students develop reading and writing skills that set the foundation for their English literacy. Material is based on familiar topics and American customs. Focus is on vocabulary expansion, introduction to reading passages, and accuracy in sentence-level writing.

ESL WRTB — ESL Writing – B
Intermediate level students improve English reading and writing proficiency through a variety of reading material and writing topics. Students gain fluency and confidence through abridged book reports, process writing and peer editing, primarily at the paragraph level.

ESL WRTC — ESL Writing - C
Advanced level students expand English reading and writing proficiency through a range of genres. American-style process writing is practiced in order to facilitate academic preparation and workplace advancement. Focus will be on interpretation of authentic material and development of editing strategies.

OAD ELL02 — Lifelong Learning for Older Adults - Physical Fitness
Maintain and/or improve overall physical fitness through a variety of conditioning exercises specifically designed for the older adult.

OAD ELL03 — Lifelong Learning for Older Adults - Crafts
Develops creative and artistic skills through visual and fine motor coordination utilizing various arts and crafts material. Students will learn skills to make crafts while sharing individual artistic expertise with peers.

OAD ELL04 — Lifelong Learning for Older Adults
Improve and/or maintain the mental fitness of the older adult through educational activities promoting critical thinking skills. Students will be presented with mental exercises and intellectual stimulation to enhance cognitive skills.

OAD ELL05 — Lifelong Learning Through Current World Events
Presents current events in a variety of ways to provide education about local, national and world issues to promote mental fitness of the older adult.

OAD FNA01 — China Painting
Introduces the fine art of china painting through the basic understanding of the color wheel, design, etching on china, gold work, luster, raised paste for gold, matte colors and use of the kiln. Students progress at their own rate and will receive a supply list at the first class meeting.

OAD FNA03 — Oil Painting
Provides the fundamental principles of drawing, design, color and composition for oil painting. Emphasis will be on creative expression to develop primary skills and techniques for oil painting as they relate to composition and technique. Students will receive a supply list at the first class meeting.

OAD FNA04 — Watercolor Painting
The fundamental principles of watercolor painting. Emphasis will be on creative expression to develop primary skills for watercolor painting as they relate to composition and technique. Students will receive a supply list at the first class meeting.

OAD FNA05 — Creative Writing (Writing Your Autobiography)
Write about your own memories and experiences for the purpose of creating articles, souvenir memoirs, and construction of your life story through discussion, sharing of experiences and recalling past events. This class is suitable for all levels of writers; includes writing exercises and analysis. Long-hand method of writing will be used.

OAD FNA32 — Drawing - Beginning Through Advanced
Drawing while emphasizing the development of perceptual and technical skills. Students will advance their abilities in dry and fluid media while expanding their use of the formal elements and principles. The development of works of art will utilize observation of single objects, still life, and landscape for representation and expression. Students will receive a supply list at the first class meeting.

OAD FKA04 — Quilting
Learn patchwork, appliqué, and various ways to form quilting patterns and gain working knowledge of hand or machine quilting. Information on materials, equipment, planning, design and general methods in creating a quilt will be covered. Students will receive a supply list at the first class meeting.

OAD HTH02 — Healthy Cooking for Older Adults
Plan simple, healthy meals for the older adult. Identify how to stock a kitchen with quality foods as dietary guidelines are presented. Includes easy microwave oven cooking, cuisine for singles and doubles, and meals to cook once and eat twice! Food safety concerns will also be discussed.

OAD MOX01 —Health Aging
Healthy aging, including diet, nutrition, disease prevention, and application of physical fitness principles to maintain health while aging.

OAD MOX02 —Healthy Aging – Principles of Tai Chi
Heath aging, including diet, nutrition, disease prevention, and application of Tai Chi principles to maintain health while aging.

OAD MOX04 — Healthy Aging – Principles of Yoga
Health aging, including diet, nutrition, disease prevention, and application of Yoga principles to maintaining health while aging.

OAD MOX06 — Healthy Aging – Principles of Aquatic Resistance
Healthy aging, including diet, nutrition disease prevention, and application of aquatic resistance principles to maintain health while aging.

OAD MOX10 — Beginning Self-Defense for Older Adults
Effective self-defense techniques for older adults to use at home, work, traveling or just out and about on a daily basis. The focus is on techniques that are highly effective and easy to learn, with no prior experience necessary. Learn self-defense techniques and gain knowledge to reduce your risk of becoming a victim of crime.

OAD MOX11 — Fall Prevention: Balance and Mobility
Addresses, particularly for older adults, the risks and fears associated with falling. Includes setting realistic goals, minimizing environmental risks and balance exercises.

OAD MUSCE — Creative Expression through Music
Promotes creative expression through music and includes discussion, singing, listening and interaction for older adults. Concentration will be on various musical styles and historical periods in which music plays specific roles.

VOC ESD02 — Production of Boutique Craft for Retail Sales
Prepares the student to create individual designs for mass production and/or one-of-a-kind crafts. Marketing, pricing, cost analysis and proper care of equipment included. Students will receive a supply list at the first class meeting.

VOC ESD03 — Lettering Styles and Advertising Calligraphy
Presents styles of calligraphy as they are used in the arts, media, and advertising fields. Includes proper placement and proper size of lettering styles. Students will receive a supply list at the first class meeting,

VOC ESD05 — Intermediate Ceramic Productions
Includes the techniques used to create finished ceramic pieces; including the art of chalking on ceramics in the bisque form and wood surfaces by using oil based stains, metallic stains, colored creams, rubs and metallic and bronze finishes. Finalizing some pieces with electrical parts and mounting on wood bases will be considered. Discusses proper equipment usage and maintenance. Marketing and cost analysis will be covered. Students will receive a supply list at the first class meeting.

VOC ESD06 — Craft Painting for Business Opportunities
Painting on all types of surfaces including fabric, glass, wood, tin, plaster and plastic. Creativity and individual expression will be encouraged. Special painting techniques on each type of surface will be demonstrated and discussed. Includes product design, marketing and proper use of equipment and maintenance. Marketing and cost analysis will also be covered. Students will receive a supply list at the first class meeting.

VOC ESD07 — Handcrafted Needlework for Retail Sales and Boutiques
Presents basic needlework techniques in knitting, crocheting, needlepoint, crewel embroidery, and plastic canvas for mass production as well as one-of-a-kind creations. Students solve fitting problems and make professional-looking garments. Includes proper yarn selection, pattern selection, proper maintenance of equipment and organization of work. Students will receive a supply list at the first class meeting.

VOC ESD08 — Jewelry Production and Design for Retail Sales
Wire-worked jewelry design and production for marketing. Techniques such as wire wrapping, coiling, hammering, etc., which may incorporate beads, cabochon stones and free-form gemstone slabs will be covered. Discussion of proper equipment and maintenance, proper display for sales purposes, pricing and inventory control will be taught. Students will receive a supply list at the first class meeting.

VOC ESD09 — Sewing and Design
Presents basic sewing techniques for mass production as well as one-of-a-kind creations. Learn to solve fitting problems and make professional looking garments. Tailoring, pattern making, cutting and style design will be taught. Students are responsible for their own supplies and equipment. Proper maintenance of equipment and organization of work will be covered. Students will receive a supply list at the first class meeting.

VOC ESD10 — Beginning Decorative Art Production for Retail Sales
Introduction to acrylic paints and associated mediums including painting on a variety of surfaces. The use of tole decorative art brush strokes will be incorporated into a step-by-step method on specific projects. Marketing and pricing of finished products will be presented.

VOC ESD11 — Intermediate Decorative Art Production for Retail Sales
Use of acrylic paints and associated mediums including painting on a variety of surfaces. Patterns are provided for student's use. More advanced tole decorative art brush stroke techniques will be incorporated into a step-by-step method on specific projects. Includes marketing and pricing of products. Students will receive a supply list at the first class meeting,

VOC ESD15 — Jewelry/Lapidary Production Design
Jewelry making and stone cutting/polishing, lapidary work. Includes appropriate maintenance of equipment and workshop safety. Includes outings to jewelry suppliers, shows and rock hunting trips.

OCCUPATIONAL — ADMINISTRATIVE JUSTICE

VOC ADJ01 — The Administration of Justice System
History and philosophy of the justice system, subsystems, roles, relationships and theories of crime causation and correction.

VOC ADJ02 — Principles and Procedures of the Justice System
Roles and responsibilities of each segment of the justice system; additional focus on relationships between system segments and sub-system procedures from initial incident to final disposition.

VOC ADJ03 — Concepts of Criminal Law
Provides an overview of California criminal law from the perspective of the law enforcement officer.

VOC ADJ04 — Legal Aspects of Evidence
Introduction to criminal evidence, including admissibility, witness competency, privileged communication, hearsay and collection and preservation of evidence.

VOC ADJ05 — Community Relations
A comprehensive exploration of community problems designed for individuals in public service with major emphasis on community-oriented policing. Reviews public service image, diversity issues, human relations and reactions, crisis areas and confrontations with the public.

VOC ADJ06 — Concepts of Enforcement Services
Responsibilities, techniques and methods of police patrol with emphasis on the basic knowledge required in handling common police occurrences.

VOC ADJ13 — Concepts of Traffic Services
A study of traffic management, collision reconstruction, collision factors including law violations and human factors, collision evidence, traffic enforcement techniques and specialization in traffic management. Emphasis is placed on service to the motoring public.

VOC ADJ20 — Principles of Investigation
This course covers the fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; modus operandi; scientific aids; sources of information; interviews and interrogation; follow up and case preparation.

VOC ADJ38 — Narcotics Investigation
Investigation techniques for drug enforcement. Drug effects, use of informants, amendment issues and handling of evidence.

VOC ADJ59 – Street Gangs and Law Enforcement
Exploration of contemporary street and prison gang issues, including historical and current perspectives, prison gang dynamics, identification of characteristics, cultural differences of gang philosophy. Includes law enforcement/corrections role in intervention/suppression.

VOC ADJ68 — Administration of Justice Report Writing
Techniques for proper documentation of crime reports and related law enforcement records. Use of simulations and role-playing.

VOC ADJ74 — Vice Control
Code and case law dealing with vice; detection and suppression; apprehension and prosecution of violators; special consideration of laws dealing with gambling, prostitution, and sex crimes.

OCCUPATIONAL — AGRICULTURAL SCIENCE

VOC AGG01 — Food Production, Land Use and Politics - A Global Perspective
Surveys the world's food producing systems in terms of economic, political and cultural forces. Emphasizes ethical, sustainable food producing agriculture.

VOC AGN01 — Animal Science
Fundamental problems and essential concepts of animal production. Includes the study of the types of domestic animals and their utilization by humans.

VOC AGN02 — Animal Nutrition
Composition of feeds and their utilization by domestic animals, including digestive physiology, animal assessment, feed appraisal and compiling of rations.

VOC AGN51 — Animal Handling and Restraint
This course will cover the methods of properly handling large and small animals and will include chemical and physical techniques of restraint.

VOC AGN94 — Animal Breeding
The science of animal breeding, including fundamentals of inheritance, reproduction and breeding systems for domestic animals. Artificial insemination, embryo manipulation and current topics in reproductive biotechnology will also be included.

VOC AGL12 — Exotic Animal Management
Care and management of exotic and alternative livestock species with emphasis on identification, health maintenance, handling techniques, nutrition and reproduction. Includes analysis of industry trends and principal marketing uses of exotic animals.

VOC AGL14 — Swine Production
A study of the various types of swine enterprises and the ways and means of entering them. Swine management, including handling, feeding, breeding, furrowing, butchering, and marketing.
Practical skills are taught using the college farm.

VOC AGL16 — Horse Production
Selection, utilization, and management of the light horse emphasizing recreational aspects of the modern horse. Laboratory work includes actual experience in the care of horse and tack.

VOC AGL17 — Sheep Production
A study of the various types of sheep enterprises and the ways and means of entering them. Includes class, laboratory and project work concerning all phases of sheep management, sheep handling, feeding, shearing, breeding, lambing and marketing. Practical skills taught on the school farm and sheep farms in the area.

VOC AGL18 – Horse Ranch Management
Skills and knowledge to work on or manage a modern equine ranch, including management of the breeding farm, farm layout, estrous cycles, breeding problems and stallion care.

VOC AGL19 – Horse Hoof Care
Emphasizes proper horse hoof care; shoeing, trimming and disease recognition and control.

VOC AGL20 — Horse Behavior and Training
Breaking and starting young horses. Concentrates on halter training of foals, ground work on yearlings, and green-breaking two-year-olds and up. Includes lunging techniques, driving, and breaking to a saddle. Training in collection, turning, backing, leads, and trailer loading.

VOC AGL30 — Beef Production
Principles and practices in the selection and management of feeder, market and breeding beef cattle. Economics of production, utilization of farm-grown feeds, and feedlot operations will be stressed.

VOC AGL34 — Livestock Judging and Selection
Study of form and appearance of farm animals as related to their function. Includes judging of breeding and terminal livestock as well as carcass evaluation.

VOC AGL96 — Animal Sanitation and Disease Control
Prevention and control of infectious diseases affecting domestic animals, including basic disease concepts, transmissions of infectious diseases, principles of sanitation and fundamentals of immunology.

VOC AGL97 — Artificial Insemination of Livestock
Theory and application of artificial insemination of livestock, including semen evaluation and processing. Pregnancy diagnosis will be covered as an aid to the inseminator.

VOC AGR-G — Home Gardening
Includes lectures, demonstrations and hands-on experience in organic gardening, indoor plants, introduction to bonsai, fruit orchards, traditional gardening and information on pesticides. The study of design, propagation methods, pruning, fertilizing, and a general understanding of horticulture will be included.

VOC AGR01 — Horticultural Science
The basic horticulture skills and techniques for use in gardening, nursery, and landscape applications. Emphasis on propagation, cultural practices, and the study of plant relationships, structure, growth and development.

VOC AGR02 — Plant Propagation/Greenhouse Management
Plant propagation and production practices with emphasis on florists' plants, woody ornamentals and fruits. Commercial techniques include seed propagation, cuttings, grafting and budding, layering, fern sporing and division. Stresses greenhouses and other environmental structures for plant propagation and production.

VOC AGR04 — Park Management
Management and operation of municipal park departments. Includes the development of budgets, purchasing, park policies, planning and scheduling.

VOC AGR05 — Park Facilities
Management and operation of different types of park facilities. Includes the management of sports fields, recreation centers, campgrounds, aquatic facilities and golf courses.

VOC AGR13 — Landscape Design
Fundamentals and implementation of landscape design. Principles of design, the design process, drafting, graphics, site evaluation, landscaping materials, and plant usage. Projects emphasize residential and small commercial sites.

VOC AGR15 — Interior Landscaping
Design, Installation and maintenance practices used in interior landscaping. Includes identification, culture and care of plants suitable for interior use.

VOC AGR24 — Integrated Pest Management
Identifies common agricultural pests in Southern California and analyzes physical, biological and chemical pest control principles and practices. Stresses use, safety, equipment, laws, and regulations of pesticides.

VOC AGR25 — Floral Design 1
Application of principles in the art of floral design as to form, style and composition. Designing of floral arrangements, wreaths, sprays, baskets, bouquets, wedding flowers and corsages are included in the laboratory setting.

VOC AGR26 — Floral Design 2
Continued application of principles in the art of floral design. Contemporary design theory emphasizing creativity, self-expression and professional design situations.

VOC AGR27 — Floral Design 3
Advanced application of principles in the art of holiday designs, party and wedding designs, and sympathy designs. Florist management operations will emphasized.

VOC AGR29 — Ornamental Plants - Herbaceous
Identification, growths habits, culture and ornamental use of landscape annuals, biennials, perennials, ferns, indoor plants, groundcovers and vines adapted to climates of California. Plants emphasized will come from the California Association of Nurseries and Garden Centers (CANGC) and California Landscape Contractors Association (CLCA) certification test plant lists.

VOC AGR30 — Ornamental Plants - Trees and Woody Shrubs
Identification, growth habits, culture and ornamental use of landscape trees and shrubs adapted to climates of California. Plants emphasized will come from the California Association of Nurseries and Garden Centers (CANGC) and California Landscape Contractors association (CLCA) certification test plant lists.

VOC AGR32 — Landscaping and Nursery Management
Operation and management of wholesale and retail nurseries. Includes site location and layout of areas; greenhouse management; soil mixes and proper use of fertilizers, insecticides, fungicides, herbicides and growth regulators; irrigation; mechanization; financing; personnel management; retail displays, advertising and customer relationships; federal, state and local laws and regulations. Field trips are included.

VOC AGR39 — Turf Grass Production and Management
Introduction to cultivation, maintenance and management of turf grasses utilized for athletic fields, golf courses, parks, cemeteries, commercial and residential lawns. Identification, installation, cultural requirements and maintenance practices are emphasized.

VOC AGR40 — Sports Turf Management
Prepares students to work in the sports turf industry. Emphasizes turf cultural techniques used in sports turf management. Includes turf surfaces used on baseball, football, soccer, tennis, golf courses, driving ranges and other sports fields in both professional and amateur sports. Field trips are included.

VOC AGR50 — Soils Science and Management
Principles of proper soil management to optimize plant growth, including management of air, water, nutrients and organic matter. Physical and chemical properties of soil that govern soil reactions and interactions. Field trips are included.

VOC AGR51 — Tractor and Landscape Equipment Operations
Selection, operation, repair and maintenance of power equipment used in the landscape industry. Includes 2WD and 4WD tractors, skip loader, skid steerloader, backhoe, lawnmowers, edgers, weed eaters, blower/vacuum, rotatillers, chainsaws, spraying equipment and all-terrain vehicles. Laboratory includes actual hands-on applications of this equipment.

VOC AGR52 — Hydraulics
Operation, maintenance and repair of hydraulic systems used on agriculture and industrial equipment. Emphasis: pumps, valves, cylinders, flow control, reservoirs, lines, motors and hydrostatic transmissions. Laboratory provides hands-on application of hydraulic systems.

VOC AGR53 — Small Engine Repair 1
Principles and repair of small engines used in landscape, industrial and agricultural applications. Includes repairs of lawnmowers, chainsaws, 2-cycleengine, 4-cycle engine, spraying equipment, all-terrain vehicles, and other related gas-powered equipment.

VOC AGR55 — Diesel Engine Repair
Repair and maintenance of diesel engines used to power industrial, landscape and agricultural equipment. Students gain actual hands-on experience maintaining, servicing and repairing diesel engines.

VOC AGR56 — Engine Diagnostics
Analysis and evaluation of tractor power failure. Students gain actual experience in the proper diagnostic procedures of power equipment. Service, maintenance and repair of tractor electrical systems: electrical wiring, voltage regulators, generators, alternators, switches, gauges, batteries and test equipment.

VOC AGR57 — Power Train Repair
Service, maintenance and repair of power trains. Students gain experience with clutches, transmissions, differentials, power take-off units, and final drive used to transmit power on tractors and other outdoor power equipment.

VOC AGR62 — Landscape Irrigation - Design and Installation
Design and application of turf and ornamental irrigation systems. Design techniques, sprinkler system components and hydraulic principles used in nursery management, interior design, residential and commercial landscaping. Special emphasis is given to water conservation incorporating controlled flow technologies.

VOC AGR63 — Landscape Irrigation Systems Management
A systematic approach to water conservation in the landscape. Repair techniques that will allow a current system to efficiently operate to its initial design. Trouble-shooting procedures including field testing of valves and controllers. Irrigation efficiency testing will be incorporated to demonstrate proper methods of water audits and system.

VOC AGR64 — Landscape Irrigation - Drip and Low Volume
Conservation of water in the landscape by utilization of drip and low-flow irrigation practices. Design, installation techniques, operation and maintenance of drip and low-flow irrigation systems, including determination of irrigation requirements, selection of emitters and low-flow devices, and uniformity of water distribution. Students will gain hands-on experience in design and installation techniques.

VOC AGR71 — Landscape Construction Fundamentals
Fundamentals of construction techniques and tools used in landscaping. Students will gain skills in construction projects that include surveying techniques, utilities (gas, water, electricity), woodworking and masonry.

VOC AGR72 — Landscape Hardscape Applications
Landscape construction pertaining to hardscape featured in the landscape. Estimation and installation of fences, walks, planters, patios, lighting, barbecues, gazebos, decks, ponds, spas, fountains and pools. Students will gain hands-on experience in the laboratory activities.

VOC AGR73 — Landscaping Laws, Contracting, and Estimating
Landscape laws, contracting and estimating as they pertain to landscape construction. Information covered will be helpful for Landscape Contractor's (C-27 classification) licensing exam administered by the state of California. Students gain hands-on experience of contracting and running a business.

VOC AGR75 — Urban Arboriculture
Care and management of ornamental trees. Includes pruning techniques, fruit tree care, bracing, cabling, and pest control. Safe practices in the use of equipment including the use of ropes, chippers, boom trucks, chain saws, and identification and evaluation of common trees. Prepares students for the tree worker and arborist certification exams.

VOC AGP70 — Pet Shop Management
The pet industry, pet shop operations and the economic aspects of the retail/wholesale pet business. Includes organization and operation of pet shops, animal care practices, and sound business management practices.

VOC AGP71 — Canine Management
Selection, feeding, housing, breeding and management of dogs, including commercial aspects of the dog as a domestic pet. Laboratory work will include practical experience in the handling, training and grooming of dogs.

VOC AGP72 — Feline Management
Care and management of cats. Includes breed identification and characteristics, grooming, showing, nutrition, practical care, behavior, breeding and housing.

VOC AGP73 — Tropical and Coldwater Fish Management
Care and keeping of marine and freshwater aquarium fishes, plants and invertebrates. Includes guidance on setting up aquariums, choosing compatible species, feeding, health care, breeding and raising fish.

VOC AGP74 — Reptile Management
Care and keeping of reptiles and amphibians, including snakes, lizards, turtles, tortoises, newts, salamanders and frogs. Includes identification and characteristics of reptiles commonly kept as pets. Guidance regarding the housing, feeding, health maintenance, breeding and raising of reptiles will be offered.

VOC AGP76 — Aviculture - Cage and Aviary Birds
Presents cage and aviary birds marketed in the wholesale and retail pet trade, including identification, nutrition, breeding, disease prevention and control, aviary construction and providing the proper environment. Includes information on psittacines, soft bills, finches, game birds, poultry and ornamental waterfowl.

OCCUPATIONAL — ARCHITECTURAL TECHNOLOGY

VOC ARC11 — Architectural Drawing
Basic graphic and drawing techniques, including architectural graphics, building construction fundamentals, and methods of drawings considered prerequisite to architectural design.

VOC ARC16 — Basic CAD and Computer Application
Basic CAD (Computer Aided Design and Drafting) and computer application in architecture, engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications). Students who repeat this course will improve skills through further instruction and practice.

VOC ARC18 — Architectural Computer Aided Design Elements
Intermediate CAD (Computer Aided Design and Drafting) specifically for architectural design and production. Portfolio of 2-D drawings and 3-D CAD models will be produced.

VOC ARC26 — Advanced Architectural Computer Aided Design
Advanced architectural CAD drawings. Portfolio of working drawing and presentation applications of integrated 2-D and 3-D CAD models will be produced. Students who repeat this course will improve skills through further instruction and practice.

VOC ARC28 — Architectural CAD 3-D Illustration and Animation
Intermediate to advanced architectural CAD in 3-D illustration, rendering and animation. Virtual "walk-through" and "fly-through" of interior/exterior3-D models with photo-realistic materials and lighting will be produced. Students who repeat this course will improve skills through further instruction and practice.

OCCUPATIONAL — BUSINESS

VOC BA07 — Principles of Accounting - Financial
Introduction to financial accounting which provides the foundation for continued coursework in accounting. Includes accounting concepts and techniques essential to the administration of a business enterprise, analyzing and recording financial transactions, accounting valuation and allocation practices and the preparation, analysis and interpretation of financial statements. Gives the student the tools and methods needed for decision making.

VOC BA11 — Fundamentals of Accounting
Accounting vocabulary and theory, equations to solve word problems, percentages, simple and compound interest, payroll, business taxes, present value, investments, inventory, depreciation, financial statement analysis and ratios.

VOC BA53 — Ten-Key Calculations
Operation of electronic calculators by the touch method to solve business and accounting problems. Focuses on the application of calculator features to specific business concepts including banking records, payroll, invoice pricing and inventory.

VOC BA68 — Business Mathematics
Reviews addition, subtraction, multiplication, division, decimals, percentages, fractions, sign numbers, equations and problem solving.

VOC BA70 — Payroll and Tax Accounting
Examines all areas of on-the-job payroll accounting. Surveys the various tax procedures required by the employer and employee in filing the correct forms for Social Security, federal and state income taxes and their reconciliation. Laws related to Worker's Compensation, State Disability Benefit Laws and Fair Employment Practices are discussed.

VOC BA71 — Financial Planning
Personal financial planning for students who wish to understand their own finances or assist others in money management. Topics include income taxes, consumer credit, budgeting home ownership, banking functions, insurance, retirement planning investing and time value of money.

VOC BA72 — Bookkeeping - Accounting
Fundamental bookkeeping and accounting principles including the accounting cycle for service and merchandising companies, cash management, payroll and special journals. Computerized simulations and completion of a practice set.

VOC BA75 — Using Microcomputers in Financial Accounting
Application of basic accounting concepts utilizing ledger software program. Hands-on use of a microcomputer to process accounting transactions, prepare statements and reports, and complete accounting cycle tasks. Completion of a computerized accounting practice set will be required.

VOC BA76 — Using Microcomputers in Managerial Accounting
Analyze financial data and prepare managerial accounting reports using Excel software. Development of "what-if" formulas to be used as an aid in decision-making. Manufacturing and consolidation worksheets, financial statement analysis, and statement of cash flows.

VOC BM10 — Principles of Continuous Quality Improvement
History and evolution of thought in Continuous Quality Improvement, including the theories and methods of Deming, Juran and Crosby. The quality management process and tools for the continuous improvement of quality are presented. Relevant case studies are included.

VOC BM12 — Continuous Quality Improvement Team Building
Advisory Prerequisite: VOC BM 10
Provides comprehensive instruction in building and using Continuous Quality Improvement project teams including selection of team members and evaluation of team performance. Students completing the course will be qualified to participate as members of Continuous Quality Improvement teams, create and evaluate problem solutions applying tools for improvement planning and team decision making, and build an effective improvement plan.

VOC BM20 — Principles of Business
Overview of business and its functions, background, development, organization and opportunities. Business terms, current trends, methods, contemporary and future problems, and current business practices are covered.

VOC BM25 — Principles of E-Commerce
A hands-on course focusing on learning the principles of E-commerce through the use of the internet. Students study the economic importance of E-commerce domestically and internationally. Includes uses of the internet, consumer buying, retail and business purchases, internet marketing, digital advertising, global E-commerce and business Web sites.

VOC BM51 — Principles of International Business
An overview of the rapidly changing international business environment, designed to provide a global perspective. Introduces global viewpoints across the full spectrum of business functions, including but not limited to: accounting, finance, human resources, management, operations, production, purchasing and strategic planning.

VOC BM52 — Principles of Exporting and Importing
Acquaints the student with the vocabulary, acronyms and the basic information needed for an understanding of and participating in the exporting and importing of goods and services.

VOC BM60 — Human Relations in Business
Behavior, personality, self-management, self-development, and elementary business psychology as an aid to furthering the student's business advancement and lifelong learning. Class discussions focus on the student's understanding of intrapersonal and interpersonal effectiveness with emphasis on communications, motivation, leadership and other related areas.

VOC BM61 — Business Organization and Management
Functions of management, techniques of decision making and problem solving, and methods used by the manager to achieve organizational goals. Various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls are discussed.

VOC BM62 — Human Resource Management
Direction of people including guidance, control, supervisory problems, training, job analysis, interviewing, testing, rating and other functions involving human resources. Designed to improve the overall understanding of the relationship between the individual and the business organization.

VOC BM66 — Small Business Management
Practical problems encountered in organizing and operating a small business enterprise: initiating the business, financial and administrative control, legal and government relationships and other related considerations.

VOC BM85 — Special Issues in Business
Provide business majors with a forum to gain knowledge, develop techniques, problem solve and implement an actual business plan. Special emphasis will be placed on the particular project of the actual business used as the class project.

VOC B005 — Business English
Skills and techniques of English, as applied to business situations. Emphasis on effective paragraphs and memos.

VOC BO25 — Business Communications
Written communications including letters and memos meeting a variety of situations in the business environment. Includes writing of good news, bad news, sales, claims and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

VOC BO26 — Oral Communications for Business
Designed to help business people communicate more effectively in spoken communication situations such as training sessions, presentations, and professional discussions.

VOC BO96 — Spelling and Vocabulary for Success
Advisory Prerequisite: VOC BO05
Learn to spell and define troublesome words. Improve basic spelling and vocabulary used by business and industry. Includes proper use of dictionary; word division; adding suffixes and prefixes; synonyms; computer-related vocabulary; and business vocabulary.
Note: VOC BO 96A and VOC BO 96B are equivalent to VOC BO 96.

VOC BO96A — Business Vocabulary
Develops a broad word command of new and specialized business vocabulary for use in various businesses. Improves vocabulary to enhance written and oral communication.

VOC BSR52 — Real Estate Practice
Office procedures and practices in listings, advertising, prospecting, financing, exchanges, property management, salesmanship, land utilization and public relations. A course in real estate practice must be completed within 18 months of licensure.

VOC BS35 — Professional Selling
Principles of selling and the role of a salesperson in the marketing process. Includes characteristics and skills necessary for a successful salesperson, techniques for prospecting and/or qualifying buyers, buyer behavior and critical steps in the selling process. Students develop and offer a sales presentation for a selected product, service or concept.

VOC BS36 — Principles of Marketing
Organization and function of the system of distributing goods and services from the point of production to the consumer. Preparation of a marketing plan using product, distribution, promotional and pricing strategies.

VOC BS50 — Retail Store Management and Merchandising
Principles and practices used in the management and merchandising of retail stores. Includes all aspects of the critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service.

VOC BS70 — International Marketing Concepts
Factors unique to foreign economics, cultural environments, political/legal problems, marketing intelligence procedures, international product policy, distribution and market channels, promotion and pricing decisions.

VOC BS85 — Special Issues in Marketing
Provides marketing majors with a forum to gain knowledge, develop techniques, problem-solve and implement an actual business marketing plan. Special emphasis will be placed on the particular project of the actual business used as the class project.

OCCUPATIONAL — COMPUTER INFORMATION SYSTEMS

VOC CS11 — Computer Keyboarding
Develops alpha and numeric keyboarding skills on a personal computer at a straight-clpy rate of 25 to 40 gross words with a predetermined error limit. Includes keyboarding of letters, tables and manuscripts. (Formerly VOC CP01)

VOC CS11A — Computer Keyboarding
Develops basic alpha and numeric keyboarding with skills on a personal computer at a straight-copy rate of 25 to 30 gross words a minute with a predetermined error limit. (Formerly VOC CP01A)

VOC CS11B — Computer Keyboarding
Develops straight-copy keyboarding rate of 25-40 gross words a minute with an error limit; includes letters, tables and reports. (Formerly VOC CP11B)

VOC CS12 — Intermediate Keyboarding
Develops computer keyboarding speed and accuracy with a proficiency standard upon completion of 35-55 gross words a minute with a predetermined error limit. Uses word processing software to format letters, memos, reports, tables and other related business documents. (Formerly VOC CP02)

VOC CS21 — Data Entry
Data entry using a microcomputer. Includes skill building on the ten-key pad and development of keyboarding skills for entering formatted and non-formatted text, both alphabetic and numeric, in a variety of business applications. (Formerly VOC CP18)

VOC CS41 — Office Management Skills
Training and skill building in filing systems and procedures, proofreading, telephone techniques, faxing, emailing and electronic calendaring of events, appointments and meetings. (Formerly VOC CP28)

VOC CSB15 — Microcomputer Applications
Introduction of windows based operating system and applications. Simple business examples using up-to-date browser, word processing, spreadsheet, database management and presentation software; and integration of software applications. Hands-on instruction on windows based computers.

VOC CSB16 — Macintosh Applications
Macintosh computer skills including the operating system and word processing, database, spreadsheet and multimedia applications. (Formerly VOC CP10)

VOC CSB31 — Microsoft Word
Extensive hands-on instruction using Microsoft Word and its editing, formatting, and language tools to create, revise and format various business and report documents. Also create flyers, newsletters, and other publication documents using advanced formatting techniques and tools. (Formerly VOC CP20)

VOC CSB51 — Microsoft PowerPoint
Using PowerPoint to plan, design and produce effective presentations. Includes creating charts, diagrams, and storyboards; developing appropriate text content; adding sound, animation and movies. (Formerly VOC CP50)

VOC CSB61 — Desktop Publishing Software
Using desktop publishing software to integrate text and various graphic objects, design, edit and produce a variety of high-quality business publications. (Formerly VOC CP60)

VOC CSW15 — Web Site Development
Use of a professional visual Web-authoring application to plan, develop, implement, publish and maintain Web sites. Includes working with text and images, internal and external hyperlinks, image maps, tables, Cascading Style sheets, Web page content, Web forms, multimedia objects (Flash text, Flash buttons, sounds and video), interactions and behaviors, and Web page templates. Principles of Web site structures, documentation, management and maintenance will be discussed. (Formerly VOC CP13)

VOC CPBC1 — Basic Computing Level 1
Introduction to the personal computer, including terminology and basic computer operations in a Windows environment. Instruction is hands-on. Note: Students may take this class only 2 times consecutively. Registration is first-come, first-served. Students must register in person, and may register for only one class per site.

VOC CPBC2 — Basic Computing Level 2
A hands-on course focusing on ways to create documents in applications such as Mircosoft Word; includes basic computer maintenance and problem-solving techniques. Note: Students may take this class only 2 times consecutively. Registration is first-come, first-served. Students must register in person, and may register for only one class per site.

VOC CPBC3 — Basic Computing Level 3
Prerequisite: VOC CP-BC2 Basic Computing Level 2
Designed to increase word processing skills through creative projects which introduce computer graphics. Students will further their understanding of proper computer care and maintenance.

VOC CPCC — Creative Computing
Develops creative skills in utilizing graphic designs for projects such as business cards, letterhead, labels, flyers, posters, greeting cards and computer-generated fabric designs. Proper marketing skills will also be discussed.

VOC CPCL — Computer Laboratory
A lab study program designed to complement the lecture materials presented in computer program instructional courses.

VOC CPNET — Internet Research - An Introduction
Includes e-mail, research, terminology and functional capabilities of the Internet. Note: Registration is first-come, first-served. Students must register in person and may register for only one class per site.

VOC CP01 — Computer Keyboarding
Basic alpha/numeric keyboarding skills on a personal computer; develops a straight-copy rate of 25 to 40 gross words a minute with a predetermined error limit; includes keyboarding of letters, tables and manuscripts.

OCCUPATIONAL — COMPUTER TECHNOLOGY

VOC CNT50 — PC Servicing
PC and peripheral servicing techniques, preventative maintenance, hardware configurations, software configurations, software diagnostics, and the use of test equipment.

VOC CNT52 — PC Operating Systems
Current operating systems required for A+ and Network+ Certification and general computer servicing. Topics include: identification of major components, installation, configuration, upgrading and troubleshooting.

VOC CNT54 — PC Troubleshooting
Advanced microcomputer servicing. Includes: isolating, identifying, and repairing specific problems in the computer environment at the hardware level. Prepares students for the A+ Certification Exam.

VOC CNT60 — A+ Certification Preparation
Prepares the student and qualified computer technician for the A+ certification examination. All aspects of the Core and OS test modules will be stressed through both lecture review and test simulation software.

VOC CNT62 — Network+ Certification Preparation
Prepares the student and/or A+ certified technician for the Network+ Certification Examination. Individuals preparing for a job in the computer networking industry or who wish to become Network+ certified will find this course invaluable.

OCCUPATIONAL — CORRECTIONAL SCIENCE

VOC CRS10 — Introduction to Correctional Science
Overview of the field of corrections: county jail, probation, the California Youth Authority and the Department of Corrections as a member of the Criminal Justice System. Includes philosophy, past and the present practices and the criminal justice and correctional processes.

VOC CRS15 — Control and Supervision of the Offender
Examine methods of controlling and supervising inmates. Emphasizes California's methods in rapidly-expanding institutions.

VOC CRS20 — Correctional Law
Legal and due process rights for inmates. Inmate rights vs. needs of society, State, federal and appellate court decisions.

VOC CRS25 — Probation and Parole
Historical development of probation and parole with emphasis on current California programs. Defines the roles of courts, parole boards and the duties and responsibilities of the staff of probation and parole agencies.

VOC CRS30 — Ethnic Relations in Corrections
A historical survey of minority roles, problems and relationships in America. Stresses cultural and racial differences and interpersonal relationships of correctional staff and clients.

VOC CRS35 — Interviewing and Counseling in Corrections
Techniques of interviewing and counseling in the field of corrections with emphasis on practical application. Needs of the client and agency will be stressed.

VOC CRS40 — Crime and Delinquency
Criminal behavior and types of crime and effects on society and victims. Stresses property crime, property offender, motivation and methods of control used by society.

VOC CRS45 — The Violent Offender
Violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim.

OCCUPATIONAL — ELECTRONICS

VOC EL10 — Introduction to Mechatronics
An introduction to the field of mechatronics, a combination of conventional electronic technology with mechanical and computer technology. Special emphasis is on robotics. Hands-on activities include the building of a robot.

VOC EL11 — Technical Applications in Microcomputers
Use of the personal computer (PC) in electronics for technically related applications. Includes word processing, spreadsheet, database, computer presentation methods, e-mail and job searches. Students who repeat this course will improve skills through further instruction and practice.

VOC EL12 — Computer Simulation and Troubleshooting
Use of the personal computer for simulation and troubleshooting of both analog and digital electronic circuits. Circuit analysis, value substitution, and fault diagnostics will be done with the emphasis on "Electronics Workbench/Multisim" software. Students who repeat this course will improve skills through further instruction and practice.

VOC EL50A — Electronics Theory
DC circuit theory covering resistive circuits, basic components, Ohm's Law, Kirchoff's Law, and network theorems. (Students seeking a survey course in electronics could take ELEC 90, Survey of Electronics, rather than ELEC 50A or 50B.)

VOC EL50B — Electronics Theory
AC circuit theory covering inductors, capacitors, impedance, filters, decibels, and resonance. Analysis involves the use of complex numbers. Stresses passive components.

VOC EL51 — Electronic Devices Theory
Solid-state devices and circuits, including BJT and FET transistors, rectifier diodes, op-amps, voltage regulators, oscillators, and timers. Emphasizes configurations, classes, load lines, characteristics curves, gain, troubleshooting, and frequency response.

VOC EL53 — Communications Circuits Theory
Analog and digital communication circuits theory. Emphasizes analog and digital modulation principles in AM, FM, SSB, PLL, FDM, TDM, modems, fiber optics, and telecommunications circuits.

VOC EL54A — Industrial Circuits Theory
Industrial electronic components and basic control circuits. Includes time delay controls, solid-state controls, relays, opto devices, DC motor control, transducers, SCR, and UJT devices.

VOC EL54B — Industrial Electronic Systems
Expands on circuit theory and demonstrates systems application of industrial electronics including robotics, industrial production, automation, programmable and motor controllers. Emphasis is on programmable logic controllers.

VOC EL55 — Microwave Communications - Lecture
Microwave components, circuit theory, and their applications with emphasis on satellite technology. Stresses Gunn diode oscillators, transmission lines, waveguides, Smith Charts, components, amplification, frequency analysis, and measurement techniques.

VOC EL56 — Digital Electronics - Lecture
Combinational and sequential logic circuits emphasizing number systems, binary math, basic gates, Boolean algebra, Karnaugh maps, flip-flops, counters, and registers. Stresses design and troubleshooting techniques.

VOC EL61 — Electronic Assembly and Fabrication
Assembly and fabrication techniques in basic soldering, de-soldering and surface mount technology. Construction of coaxial and Category 5 cabling and connectors. Includes an overview of types of printed circuit board design. Students who repeat this course will improve skills through instruction and practice.

VOC EL62 — Advanced Surface Mount Assembly and Rework
Advanced course in assembly and repair (soldering) on surface mount assemblies. Prepares for the IPC surface mount assembly and rework certifications.

VOC EL74 — Microprocessor Systems
Emphasizes the software/hardware architecture for the typical microprocessor environment. The software instruction set and the hardware interface circuit design are covered for the microprocessor. Fundamentals and terms are covered for the personal computer (PC).

VOC EL76 — Radio/Telephone Communications
Prepares qualified electronic technicians for the F.C.C. and/or N.A.R.T.E. commercial licenses for technicians and engineers in the communications field. Students who repeat this course will improve skills through further instruction and practice.

VOC EL81 — Laboratory Studies in Electronics Technology
Extended laboratory experience supplementary to those available in the regular program. Allows the student to pursue more advanced and complex laboratory projects and experiments.

VOC EM65A — Mathematics of Electronics- DC
Mathematics of DC circuits analyzing passive circuits including Ohm's Law, Kirchoff's Law, voltage dividers, current dividers, and network theorems.

VOC EM65B — Mathematics of Electronics - AC
Mathematics of AC circuits analyzing passive circuits including resistance, reactance, impedance, resonance, and complex numbers (polar and rectangle).

VOC TCH60 — Customer Relations for the Technician
Customer relations (soft skills) for the technician, including benefits of knowing and using effective customer contact tools, proper customer interactions, ethics and maintaining customer satisfaction.

OCCUPATIONAL — ELECTRONICS AND COMPUTER TECHNOLOGY

VOC EST50 — Electrical Fundamentals for Cable Installations
Electrical fundamentals for cable and wire installations and other low voltage systems. Includes DC/AC, solid-state devices, digital and microprocessor devices and their application to cable installations. Prepares students for the California State Contractors C-7 low voltage systems license.

VOC EST52 — Fabrication Techniques for Cable Installation
Fabrication techniques used in the installation of home theater, computer networks, home automation, and other low voltage system applications. Emphasis on hand and power tools, construction methods and materials as they apply to cable and wire installations.

VOC EST54 — Cabling and Wiring Standards
Cable and wire standards of video, voice and data wiring for home theater, computer networks, home automation, telecommunications, and other low voltage system installations. Emphasis on copper wire, coax, fiber optic, and structured cables. Prepares students for the California State Contractors C-7 low voltage systems license.

VOC EST56 — Home Electronic Systems
Home theater, home integration, and other home management systems. Emphasis on home theater, home management PLCs, security hardware and programming and the installation and servicing of such systems. Prepares students for the California State Contractors C-7 low voltage systems license.

VOC EST62 — Electronic Troubleshooting - 1
Troubleshooting basic electronic circuits and systems to component level. Circuits include: power supplies, amplifiers, audio circuits, home theater audio (Dolby 5.1) and video circuits (analog TV).

VOC EST64 — Electronic Troubleshooting - 2
Troubleshooting advanced electronic video circuits and systems to component level. Includes digital TV and HDTV (plasma, LCD, DLP).

VOC EST70 — C-7 Low Voltage Systems License Preparation
Prepares students for the California State Contractors C-7 Low VoltageSystems license examination.

OCCUPATIONAL — ENGINEERING DESIGN

VOC EDT11 — Technical Engineering - Drawing 1
Basic skills for a solid foundation in the Engineering Drawing or Computer-Aided Design fields. Involves application, basic sketch, theories and design processes used in engineering and industrial drawings. Completion of a portfolio is a requirement of this course.

VOC EDT12 — Technical Engineering Drawing 2
Advanced applications, automated techniques, dimensioning, tolerancing, fasteners, piping, circuit board design, theory used in engineering and industrial drawings. Students will complete a set of working drawings in either manual or CAD for inclusion in a portfolio.

VOC EDT14 — Mechanical Design - Geometric Dimensioning and Tolerancing
Use symbols for tolerance of form and tolerance of position and drawing requirements with respect to actual function and relationship of part features. Studies of related terminology, power transmission, bearing and mechanical devices, related exercises including design layout, details and assembly drawings. Completion of a portfolio is a requirement of this course.

VOC EDT16 — Basic CAD and Computer Applications
Basic CAD (Computer Aided Design and Drafting) and computer application in architecture, engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications). Students who repeat this course will improve skills through further instruction and practice.

VOC EDT18 — Engineering CAD Applications
Intermediate CAD for engineering, explores the 2-D and 3-D environments, 3-D parametric solid modeling, file manipulation related to Windows platforms.

VOC EDT24 — Engineering CAD 3-D Solids and Surfaces
Advanced engineering CAD for developing detailed working drawings in 3-D environments, incorporating 3-D parametric solid modeling, bill of materials, and surface development. Students who repeat this course will improve proficiency and skill levels.

VOC EDT26 — Civil Engineering Technology and CAD
Theory of civil engineering projects with hands-on instruction in civil drawings and Computer Aided Drafting and Design (CAD) applications. Layout, topography maps, grading plans, sections, street improvements, and interpretation of surveyor's data are covered. Set of CAD drawings produced for a final portfolio.

OCCUPATIONAL — FASHION AND FASHION DESIGN

VOC FSH08 — Introduction to Fashion
Examines scope of the fashion industry from concept to consumer: industry background and technology. Includes design, manufacturing, distribution, sales and promotion with emphasis on career opportunities and qualifications.

VOC FSH09 — History of Costume and Fashion
A survey of Western costume and fashion from antiquity to contemporary times. Emphasis is placed on style development as it relates to social, economic and political forces, and the relationship of historic styles to current fashion.

VOC FSH10 — Clothing Construction 1
Development of a basic understanding of industry standard apparel construction techniques using a variety of machines and equipment. Included are marker preparation, commercial patterns, basic block fusing, and garment construction of slim skirt/pants, dress/shirt, and knit "T" shirt.

VOC FSH12 — Clothing Construction 2
Industry-quick alternatives to traditional construction and tailoring techniques, using overlock and single needle machines. Hands-on experience using woven fabrics for tailored clothing and novelty knits.

VOC FSH15 — Fashion Strategies
An investigative overview of sociological, psychological, cultural and fashion industry influences on clothing selection. The elements and principles of design and their impact on dress will be explored.

VOC FSH17 — Textiles
Examines the manufacturing of textiles/fabrics and factors that determine the suitability for end use. Topics covered include natural and synthetic fibers, yarns, fabric construction, dyes, finishes, legislation and care. Emphasis is placed on selection criteria for textile product design and recent developments in the textile field.

VOC FSH20 — Illustration for Fashion and Costume Design
Drawing techniques for fashion and theatrical costume design. Application of the basic techniques used in drawing a well-proportioned male and female figure and in rendering garment flats using texture, fabric and design detail. Students will explore a variety of mediums.

VOC FSH21 — Patternmaking 1
Theory and application of basic flat patternmaking techniques to create garment designs using industry standards. By means of dart and seam manipulation, slopers will be created, constructed and fitted.

VOC FSH22 — Fashion Design By Draping
Three-dimensional dress design through draping fabrics directly to a dress form to create original designs or to interpret fashion illustrations.

VOC FSH23 — Patternmaking 2
Intermediate pattern drafting and flat patternmaking, with the introduction to the sizing of patterns/grading. Development of patternmaking skills to include two-way stretch knits, swimwear, and complex construction. Students apply commercial manufacturing standards in producing size ranges for misses' and women's wear, to include skirts, pants, bodices, sleeves and collars.

VOC FSH24 — Fashion Patternmaking by Computer
Applications of Computer Aided Design (CAD) patternmaking and grading for the fashion industry. Exploration of drawing techniques, pattern development, flat pattern manipulation and the sizing/grading of patterns.

VOC FSH25 — Fashion Computer-Assisted Drawing
Drawing production flats, colorization and scanning images using computer as a drafting tool. Exploration of popular computer techniques and methods suitable for use in apparel industry. Concentration on Adobe Illustrator and Adobe Photoshop.

VOC FSH30 — Fashion Design and Product Development I
Overview of the global environment for product development for fashion. Applies the concepts and methods by which retailers create special store-branded merchandise for targeted customer segments. Students will develop financial and design goals, create product concept and line-boards, and evaluate the aesthetic and commercial results.

VOC FSH31 — Fashion Design and Product Development 2
Intermediate fashion students will create and maintain a personal design sketchbook and work with the basic categories of swim wear, active wear, children's and junior clothing. Industrial techniques of drawing production flats and design room sketches are taught in addition to the full fashion figure. Projects will include creation of lines including production flats, textile selection, cost sheets, full-color illustrations and full scale patterns.

VOC FSH32 — Fashion Design and Product Development 3
Advanced fashion design and product development emphasizing, in portfolio format, a minimum of three lines with production flats, scale patterns, pattern charts, cost sheets and sample garments. A design sketchbook will be maintained. Includes resume preparation and job search appropriate for the fashion design industry.

VOC FSH62 — Retail Store Management and Merchandising
Principles and practices used in the management and merchandising of retail stores. Includes all aspects of the critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service.

OCCUPATIONAL — GEOGRAPHY

VOC GOG10 — Introduction to Geographic Information Systems
An introduction to the fundamentals of a geographic information system(GIS), including history of automated mapping; introduction to cartographic principles; overview of software, such as ArcView; hardware; application of GIS technology in environmental sciences, government, business, terminology, data, and spatial analysis.

OCCUPATIONAL — HEALTH

VOC ANA50 — Basic Anatomy and Physiology
Introduction to human anatomy and physiology by systems, with brief descriptions of biochemistry, cell biology and molecular biology. Upon completion, students will understand normal functions and be able to recognize pathologies.

VOC CPR01 — BLS Heartsaver Course - Adult
This three (3) hour course is designed to teach the life-saving skills of Cardiopulmonary Resuscitation, the first aid techniques for choking emergencies, and how to respond to general life-threatening emergency situations. Students will learn about the risk factors associated with heart attacks and strokes. Successful completion of the course will provide the student with an American Heart Association Heartsaver CPR Level A Completion Card, renewable in two years.

VOC HTH01 — Certified Nursing Assistant
Prepares participant to work in a skilled nursing facility and pass California Long-Term Care CNA exam.
Prerequisites:
- Current American Heart Association BLS for Health Care Providers card (must be valid for course duration)
- Completed Technology and Health Division Student Medical History and Physical exam form within the last 3 months
- Current Live scan fingerprint documentation.
- Valid identification (CA driver's license or CA.ID card) and Social Security card

Co-requisite: Enrollment in VOC HLTH 05

VOC HTH04 — Acute Care Nursing Assistant
This course will enhance the existing skills of the CNA and provide the knowledge and job skills to work in various departments of acute care hospitals including med-surgical, obstetrics and pediatrics.
Prerequisites:
- Documentation of completion of CNA Course and successful pass on CNA certification exam???
- Current American Heart Association BLS for Health Care Providers card (must be valid for course duration)
- Completed Technology and Health Division Student Medical History and Physical exam form within the last 3 months
- Current Live scan fingerprint documentation.
- Valid identification (CA driver's license or CA ID card) and Social Security card

VOC HTH05 — Health Careers Resource Center
Provides health occupational students with instructional media and equipment to practice and improve nursing and other health occupation competencies.

VOC HTH12 — Medical Terminology
Presents a study of the use and meaning of basic medical terminology. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented. Special emphasis will be placed on actual case diagnoses, treatments and medical interventions.

VOC HTH13 — Interpreting in Health Care 1
Skills necessary for effective language interpretation in health care settings; emphasis on the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, insight in language and cultural nuances for specific interpretation.

VOC HTH14 — Interpreting in Health Care 2
Further enhancement of interpreting skills learned in VOC HLTH13 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation.

VOC HTH15 — Externship in Health Care Interpreting
Corequisite: VOC HTH20
Healthcare Interpreting Seminar Facilitating linguistic and cultural communication between client and health care providers.

VOC HTH16 — Geriatric Resource Specialist
Prepares the participant to utilize available resources for older adults on a national and local basis. Identification of older adults' needs; development of action plans to access appropriate services.

VOC HTH18 — In-Home Care of Alzheimer's and Dementia Clients
Information and educational activities with techniques to enhance one's ability to work with Alzheimer's/Dementia consumers, with an emphasis on effective communication skills and appropriate activities when working with consumers and delivering direct care.

VOC HTH20 — Health Care Interpreter Seminar
Principles, issues, concepts, and skills related to the role of the Health Care Interpreter in facilitating linguistic and cultural communications through the externship field experience.

VOC RDTEC — Interavenous Therapy for Radiologic Technology
This course prepares the Radiologic Technologist student to perform venipuncture in an upper extremity to administer contrast materials under the general supervision of a licensed physician and surgeon. Principles and techniques of venipuncture will be covered including: anatomy and physiology of sites, instruments, I.V. solutions, equipment, puncture techniques, hazards, complications, emergency care, post puncture care. Procedure practice and safe competency evaluation will be performed on training aids under supervision.

VOC HRM51 — Introduction to Hospitality
Brief review of the historical development of the hospitality industry; social and economic influences on the current leisure industry structures. Career opportunities at various levels in hotels, restaurants, food service institutions and private clubs/resorts. Education and experience requirements, personal qualifications, job responsibilities, job procurement and future opportunities.

VOC HRM52 — Food Safety/Sanitation
Basic principles of sanitation and safety in the food service industry. Emphasis on the role of management in design, implementation and training to establish an effective Hazard Analysis Critical Control point (HACCP) system. Students will have the opportunity to earn the National Restaurant Association's ServSafe Certificate upon completion of this course.

VOC HRM53 — Dining Room Service Management
Skills and knowledge needed for all aspects of dining room service. Exploration of the five different service styles and their relationship to various environments. Table setting styles, buffet set-ups, wine and beverage service, and service as a sales tool are covered. Safety of both customer and staff are discussed.

VOC HRM54 — Commercial Food Preparation
Basic principles of preparing foods for commercial operations; the use and identification of commercial tools and equipment; extending recipes; choosing the proper food grade; evaluation of food products and equipment usage.

VOC HRM56 — Management of Hospitality Personnel and Operations
Management skills course for students pursuing a career in supervision within the restaurant/ hospitality industry. Application of basic management concepts and techniques necessary to achieve objectives in the management of operations and human resources in restaurant and hospitality businesses including analysis of hospitality workplace; the manager's responsibilities in training, coaching and performance appraisal of employees; decision making, leadership and planning.

VOC HRM57 — Restaurant Cost Control
Methods for controlling resources within the hospitality operation to maximize profits without compromising products. Discusses controls in front of the house, back of the house, purchasing and receiving.

VOC HRM58 — Fast Food Service Management
Basic principles of managing a fast food operation. Comparison with conventional restaurants in pricing, labor needs and facilities. Developing and marketing a positive company image. Practical and legal aspects of franchising versus single ownership. Sanitation and cost controls.

VOC HRM60 — Purchasing for the Restaurant Industry
Basic principles of purchasing for the food service industry. Ordering, receiving, storage, characteristics of products and grade selection for different situations are emphasized. Choosing the best supplier, negotiating the best terms and writing product specifications are covered.

VOC HRM61 — Menu Planning
Menu development for all facets of the food service industry including retail and contract operations; emphasis on the economics of the menu with regard to limitations of the facility and staff, pricing and menu design relative to the economy and culture of the target area. Specialty menus such as ethnic, fast food, catering and various contract situations are included.

VOC HRM62 — Catering
Comprehensive exploration of the catering business with in-depth study of organizing and creating both on-premise and off-premise events. Marketing and working with clients to combine menu with price. Contracting outside vendors, problem solving and avoiding common problems before they occur.

VOC HRM64 — Hospitality Financial Accounting
Introduction to financial accounting specifically for the hospitality business. Emphasis is on tailoring the Uniform System of Accounting to hotels, restaurants, clubs and other food service operations.

VOC HRM66 — Hospitality Law
Basic principles of contracts, liability and labor as they apply specifically to the hospitality industry. Students will discuss previous cases and decide the fates of fictional litigations as a preventive approach to problems that can occur.

VOC HRM70 — Introduction to Lodging
Introduction to the basics of the lodging industry. Acquaints students with front office operations, accounting, guest service, housekeeping and food service. Includes human resource management and property management. Enrollment in Work Experience in Restaurant/Food Service (RSTR 91, 92, 93 or 94) is needed for articulation to California Polytechnic State University.

OCCUPATIONAL — INTERIOR DESIGN

VOC ID100 — Fundamentals of Interior Design
Application of design principles and elements in planning of total interior environments that meet individual, functional, legal and environmental needs. Selection of all materials and products used in interior environments will be emphasized for the functional aesthetic quality. (Recommend concurrent enrollment in ID 105.)

OCCUPATIONAL — MANUFACTURING TECHNOLOGY

VOC MF10 – Mathematics & Blueprint Reading for Manufacturing
Applications of mathematical pringiples, including fractions, decimals, ratio/proportion, geometry and trigonometry to manufacturing problems and their solutions. Reading and interpreting part drawings, assembly drawings and sketches used in the manufacturing industry.

VOC MF11 — Manufacturing Processes 1
Manual and computerized manufacturing, manual lathes and mills, tool nomenclature and Computerized Numerical Control (CNC) operations. Operation of CNC machines. Students who repeat this course will improve skills through further instruction and practice.

VOC MF12 — Manufacturing Processes 2
The study of manufacturing equipment and manufacturing processes. Theory and practice in milling operations, tooling setup, metallurgy, heat treatment, precision grinding, and basic tool design.

VOC MF15 — AutoCAD 2D
Development of two dimensional AutoCAD mechanical screen drawings, as related to Computer Integrated Manufacturing (CIM), and Computer Aided Machines (CAM). Completed drawings will be translated into DXF and/or IGES files and then transferred to various CAD/CAM systems.

VOC MF17 — 3-D CAD for Mechanical Modeling
Advisory Prerequisite: VOC CIM 15 or equivalent industrial experience. Development of three dimensional mechanical models using AutoCAD. Includes interaction with Computer Aided Machines (CAM) and Computer Integrated Manufacturing(CIM). Analysis and manipulation of mechanical solid models and industrial primitives as related to their interactions with CAM and CIM systems.

VOC MF19 — Parametric Solid Modeling for Manufacturing
Development of feature-based solid modeling on a computer using current industry software. Transfer of solid model to a CAM system for CNC code production. Includes production of a manufactured part using CNC mill.

VOC MF25 — Advanced Parametric Solid Modeling for Desktop
Advanced instruction in concepts, practice, and development of feature-based solid modeling using Autodesk Mechanical Desktop. Advanced features of solid modeling; global variables, 3-D helical paths generation, surface cut, table-driven parts, and advanced scene and assembly techniques. Students who repeat this course will improve skills by further instruction and practice.

VOC MF27 — AutoDesk Inventor
Advanced concepts, practice, and development of feature-based solid modeling using AutoDesk Inventor. Solid modeling parts creation using sketched, placed, and work features. Assembly techniques, working drawings, and the transfer of a solid model to a CAM system.

VOC MF38 — MastercCAM 1
Use MasterCAM software to create wire-frame part geometry, add tool paths and create CNC code for CNC mills and CNC lathes. Students who repeat this course will improve skills through further instruction and practice.

VOC MF38B — Advanced MasterCAM
Use MasterCAM software to create wire-frame 3D/multi-axis part geometry, add tool paths, and create CNC code for CNC mills and CNC lathes. Students who repeat this course will improve skills through further instruction and practice.

VOC MF38C — MasterCAM Solids
Using MasterCAM software to design wire drawings, translate to solids drawings, and generate code from a solids creation to meet industrial standards. Students who repeat this course will improve skills through further instruction and practice.

VOC MF39 — SurfCAM 1
SurfCAM software used to create part geometry from project drawings for two-axis milling and turning parts. Tool paths will be added and files completed and post-processed. Files will be downloaded to CNC machines. Students will be required to set up all cutting tools and machine the part. Students who repeat this course will improve their skills through further instruction and practice.

VOC MF39B — SurfCAM 2
Use SurfCAM software to create part geometry for three-axis milling and lathe parts from project drawings and CAD files. Tool paths will be added and the completed file will be post-processed and downloaded to CNC machine. Students will set up the required cutting tools and machine the part. Students who repeat this course will improve skills through further instruction and practice.

VOC MF58 — Blueprint Reading for Manufacturing
Blueprint reading as a means of interpreting and visualizing drawings used in manufacturing. Includes the basic print form, title block, notes, materials, machining specifications, application of principles to CNC, welding, and sheet metal. Students who repeat this course will improve skills through further instruction and practice.

VOC MF70 — Technical Mathematics - Manufacturing Applications
Applications of mathematical principles in manufacturing. Includes arithmetic calculations, measurement, use of formulas, geometry, and trigonometry. Students who repeat this course will improve skills through further instruction and practice.

VOC MF85 — Manual Computerized Numerical Control (CNC) Programming
Theory and practice in manually developing CNC programs. Methods of transmitting data to CNC machines and physical set-up and operations of CNC equipment. Students who repeat this course will improve skills through further instruction and practice.

OCCUPATIONAL — NUTRITION

VOC NF81 — Cooking for Your Heart and Health
Skills in healthful food preparation emphasizing foods low in fat, cholesterol and sodium, and high in fiber and nutrients.

VOC NF82 — Vegetarian Cuisine
Investigates nutritional issues related to vegetarian eating practices. Includes laboratory experience in preparation of vegetarian foods and meals.

OCCUPATIONAL — PHOTOGRAPHY AND PHOTOGRAPHICS

VOC CPDI — Digital Photography for the Beginner
Operation of digital cameras, image management and composition, development of research skills using the Internet, and imaging graphics software. A hands-on course which includes scheduled field trips.

VOC GRP01 — Computer Graphics Lab
Provides computer laboratory experience to supplement the regular program, and provides opportunities for students to pursue more advanced projects. Students who repeat this course will improve skills through further instruction and practice.

VOC GRP10 — Photoshop Imagery
Adobe Photoshop software skills, techniques and digital workflow practices from digital image editing and retouching to the composited imagery commonly created for using photography, commercial design, printing and publishing, the Internet and multimedia authoring production.

VOC GRP12 — Photoshop Imagery Extended
Adobe Photoshop Extended software skills and techniques for the creative photorealistic imagery commonly used in photography, commercial design, printing and publishing, the internet and multimedia authoring production.

VOC GRP14 — Digital Color Management
Advanced techniques of digital photo color management systems and workflow. System color architectures, monitors, printers, proofers and other digital devices; spectrophotometer techniques; scripting Photoshop actions, using "digital raw" meta data to organize photo storage; advanced special editing techniques for 16-bit raw color and grayscale images.

VOC GRP16 — Illustrator Graphics
Adobe Illustrator software skills, techniques and digital workflow from essential digital drawing basics to creatively conceived illustrative imagery and renderings commonly created for use in commercial design, printing and publishing, the Internet and multimedia authoring production.

VOC GRP18 — 3D Graphics Imagery
3D graphics modeling software skills and production techniques from 2D orthographic drawing to the creatively conceived 3D imagery and animated environments commonly created for self-expression, entertainment, commercial design, printing and publishing, the Internet and multimedia authoring production.

VOC GRP20 — Multimedia Graphics
Multimedia graphics software skills and production techniques for combining text, image, audio, video, animation and scripting media to author multimedia projects commonly created for self-expression, entertainment, commercial design, the Internet and multimedia production.

VOC GRP28 — Digital Portfolio
Preparation of a personal computer graphics portfolio containing key samples of work for presentation or career evaluation. The portfolio displays the learner's skills mastery, knowledge, and capacities for communicating, synthesis and problem solving.

VOC GRP48 — Introduction to Digital Design Systems
Introduction to digital design systems as they relate to computer graphics. CPU type and speed, graphic accelerators, storage media, digital color space, input/output devices, and scanning devices will be emphasized. Software unique to digital design and file management techniques will also be presented.

VOC PH001 — Laboratory Studies in Black & White Photography
Extended black and white laboratory experiences to supplement those available in the regular program. Provides students the opportunity to pursue more advanced projects and experiments.

VOC PH002 — Laboratory Studies: Color Photography
Extended color laboratory experiences to supplement those available in the regular program. Provides students the opportunity to pursue more advanced projects and experiments. Students who repeat this course will improve skills through further instruction and practice.

VOC PH004 — Digital Cameras and Composition
Use of digital cameras, lenses, filters, and exposure to compose quality photographs. Shooting assignments are given for analysis in class. Camera will be required after the second week.

VOC PH010 — Basic Digital & Film Photography
The basic mechanical, optical and chemical principles of photography, including digital image systems. Laboratory experience involves problems related to camera and image output techniques.

VOC PH011 — Advanced Professional Photography
Exploration of current professional techniques. Includes studio and field assignments related to problems encountered in advanced photography. Topics include but are not limited to: medium and large format cameras, studio product and portraiture, strobe and tungsten lighting, and computer basics for professional photographers.

VOC PH012 — Photographic Alternatives
Explores the use of continuous tone and alternative black and white techniques and processes. Emphasis will be on solving photographic problems through the use of current techniques such as montage printing, Polaroid and xerographic applications, hand coloring, and emulsion coating (cyanotype, Luminous/LiquidLight) as well as other special techniques.

VOC PH015 — History of Photography
Survey of the history of photography from circa 1839 to the present. An introduction to concepts of photographic representation and their impact on society.

VOC PH016 — Fashion Photography
Illustrative, editorial and advertising fashion photography. Studio and location production in both black and white and color are emphasized. Aspects of business operation and working with clients are explored.

VOC PH017 — Photocommunication
Explores the application of the photosensitive materials, photochemicals and optics. The emphasis will be on the aesthetic and expressive uses to which these materials lend themselves. The student is expected to supply his/her own adjustable camera.

VOC PH018 — Portraiture and Wedding Photography
Techniques and photographic procedures for taking informal, formal, environmental and group portraits. In-depth study and practice in professional wedding photography.

VOC PH020 — Color Photography
An introduction to current methods of producing color media, color negatives, positive transparencies, and outputting color prints.

VOC PH021 — Exploring Color Photography
Explores the application of color processes as they relate to commercial and artistic styles. Emphasis is on innovative use of color and contemporary techniques. Includes media manipulation and unique processing, coloring negatives, 8x10 Polaroid, digital imagery, specialized lighting, set building and quality control.

VOC PH028 — Photography Portfolio Development
Development of photography portfolio either for job application or gallery exhibition purposes.

VOC PH030 — Commercial & Illustrative Photography
Application of photographic principles to commercial and illustrative photography. Practical experience in studio product photography, illustration, fashion and architectural photography. Areas of promotion and pricing will be covered. Both black and white and color media will be used.

OCCUPATIONAL — SERVICE LEARNING

VOC SL1 — Service Learning/Seminar for Health Occupations
Prepares students with related experiences in health occupations. Examines and profiles community health care needs. Explores and directly allows students to interface with various patient populations. Weekend and overnight labs to various areas within California maybe offered. Out-of-class projects required.

VOC SL3 — Service Learning-Seminar in Community Involvement
Examines and profiles community needs through service learning. Explores and allows students to directly interface with community populations. Permits students the opportunity to explore various career options through community service. Enriches personal and career development through understanding of civic and social issues.

VOC SL4 — Service Learning and Community Involvement
Examines and addresses community needs through service learning. Students directly interface with community populations to identify needs and implement activities. permits exploration of service-oriented career options. Enriches personal and career development through understanding of civic and social issues.

OCCUPATIONAL — STAINED GLASS PRODUCTION

VOC SGL1 — Beginning Stained Glass
Basic steps of stained glass construction, both lead and copper-foil techniques. A supply list will be handed out at the first class meeting. Students are responsible for their own materials.

VOC SGL2 — Advanced Stained Glass
Advanced stained glass techniques will include the construction of windows, lampshades and/or specialized gift items. Approach to marketing and selling of items will be included. A supply list will be handed out at the first class meeting. Students are responsible for their own materials.

OCCUPATIONAL — THEATER AND THEATER ARTS

VOC THR14 — Stagecraft
Theory and practice of stage design and lighting. Practical work in scene design and construction and lighting layouts, with the opportunity to perform these tasks in actual theatre situations. By virtue of the wide range of productions staged by the department, students who repeat this course will increase their skills and proficiency.

VOC THR15 — Play Rehearsal and Performance
Participation under faculty supervision in the planning, preparation and presentation of college-sponsored dramatic presentations. Emphasis on acting with some technical theatre assignments. Students who repeat this course will improve skills through further instruction and practice.

VOC THR16 — Theatrical Make-Up
An introduction to the theory and practice of make-up for the stage. The student will gain practice in the design and application of straight, stylized character, and other make-up techniques.

VOC THR18 — Technical Theater Practicum
Participation in the technical preparation and operation of productions presented to the community. The student will be involved in one or more of the following areas: stage scenery construction, stage lighting set up, property construction, stage sound set up, costume construction and make-up. Crew assignments will be given to the student upon enrollment. The availability of assignments is contingent upon the requirements of the production. Students who repeat this course will improve skills through further instruction and practice.

VOC THR19 — Theatrical Costuming
Theatrical costuming design and construction. Includes the study of costume history, principles of costume design, fibers and textiles, basic costume construction and design rendering techniques. Costume crew assignments for major productions will provide practical instruction in actual performance demands on costumes and their proper maintenance. Class is suitable for people interested in costuming for theater, dance, film, television and reenactments.

VOC THR60 — Children's Theatre
Theory and practice of children's theater. Evaluates play production techniques and literature for an audience of children. Includes analysis of plays for children and actual experience in acting, and producing children's plays for public presentation. Field trips are required.

OCCUPATIONAL — TUTOR TRAINING

VOC TR10A — Introduction to Tutoring
Introduction to tutoring, with an emphasis on tutoring strategies, problem solving and working with a diverse student population.

VOC TR10B — Tutoring in the Language Arts
Tutoring in the English language with an emphasis on approaches to working with students on written drafts and addressing the needs of non-native speakers.

VOC TR10C — Tutoring as a Supplemental Instructor
Tutoring as a Supplemental Instructor with an emphasis on tutoring in the classroom and in small groups under the supervision of a designated instructor.

VOC TR10D — Tutoring in Mathematics
Tutoring in mathematics with an emphasis on strategies to promote active learning and dealing with specific obstacles in developmental algebra.

VOC TR10R — Tutoring in Reading
Methods of assessment, management of sessions and application of strategic reading processes. This course prepares students to become reading tutors for all READ students.

OCCUPATIONAL — WELDING

VOC WL30 — Metal Sculpture
For students interested in art seeking the proper operation of welding processes related to the sculpting industry. Emphasizes the fundamentals of three-dimensional design. Includes demonstrations and exercises in welding as it relates to the art industry.

VOC WL40 — Introduction to Welding
Fundamentals of welding processes related to the areas of fabrication, construction, machine tool, aerospace and the transportation industries.

VOC WL50 — Oxyacetylene Welding
Oxyacetylene fusion welding, non-fusion welding and cutting. Develops understanding of and fundamental skills in modern welding practices.

VOC WL51 — Basic Electric Arch Welding
Basic electric arc welding, weld symbols, standard electrode and alloy electrode selection, American Welding Society (A.W.S.) procedure for certification.

VOC WL53A — Welding Metallurgy
Designed for students seeking a career in welding and welding inspection. Covers structure of matter, chemical, physical and mechanical properties of metals, principles of alloying, solid state diffusion, plastic deformation and heat treatment.

VOC WL60 — Print Reading and Computations for Welders
Reading prints and performing computations for welding fabrication operations. Interpreting and visualizing prints, title blocks, welding symbols, specifications, notes, and bills of materials. Computations necessary to calculate materials, costs, sizes, and fractional, decimal and metric conversions.

VOC WL70A — Beginning Arc Welding
Develops manipulative skills and techniques for the beginning student welder on the shield metal arc (SMAW) and the flux cored arc (FCAW) welding processes in the flat and horizontal positions using AC and DC welding currents on carbon steel.

VOC WL70B — Intermediate Arc Welding
A continuation of Beginning Arc Welding (WELD 70A). Emphasis is on welding high alloy steel with both SMAW and FCAW processes in the vertical and overhead positions. Designed to refine previously acquired welding skills.

VOC WL70C — Certification for Welders
Study of building construction for the advanced arc welding student. Special emphasis will be placed on welding symbols and the American Welding Society's (AWS) D1.1 and D1.3.

VOC WL80 — Fabrication and Construction Welding
Theory and practical applications of welding used in industry and construction. Designed to adapt and upgrade skills to industry standards. Includes project models such as ornamental iron gates and fences and material storage components.

VOC WL81 — Pipe and Tube Welding
Advanced course designed to enable students with "all positions" welding skills in SMAW to apply welding skills to the pipe welding industry. Welding processes will include SMAW, GRAW, GMAW, FCAW on a variety of materials and configurations on sub-critical and critical piping and tubing.

VOC WL90A — Gas Tungsten Arc Welding
Advanced level class in Gas Tungsten Arc Welding (GTAW, also known as TIG) of steel, aluminum, CRES and exotic metals. All position welds with many surfaces and transitions.

VOC WL90B — Semiautomatic Arc Welding Process
An integrated review of Semiautomatic Welding Processes including Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Submerged Arc Welding (SAW) with solid and tubular wires with and without gas shielding. All position welds with many varying thickness will be covered.

VOC WL91 — Automotive Welding, Cutting and Modification
Instruction in the art of welding and cutting on metals commonly used in the automotive industry. Gas Metal Arc (MIG), Gas Tungsten Arc (GTAW), PlasmaArc cutting and oxyfuel cutting and welding will be covered.

COLLEGE POLICIES

Alcohol and Other Drugs

The possession or consumption of alcoholic beverages or illegal drugs prior to, or during any College-sponsored activity, on or off-campus, by any person attending, regardless of age, is forbidden by State law.

The Federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States. Please see the latest *Schedule of Classes* for the College's Alcohol and Other Drugs Policy.

Animals on Campus

Board Policy does not allow for any animals on campus except as provided for by the California Penal Code, Section 365.5 (specially trained guide, signal, or service dogs). Leaving a pet in a parked vehicle, no matter what provisions are made for its safety, may constitute unnecessary suffering or cruelty which is a violation of California Penal Code 597.

Campus Disturbances

In accordance with California Penal Code (P.C. 626.6), the willful disturbance of classes, College activities, or procedures is a misdemeanor.

Campus Hours

The College offers instruction between the hours of 6:30 a.m. and 10:00 p.m., Monday through Sunday. Office hours vary depending on the services provided. Refer to the latest *Schedule of Classes* or call for specific office hours.

Children on Campus

While on the campus of Mt. San Antonio College, children under 12 years of age who are not approved for enrollment must be directly supervised at all times by a responsible adult. Such children shall not be left unattended in College buildings, outdoor areas, or in private automobiles.

Classroom Visitors and Other Attendees

Classroom activities are intended to benefit those students officially registered for the class. Others are permitted to attend a regularly scheduled class meeting only in specific situations. The professor assigned to teach the class may grant permission to visit the class. Disabled Students Programs and Services (DSPS) may authorize a person to be a Personal Care Attendant (PCA) when the need for such accommodation is authorized by DSPS prior to beginning service as a PCA. Additional information regarding classroom visitors can be found in Administrative Procedure 4700.

Dress Regulation

Students are expected to dress in accordance with commonly accepted standards of appropriateness. It is mandatory that shoes be worn as general campus attire.

Driving and Parking

Users of Mt. San Antonio College campus roads and parking areas must observe and obey all traffic laws of the State of California and the College traffic and parking regulations adopted pursuant to Section 21113 of the California Vehicle Code and the Mt. San Antonio College Board of Trustees.

All four-wheeled vehicles parked in designated student lots MUST bear a valid parking permit for the semester enrolled. The Student Parking Permit is valid in designated student lots except in the spaces controlled by parking meters or reserved signage. Free 30-minute parking is available north of the Bookstore, west of the Administration Building, and south of the Performing Arts Center. Permit parking regulations are strictly ENFORCED during the Fall, and Spring semesters and summer and winter sessions from 7:00 a.m. to 10:00 p.m. Monday through Thursday, and Friday 7:00 a.m. to 4:00 p.m.

Individuals having a doctor's verification that allows them to park in zones designated as "handicapped parking" are required to apply for a state "Disabled Person" permit and placard from the Department of Motor Vehicles, if they don't already have one. Students having a current "Disabled Person" permit and placard or a "DP" license plate from the State of California Department of Motor Vehicles are not required to purchase a student parking permit. They are allowed to park in any parking space designated as "handicapped parking", any metered space (at no cost), or any time limited space (without having to observe the time limit specified). Everyone parking in "handicapped parking zones" must ensure that the placard or license plate is displayed properly.

Eye Protection

Pursuant to the Education Code, the following regulation regarding eye protective devices shall be observed: Students, teachers, and visitors shall wear approved eye protective devices in all classes, shops, and laboratories when they are engaging in or observing the use of hazardous materials likely to cause injury to the eyes. Such eye protective devices shall meet the requirements of the American Standards Association Safety Code.

Academic Honesty

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty has the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed for by the professor.

Cheating and Plagiarism

Cheating

Professors have the responsibility of planning and supervising all academic work to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed by the professor. The term "cheating" includes but is not limited to:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another student take an examination for you
- Forging or altering registration or grade documents

The professor who determines that a student has cheated may give the student a failing grade for the assignment or for the course, or may drop the student from the course. Since the student has failed to abide by the standards of academic honesty, the professor has a right to give an "F" for the assignment or the course even though the student may have successfully and, presumably, honestly passed the remaining portion of the assignment or course. If the professor issues a failing grade for the course or drops the student, the actions shall be reported to the Dean of Student Services, or Director of Student Life. An professor may also recommend that appropriate action be taken under provisions of the Administrative Regulations and Procedures on Student Discipline.

Plagiarism

"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."

"One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Faculty assign written work for the purpose of helping students achieve that mark. Each instructor will outline specific criteria, but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research."

"Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments, is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. It should not be evaded through plagiarism."*

* *Adopted, with permission of California State University, Los Angeles, from their policy printed in the 1987-88 General Catalog.*

Non-Discrimination Policy

Mt. San Antonio College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College provides an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits off, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, sexual orientation, race, color, ancestry, medical condition, martial status, veteran status, sexual orientation, or physical or mental disability (including HIV and AIDS), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by the College. The lack of English language skills will not be a barrier to admission.

Students who believe they have been discriminated against may begin the process with the Dean, Student Services, located in Building 9C. Students may access the Unlawful Discrimination Complaint Form at ***www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx*** or the Student Grievance and Complaint forms at ***www.mtsac.edu/students/studentlife*** or go directly to the office of Human Resources. All complaints of unlawful discrimination or sexual harassment by students of the College will be fully investigated by Human Resources.

College employees have similar rights which can be found in the College's Board Policy and Administrative Procedures.

Annette Loria, ***Vice President***
Human Resources/Equal Employment Opportunity Officer
ADA/504 Compliance Officer
Human Resources Office
Ext. 4225

Sexual Harassment & Sexual Violence

Sexual violence, including sexual assault, harassment, rape and stalking, are crimes that are not tolerated on this campus. Mt. San Antonio College has adopted Board policies and procedures to address sexual crimes, sanctions for offenders, and to outline access to treatment and general information for victims (Board Policy 3430, 3500, 3540). All applicable punishment, including criminal charges, disciplinary action, etc., shall be applied whether the violator is an employee, student or member of the general public.

Services available to help assure your safety include:

- **Campus Escorts** who are available during evening hours to assure your safety on campus and in parking lots. They are provided at your request, please call **ext. 4233**.
- Contact **Student Life Office** at **ext. 4525** to report incidents.
- **Student Health Services** provides personal counseling and medical attention.
- **Blue emergency telephone** towers that are located throughout the campus and parking lots for you to access Public Safety immediately should you need assistance with any emergency occurrence.
- **Public Safety** can be reached by calling the campus number at **(909) 594-5611, ext. 4555**.
- **911** for any emergency. Be prepared to identify your exact location.

For additional information, go to ***www.mtsac.edu/students***

Standards of Conduct

Board Policy, Section 5500
Adopted 6/23/04
Copies of the Standard of Conduct Policy can be obtained in Building 9C.

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred with by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty, forgery, alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

16. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Student Complaints/Grievance Process

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member.

Student complaints may be classified as grievances and fall into three categories: Academic, Non-Academic and Discrimination Complaints. Academic grievances involve grades. To grieve a grade, a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetence (Education Code 76224). Non-Academic grievances include: illegal discrimination, sexual harassment, financial aid, violation of College policies, any violation of Title IX or Section 504 related to students with disabilities.

Grievances must be filed no later than 30 school days (Monday - Friday when classes are in session) after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis for the grievance. To begin the formal grievance process, students may pick up Grievance Procedures and forms from the Student Life Office, Building 9C. It is recommended that students meet with the Student Life Director regarding the grievance prior to starting the process since timelines are established for every step of the process and must be met precisely.

The process for filing and pursuing a grievance includes two levels: in **Level I** (informal level) the student picks up the grievance forms and official procedures from Student Life and attempts to resolve the problem by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then to the faculty member's department chair or immediate supervisor. If the complaint is not resolved at that level, the student will meet with the division dean of the division of the faculty defendant in an effort to resolve the problem. In the event that the problem cannot be resolved within 10 school days, the student may proceed to **Level II** (formal grievance) in which the student after completing the forms takes all signed forms and documents to the Student Life Office within the established deadlines.

A Grievance Review Committee chaired by the Dean of Student Services will review the grievance documents. This Committee may forward the grievance for a hearing that provides for a formal hearing process to seek clarification from the parties involved. If the student or faculty/staff member chooses to appeal the decision of the Committee, the appeal is submitted to the College President. The final appeal process resides with the Board of Trustess; their decision concludes the grievance process.

Smoking on Campus

Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Because of the clear evidence of the harmful nature of smoke inhalation and because of the general concern over air contamination, Mt. San Antonio College in accordance with California State law, bans smoking within all campus buildings and in any outdoor area within twenty feet of any exterior exit or entrance to such a building. This includes all College-leased and College occupied buildings. Further, smoking is banned in the swimming pool area, Hilmer Lodge Stadium, and in all college vehicles.

Accomodations and Academic Adjustments for Students with Disabilities

Under Federal and State laws, the College is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The College is also required to have a policy and procedure for responding to students with verified disabilities who request academic adjustments. Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program or degree. Copies of the Board Policy and Administrative Procedure for Individuals with Disabilities may be found at the following links: ***www.mtsac.edu/administration/trustees/policies/bp_complete.pdf#bp5*** ***www.mtsac.edu/administration/trustees/administrative-procedures.pdf*** Student Services, AP 5140. Alternately, they are also available in Disabled Student Programs & Services, Ext. 4290.

Reserve Officer Training Corps (ROTC)

Students interested in pursuing a military career can participate in an approved Reserve Officer Training Corps program offered through local universities. Programs include the Air Force ROTC Program offered through the University of Southern California (USC) and Harvey Mudd College. Other university ROTC programs include the Army ROTC programs at Cal Poly Pomona, USC and Cal State Long Beach. These programs are open to community college students pursuing an undergraduate degree, prior to transfer. Competitive one- to four-year scholarships are available to qualified applicants. Additionally, students may be eligible to receive money to cover books and other costs. Students interested in participating in an ROTC program are advised to contact the ROTC program at the participating university.

NOTICES

Equal Opportunity Statement

The Board of Trustees of Mt. San Antonio College has a commitment to establishing and maintaining a policy of equal educational and employment opportunities and prohibiting discrimination based on sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV & AIDS), sexual orientation, or Vietnam Era Veteran Status. This commitment applies to educational programs, activities, service, and employment practices.

Notice of Students' Rights

Students at Mt. San Antonio College are notified annually of their rights under the act within this section of the *Catalog*. More detailed information on student rights is available from the Dean, Enrollment Management, including: 1) type of information and material contained within the student's educational record; 2) the official responsible for the maintenance of each type of record; 3) the procedure for student review and inspection of the educational record; 4) the procedure for challenging the contents of the educational record; 5) the charges to the student for reproducing copies of the record if requested; 6) the categories of information which the College has designated as Directory Information and to whom this information will be released unless the student objects; and 7) the rights of a student to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the provisions of the Act.

Federal Review Board

Students may file a complaint with the United States Department of Education, Room 5660, Independence Avenue, S.S., Washington, D.C. 20201, regarding alleged institutional violations of the Act.

Open Enrollment

All classes are open to all students who meet the course prerequisites and enrollment requirements, unless specifically exempted by statute. The College provides open access to all program offerings, opportunities, and support services without regard to sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV and AIDS), sexual orientation, or Vietnam Era Veteran Status.

PUBLIC SAFETY DEPARTMENT STATISTICAL CRIME REPORT

Violation	2007	2008	2009
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	1	0	0
Robbery	2	2	6
Aggravated Assault	14	15	9
Burglary	24	21	27
Motor Vehicle Theft (GTA)	16	21	12
Theft from Vehicle	20	12	45
Theft	68	53	53
Arson	0	0	0
Vandalism	26	14	31
Liquor Law Violations	1	3	4
Drug Law Violations	4	2	1
Illegal Weapons Violations	2	1	0
Hate Crimes - Race	0	0	0
Hate Crimes - Gender	0	0	0
Hate Crimes - Religion	0	0	0
Hate Crimes - Sexual Orientation	0	0	0
Hate Crimes - Ethnicity	0	0	0
Hate Crimes - Disability	0	0	0
Yearly Totals	**178**	**144**	**188**

Public Safety

In compliance with the Clery Act, the College publishes an annual security report which contains information regarding campus crime statistics. This information may also be found on the website at ***www.mtsac.edu*** by clicking on Public Safety. Copies of the annual report can be obtained from the Public Safety Department, Building 4, Room 105. A Public Safety crime log is published bi-monthly in the student newspaper and brochures on Emergency Procedures are posted throughout the campus.

During the 2003-2005 calendar years, criminal offenses occurring on campus were reported to campus security authorities and local police agencies. Please see the Public Safety Department Statistical Crime Report listed in the box above.

Emergency Procedures

Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department or call 911. When using an on-campus extension, call 9-911. Incidents may be reported to Public Safety by calling **(909) 594-5611, ext. 4555,** 24 hours a day. During normal business hours, Public Safety may be contacted at Building 4, Room 105, or by calling ext. 4230. The Public Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 48. Public telephone locations on campus have at least one phone that is equipped with a red emergency button that is a direct line to the Mt. SAC Public Safety Office during and after business hours. In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department.

Enforcement

The Mt. San Antonio College Public Safety Department has the authority to enforce the Student Discipline Code of Conduct under the Education and Penal Codes of the State of California; and is the liaison with local police and sheriffs departments in cases of criminal actions.

Mt. San Antonio College District incident reports are not official police reports. If an official police report is required, the Los Angeles County Sheriffs Department in Walnut is the appropriate agency to contact.

Crime Prevention

The Public Safety Department's primary responsibility is the safety and security of all members of the College community. Every effort is made to inform students and staff of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information and workshops on crime prevention are made available to College students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self, others, and the protection of District property.

Campus Emergency Phone System

Mt. San Antonio College has installed a campus wide emergency phone system. This system is divided into two primary segments. The inner campus system consists of emergency phones that are placed on the outside of selected campus buildings and are identified by the familiar blue light affixed to the top of the phone housing.

The second segment of emergency phones consists of stand-alone emergency phone towers, located in open campus spaces, primarily in campus parking lots. These phone towers are identified by a blue light affixed to the top of the tower.

Use of any of these emergency phones will connect the user to Campus Security during normal business hours, located in Building 4. During hours when the campus is closed, the Emergency phones will connect the user directly to a cell phone carried by Campus Security Officers who are on duty 24 hours a day, 7 days a week.

Student Rights and Privacy Act

Following is a summary of the Mt. San Antonio College policy related to the Family Educational Rights and Privacy Act of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California:

Access to Educational Records

All former and present students have the right to review and inspect their educational records in the Office of Admissions and Records provided they make a written request fifteen (15) days in advance. Such a review will be under the direct supervision of a classified or certificated employee in the Admissions and Records Office. Expressly exempted from the right of review and inspection are the following materials:

1. Financial records of the parents of the student(s).
2. Confidential letters and statements of recommendation maintained by the College on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended.
3. Records of instructional, supervisory, counseling, and administrative personnel which are in the sole possession of such personnel and are not accessible or revealed to any other person except a substitute.
4. Records of employees of Mt. San Antonio College, made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose.
5. Records of students made and maintained by the Student Health Services, the College nurse, the College physician, and the College therapist, which are used in the treatment of students and are not available to anyone other than persons providing such treatment. However, such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.

Release of Educational Records Information

1. Any release of a student's educational records, with the exception listed below, must be made with the student's written consent.
2. The College may release copies of or otherwise divulge material in the student's educational records only to the official agencies, groups, officials, or individuals specifically mentioned below:
   a. College staff members; provided that such employees have a legitimate educational interest to inspect such a record.
   b. Representatives of the Comptroller General of the United States, the Secretary of Education, and administrative head of an educational agency, state education officials, and the United States Office of Civil Rights, where such information is necessary to audit a program.
   c. Accrediting organizations in order to carry out their accrediting functions.
   d. Organizations conducting studies on behalf of the institution.
   e. Officials of other schools or school systems in which the student seeks or intends to enroll subject to the rights of students.
   f. Agencies or organizations in connection with a student's application for financial aid.
   g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, and administering predictive tests,

administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is compiled.

h. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

i. Courts or other agencies in compliance with a subpoena or judicial order. A reasonable effort will be made to notify the student in advance of the compliance by the College.

3. Directory Information:

a. "Directory Information" means a student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

b. Any student desiring to withhold "Directory Information" may file a written request with the Dean, Enrollment Management, within fifteen (15) days of the opening day of each semester or session that the student does not want such information released.

c. The College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student(s).

The 1996 Soloman Amendment

The 1996 Solomon Amendment is federal law that compels institutions that receive federal funding to provide (upon request) directory information, plus address, phone number, age and class level to military personnel so that these personnel can recruit students.

Transfer of Information to Third Parties

Educational records or personal information transferred to other institutions or agencies will not be transferred to a third party without the written consent of the student.

Student Right-to-Know Rates

Completion Rate: 28.39%
Transfer Rate: 22.63%
From 2004 COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Mt. San Antonio Community College District and Mt. San Antonio College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. These rates do not represent the success rates of the entire student population at Mt. San Antonio College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.39 percent attained a certificate or degree or became 'transfer- prepared' during a three-year period, from Fall 2004 to Spring 2007. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 22.63 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 1998 to Spring 2007.

section thirteen

Faculty and Academic Administrators

A

Albertson, Toni (2006)
English, Literature & Journalism
B.A., University of La Verne
M.A., University of Nebraska

Alexander, Carolyn (1991)
Fine Arts
B.A., Scripps College
M.F.A., Tyler School of Art, Temple University

Allen, Jerry B. (1971)
Geography & Political Science
B.A., M.A., Brigham Young University
Ph.D., Claremont Graduate School
J.D., Loyola University School of Law

Allende, Kristina (2001)
English, Literature & Journalism
A.A., Mt. San Antonio College
B.A., M.A., California State University, Fullerton

Al-Malood, Fawaz (2003)
Consumer & Design Technologies
B.S., University of South Carolina
M.B.A., Columbus University, Mississippi
Ph.D., Pacific Western University, Hawaii

Alvarez, Hansel (2007)
English, Literature & Journalism
B.A., California State University, San Bernardino
M.A., California State Polytechnic University, Pomona

Alvarez-Galvan, Maya (2000)
English, Literature & Journalism
B.A., M.A., California State University, Los Angeles
M.A., California State Polytechnic University, Pomona
Ph.D., University of Southern California

Ammirato, Joseph S. (1997)
Commercial and Entertainment Arts
B.F.A., University of Utah

Anderson, Alison (2006)
Biological Sciences
B.S., California State University, Bakersfield
M.S., California State Polytechnic University, San Luis Obispo

Anderson, Cynthia B. (1986)
Biological Sciences
B.S., Arizona State University
M.S., University of Illinois

Anderson, Daniel P. (2000)
Physics, Engineering
B.S., University of California, Los Angeles
M.S., California State Polytechnic University, Pomona

Anderson, Richard (1992)
Air Conditioning & Welding
A.S., Mt. San Antonio College

Anderson-Perry, Carolyn (2004)
Nursing
A.S.N., Los Angeles Southwest College
B.S.N., California State University, Dominguez Hills
M.S.N., University of Phoenix

Andrade, Renée (1984)
Foreign Languages
A.A., Los Angeles City College
B.A., California State University, Los Angeles
M.A., Ph.D., University of California, Irvine

Andrews, Barry (2001)
Computer Information Systems
B.S., Indiana University
M.S., California State University, Fullerton

Ano, Gene (2006)
Psychology, Education
M.A., Ph.D., Bowling Green State University

Aquino, Lloyd (2007)
English, Literature & Journalism
B.A., M.A. California State Polytechnic University, Pomona

Arballo, Madelyn A. (1998)
Director, Adult Basic Education
B.A., Pitzer College
M.A., California State University, Los Angeles

Archibald, Jeffrey D. (2000)
Communication
B.A., Cornell University
M.S., Illinois State University

Arnold, Robert (2008)
Sign Language & Interpreting
B.A., California State University, Northridge
M.A., Gallaudet University

Arterburn, Pamela (1986)
English, Literature & Journalism
B.A., M.A., California State Polytechnic University, Pomona

Arvidson-Perkins, Genene (1988)
Nursing
A.S.N., Mt. San Antonio College
B.S.N., California State University, Fullerton
M.S.N., California State University, Los Angeles
PHN Certificate
FPN, Azusa Pacific University

Astorga, Juan Carlos (2005)
Student Services-Upward Bound
B.A., University of California, San Diego
M.A., San Diego State University
Ed.D., California State University, Fullerton

Avila, Rocio (2006)
English, Literature & Journalism
B.A., California State Polytechnic University, Pomona
M.A., California State University, Fullerton

B

Bacigalupi, Stacy (2006)
Psychology, Education
B.A., University of California, Santa Barbara
M.A., California State University, Fullerton

Barr, Dustin (2008)
Music
B.M., M.M., California State University, Fullerton

Bartman, Sydney (1986)
English, Literature & Journalism
A.A., Mt. San Antonio College
B.A., University of La Verne
M.A., University of California, Riverside

Beam, Teresa (1991)
Chemistry
B.S., Ohio University
M.S., California State University, Fullerton

Becker, Liza (1998)
Director, ESL
B.A., California State University, Los Angeles
M.S., California State University, Fullerton
Ed.D., California State University, Long Beach

Beydler, David (2011)
Mathematics
B.S., Harvey Mudd
M.S., California State University, Los Angeles

Birca, Alina (2005)
Mathematics, Computer Science
B.S., University Alexsandru Ioan Cuza of Iasi
M.A., California State University, San Bernardino

Blake-Judd, Jemma (1990)
Associate Dean, Technology & Health
B.A., M.A., California State Polytechnic University, Pomona

Blyzka, John V. (2001)
Computer Information Systems
B.S., University of California, Irvine
M.S., California State University, Fullerton

Boehner-Staylor, Maya (2001)
English, Literature & Journalism
B.A., California State University, Los Angeles
M.A., Northwest Missouri State University

Borella, Frances (1999)
Biological Sciences
A.A., Mt. San Antonio College
B.S., California State Polytechnic University, Pomona
M.A., Ph.D., University of California, Riverside

Boryta, Mark (2001)
Earth Sciences, Astronomy
B.A., Amherst College
M.S., Ph.D., New Mexico Institute of Mining and Technology

Bowen, Melinda (2006)
Physical Education/Head Coach, Women's Soccer
B.A., California State Polytechnic, Pomona
M.A., Azusa Pacific University

Bowen, Robert (2006)
Music
B.A., M.A., University of California, Santa Barbara
M.F.A., Ph.D., Princeton University

Bower, Patricia M. (1990)
Learning Assistance
B.S., M.A., University of California, Los Angeles

Boyer, Michelle (2007)
Nursing
B.S., Plattsburgh State University
M.S.N., Syracuse University

Brackenhoff, Mary (1991)
English, Literature & Journalism
B.A., Southern Illinois University
M.A., Drake University
Ph.D., University of Nebraska

Bradley, Julie (2005)
Disabled Student Programs & Services
B.A., University of California, Riverside
M.S., California State University, Los Angeles

Bradshaw, George R. (2007)
Dean, Enrollment Management
B.A., M.A., California State University, San Bernardino
Ph.D., University of Utah

Brantingham, John (2002)
English, Literature & Journalism
B.A., California State Polytechnic University, Pomona
M.F.A., California State University, Long Beach

Braver, Lane (1987)
Medical Services
A.A., Santa Monica College
P.A., U.S.C. School of Medicine
M.S.H.P.E, Western University, Pomona

Bray-Ali, Julie (2001)
Earth Sciences, Astronomy
B.A., California State Polytechnic University, Pomona
M.S., University of Southern California

Bro, Glenda (1991)
American Language
B.A., Dana College
M.S., University of Nebraska
TESOL Certificate, California State University, Fullerton

Brouillette, Ronald (1989)
English, Literature & Journalism
B.A., M.A., California State University, Fullerton

Brown, Ronald (2006)
Fine Arts
B.F.A., M.F.A., Art Center College of Design

Burgoon, Steve (2002)
Commercial and Entertainment Arts
B.A., University of Phoenix
M.A., California State Polytechnic University, Pomona

Burgos, Matthew (2010)
Theater
B.A., University of Wisconsin-LaCrosse
M.F.A., Florida State University

Burley, Virginia (1986)
Vice President, Instruction
B.A., California State University, Northridge
M.A., Ph.D., Claremont Graduate University

Burman, Ema (2007)
Learning Assistance
B.S., M.Ed., University of La Verne

Burnes, Fatemeh (1992)
Fine Arts
B.A., Tehran University, Iran
B.A., M.F.A., California State University, Fullerton

Burnett, Cynthia D. (1997)
Counseling
B.S., Northern Illinois University
M.A., International Christian Graduate University
M.S., California State University, Long Beach

Burns, Donna (2002)
Dean, Continuing Education
B.S., M.A., Azusa Pacific University

Burton, Robert E. (1990)
Aircraft Maintenance & Manufacturing
A.S., Mt. San Antonio College
F.A.A. Certified, Airframe and Powerplant

Butler, Thomas (2011)
Fine Arts
B.A. Laguna College of Art and Design
M.F.A., California State University, Long Beach

C

Calzada, Silver (1999)
Counseling
B.A., Pitzer College
M.A.T., Harvard University

Campbell, Micahel (2011)
Mathematics
B.A., B.S., California State University, Fullerton
M.A., Ph.D., University of California, Los Angeles

Cannon, Holly (1988)
English, Literature & Journalism
B.A., M.A., California State University, Northridge

Cannon, Kathleen (2005)
History & Art History
B.A., M.A., M.F.A., Ph.D., University of California, Los Angeles

Cantrell, David (2011)
Communication
B.S., University of California, San Diego
M.S., California State University, Fullerton

Castillejos, Manuel (1989)
Foreign Languages
B.A., California State University, San Diego
M.A., California State University, Fullerton

Caveness, Allen (2009)
Physical Education / Head Coach, Men's Basketball
B.A., Saint Mary's College of California
M.A., Azusa Pacific University

Cavion, Deborah (1994)
Interim Associate Dean, Physical Education / Associate Athletic Director
B.S., California State Polytechnic University, Pomona
M.A., Azusa Pacific University

Cevallos-Castaneda, Susana (2005)
Learning Assistance
B.A., M.S., California State University, Fullerton

Chang, Chih-Ping (Andrew) (1997)
Foreign Languages
B.Ed., National Changhwa University of Education
M.A., National Taiwan Normal University
Ph.D., University of Southern California

Chapman, C. Neil (1997)
Commercial and Entertainment Arts
B.A., California State University, Long Beach
M.A., California State University, Fullerton
Ed.D., University of La Verne

Charbonneau, David (2007)
Director, The Writing Center
M.A., Northern Illinois University
Ph.D., University of Wisconsin - Madison

Chavez, Dolores (2008)
Mathematics, Computer Science
B.A., University of California, Riverside
M.A., California State University, San Bernardino

Chavez, Raul S. (2000)
History & Art History
B.S., California State Polytechnic University, Pomona
M.A., California State University, Los Angeles
Ph.D., University of California, Riverside

Chen, Jenny S. (1998)
Chemistry
B.S., University of California, Irvine
M.S., Ph.D., University of California, Los Angeles

Chen, Gou-Ling Susie (2003)
Nursing
A.D.N., National Taipei College of Nursing
B.S.N., Kaohsiung Medical College
M.A., Oklahoma City University
M.N., University of California, Los Angeles
Lifetime Instructor Credential, National Taiwan Normal University

Chen, Meghan M. (2000)
Dean, Library & Learning Resources
B.A., University of California, Los Angeles
M.P.A., California Lutheran University
M.A., California State University, Los Angeles

Chevalier, Jason (2000)
Music
B.A., M.A., California State University, Fullerton
Ed.D., Capella University

Christopher, Micol (2005)
Earth Sciences, Astronomy
B.A., Harvard University
M.S., Ph.D., California Institute of Technology

Churchill, Peter (2005)
English, Literature & Journalism
B.A., M.A., California State University, Fullerton

Condra, Denise (2006)
Nursing
B.A., Whittier College
B.S.N., M.S.N., Azusa Pacific University

Cooper Mark J. (1997)
Biological Sciences
B.S., M.S., California State Polytechnic University, Pomona

Coreas, Kelly (2000)
Respiratory Therapy
A.S., East Los Angeles College
B.S., Loma Linda University
M.S., Western University Pomona

Curran, Karen O'Brien (1998)
Child Development
B.S., California State University, Fullerton
M.S., Pacific Oaks College

D

Daland, William (2005)
Counseling
B.A., California State University, Fullerton
M.S., California State University, Long Beach

Daum, Sarah (1998)
Dean, Technology & Health
A.B., Stanford University
M.S., University of Michigan
Ed.D., Nova Southeastern University

Davis, Maria (2005)
Consumer Science & Design Technologies
B.A., American InterContinental University

Degtyareva, Anna (1999)
Computer Information Systems
B.S., M.S., Leningrad University for Economics Engineers
M.S., California State University, San Bernardino

Deines, Craig B. (1997)
Fine Arts
B.A., M.F.A., Central Washington University

Denny, Joseph (2010)
Electronics and Computer Technology
B.A., Azusa Pacific University
B.S., California Polytechnic State University, Pomona

DePaola, Gina (1991)
English, Literature & Journalism
B.S., Metropolitan State College, Denver
M.S., California State University, Long Beach

Diem, Andrea (1991)
Sociology, Philosophy
B.A., University of California, San Diego
M.A., Ph.D., University of California, Santa Barbara

Di Mauro, Eileen (1991)
Chemistry
B.A., University of California, Santa Barbara
M.S., University of California, Irvine

Distante, Debbie (2000)
Librarian
B.A., Morningside College
M.A., University of Iowa

Domico, Brenda L. (1997)
Accounting & Management
B.S., M.B.A., California State Polytechnic University, Pomona
Certified Managerial Accountant

Dorough, George D. (1991)
Sign Language
A.A., Rochester Institute of Technology
B.A., M.Ed., University of Massachusetts

Dougherty, Michelle (2007)
English, Literature & Journalism
B.A., M.A., California State Polytechnic University, Pomona

Dowdle, Michael (2005)
Psychology, Education
A.A., Butte Community College
B.A., M.A., California State Polytechnic University, Chico

Dua, Amrik Singh (1990)
Business Administration
B.A., M.A., Panjab University
M.A., Dalhousie University
Ph.D., Southeastern University

E

Earhart, Kimberly (2005)
History & Art History
A.A., Riverside Community College
B.A., M.A., Ph.D., University of California, Riverside

Eastman, Ralph M. (1980)
Theater
B.A., Antioch College, Ohio
M.A., Trinity College, Connecticut
M.F.A., University of California, Los Angeles

Eatman, Elisabeth (2006)
Consumer & Design Technologies
B.F.A., California State University, Long Beach

Edson, Thomas (2006)
English, Literature & Journalism
B.A., University of California, Irvine
M.A., Chapman University

Edwards, William (2005)
Mathematics, Computer Sciences
B.S., M.S., California State Polytechnic University, Pomona

Eisley, Benjamin N. (1990)
Air Conditioning & Welding
A.A., Cerritos College
B.S., M.S., Eastern Michigan University

Ellwood, Jeffrey (2006)
Music
B.M., Berklee College of Music
M.M., California State University, Fullerton

Emanuel, Elaine S. (1998)
Computer Information Systems
A.S., Mt. San Antonio College
B.S., University of La Verne
M.A., University of Phoenix

Engisch, Paulette (2003)
Radiologic Technology
A.S., Mt. San Antonio College
B.S., University of St. Francis California
C.R.T., Certified Radiologic Technologist California
Certified Mammographer
R.T., American Registry of Radiologic Technology
R.T. (M), American Registry of Mammography

Engle, Tim (2006)
Disabled Student Programs & Services
B.S., Liberty University, Lynchburg, VA
M.A., Psy.D., Biola University, La Mirada

Enke, Gary D. (1990)
English, Literature & Journalism
B.A., St. Joseph College
M.A., Claremont Graduate School

Esslinger, Sandra (2002)
History & Art History
M.A., University of Southern California
Ph.D., University of California, Los Angeles

Estes Jr., Edwin (2008)
Business Administration
A.B., University of Southern California
J.D., Pepperdine University School of Law
Member, Caifornia Bar Association

Estrada, Maria (2004)
English, Literature & Journalism
B.A., M.A., California State Polytechnic University, Pomona

Ezzell, Sun (2006)
Learning Assistance
B.A., M.A., Humboldt State University

F

Faraone, Teresa M. (1999)
Consumer & Design Technologies
B.A., M.A., California State University, Los Angeles

Farve, Debra (1988)
English, Literature & Journalism
B.A., Xavier University
M.A., University of Notre Dame
Ed.D., University of Southern California

Felix, Diana (2011)
Counseling
B.A., University of California, Santa Barbara
M.S., California State University, Long Beach

FioRito, Arleen M. (2000)
Nursing
A.S., A.A., Mt. San Antonio College
P.H.N., B.S.N., M.S.N., CNS, California State University, Dominguez Hills
FNP, Azusa Pacific University

Fisher, Damany (2009)
History & Art History
B.A., University of California, Davis
M.A., Ph.D., University of California, Berkeley

Ford, Kelly (2001)
Physical Education /
Head Coach, Women's Softball
A.S., Central Arizona College
B.S., University of Oklahoma
M.Ed., Azusa Pacific University

Foster, Dyrell W. (2004)
Associate Dean, Counseling
B.S. University of California, Davis
M.S., California State University, Fullerton
Ed.D., University of Southern California

Frahs, Paul (2004)
English, Literature & Journalism
B.A., State University College, Potsdam, New York
M.A., University of California, Irvine

Franko, Joseph (2002)
Mathematics, Computer Science
B.S., Iowa State University
M.S., California Polytechnic University, Pomona

Frickert, Allison (2008)
History & Art History
B.A., M.A., California State University, Fullerton

Fulbright Dennis, Wanda (1990)
Counseling
B.A., Fresno Pacific College
M.S., California State University, Los Angeles
Ed.D., University of La Verne

G

Gagnon, Cathy (1987)
Medical Services
A.A., A.S., Mt. San Antonio College
B.S.N., M.S.N., California State University, Dominguez Hills
CCRN, CEN, MICN Credentials

Galbraith, Jennifer (1988)
Mathematics, Computer Science
A.A., Chaffey College
B.S., M.S., California State Polytechnic University, Pomona

Gallarde, Marlene (2007)
Sociology, Philosophy
B.A., M.A., California State University, Fullerton

Garcia, Daniel (2007)
Welding
B.S., Azusa Pacific University, Azusa

Garrett, Jean (1989)
English, Literature & Journalism
A.A., Mt. San Antonio College
B.A., M.A., California State Polytechnic University, Pomona

Garrett, LeAnn (2001)
Librarian
B.S., University of Wisconsin – Stout
M.L.I.S., Ph.D., University of Hawaii at Manoa

Garwick, Jennifer (2006)
Agricultural Sciences
B.S., California State Polytechnic University, Pomona

Gau, Jim (2000)
Computer Information Systems
B.E., Feng Chia University
M.B.A., California Lutheran University

Goff, Michael (1998)
Physical Education /
Head Coach, Men's Cross Country /
Head Coach, Women's Track and Field
A.A., Bakersfield College
B.A., M.A., Whittier College

Golestaneh, Kamran (2008)
Chemistry
B.S., B.S., M.S., California State Polytechnic University, Pomona

Gomez, Francisco (2011)
English, Literature and Journalism
B.A., California State University, Fullerton
M.F.A., Chapman University

Gonzales, Barbara (2002)
Learning Assistance
A.A., Mt. San Antonio College
B.A., M.Ed., University of La Verne

Gonzalez, Gail (1999)
Mental Health Technology
B.S.N., Montana State University

Graham, Chris Giles (1991)
Mathematics, Computer Science
B.A., Pomona College
M.S., Chadron State College
M.S., California State University, Los Angeles
Ph.D., Claremont Graduate University

Greco, Victoria (1999)
Disabled Student Programs & Services
B.A., California State University, Fullerton
M.A., California State University, San Bernardino

Griffith, Hugh M. (1998)
Mathematics, Computer Science
B.A., University of California, Berkeley
M.S., California State University, Los Angeles

Grimes-Hillman, Michelle (2000)
Psychology, Education
B.A., M.A., California State University, Fullerton

Guth, Scott A. (1990)
Mathematics, Computer Science
A.A., San Bernardino Valley College
B.S., M.S., California Polytechnic State University, San Luis Obispo

H

Hagner, Dirk (2007)
Fine Arts
M.A., University of Essen, Duisburg, Germany

Halabi, Solene (2008)
Foreign Languages
M.A., California State University, Fullerton

Hall, Martha (2007)
Learning Assistance
B.A., University of California, Riverside
M.A., Claremont Graduate University

Hall, Sushma S. (1990)
Sociology, Philosophy
B.A., M.A., University of Hawaii

Hanson, Grace (1996)
Director, Disabled Student Programs & Services
B.A., M.A., California State University, Long Beach
Transition Services for Individual with Disabilities Certificate

Harper, Michael W. (2000)
English, Literature & Journalism
B.A., M.A., San Diego State University

Hartman, Laurie (2007)
Commercial and Entertainment Arts
B.F.A., Rochester Institute of Technology

Hatch, Rebecca (2001)
Sociology, Philosophy
B.A., California Lutheran University
M.S., Ph.D., University of Southern California

Heard, Lance (2008)
Public Services
B.S., United States Military Academy, West Point
M.S., University of Cincinnati

Henry, Anthony (2007)
Child Development
B.A., Humbolt State University
M.A., California State University, Los Angeles
M.A., Azusa Pacific University

Hernandez, Alina (1988)
Counseling
A.A., Santa Ana Community College
B.A., M.A., California State University, Fullerton
Ph.D., University of Southern California

Hernandez, Corie (2011)
Psychiatric Technician
B.S., California State University, Fullerton

Hernandez, Cristina M. (1997)
History & Art History
B.A., M.A., University of California, Santa Barbara

Herrera, Irene (2000)
Director, EOPS
B.S., California State University, Fullerton
M.S., California State University, Los Angeles

Hight, Lynette C. (1971)
English, Literature & Journalism
B.A., M.A., California State University, Los Angeles

Hill-Enriquez, Evelyn (1991)
American Language
A.A., Mt. San Antonio College
B.A., M.A., California State University, Fullerton
TESOL Certificate

Hischar, Paul (1998)
Accounting & Management
B.S., California State Polytechnic University, Pomona
M.B.A., West Coast University

Ho, Robert I. (1984)
Architecture & Engineering Design Technology
B.S., Cheng Kung University
M.Arch., University of Minnesota
NCARB, National Council of Architectural Registration Boards
California Licensed Architect

Hoffman, Harlan (2005)
History, Art History, Geography, Political Science
B.A., M.A., California State University, Fullerton
Ph.D., University of California, Riverside

Hoffman, Ruth Jean (1997)
Agricultural Sciences
A.S., Mt. San Antonio College
B.V.E., California State University, San Bernardino

Hoggan, Lynda Smith (1996)
Biological Sciences
B.S., Slippery Rock University
M.P.H., University of California, Los Angeles

Hood, Michael (2009)
Earth Sciences, Astronomy
B.S., University of Wisconsin-Madison
M.S., University of California, Irvine

Hoover, Karelyn (1995)
Chemistry
B.S., M.S., New Mexico Institute of Mining & Technology

Horton, Tamra (2000)
English, Literature & Journalism
B.A., University of California, Davis
M.A., University of Wyoming
Ph.D., Louisiana State University

Hosea, Phebe (2007)
Mathematics, Computer Science
B.S., M.S., University of California, Irvine

Howell, Luisa (2002)
Foreign Languages
B.A., M.A., California State University, Sacramento

Hseih, Mei Ling (2011)
Communication
B.A., M.A., California State University, Long Beach

Huang, Kenneth (2006)
Chemistry
M.S., California State University, Long Beach
Ph.D., University of California, Santa Barbara

Huang, Shui-lien (1989)
Computer Information Systems
M.A., West Texas State University

Hughey, Douglas (1999)
Child Development
A.A., San Diego City College
B.A., M.A., Pacific Oaks College

Hymer, Jonathan (2005)
Electronics & Computer Technology
B.A., University of California, Davis

I

Impara, Carol (2005)
Consumer & Design Technologies
B.A., Davidson College
M.S., University of Maryland

J

Jackson, Christopher (2005)
Physical Education /
Head Coach, Women's Water Polo and Swimming
B.S., California State University, Fullerton
M.S., Azusa Pacific University

Jagodka, Ralph F. (1997)
Accounting & Management
B.S., Western Illinois University
M.B.A., Pepperdine University
Ed.D., University of La Verne

Jastrab, Robert (2001)
Physical Education /
Head Coach, Men's Football
B.A., University of Miami
M.S., University of Nevada

Jeffers, Bonnie H. (1997)
Accounting & Management
A.A., Cerritos College
B.A., M.A., California State University, Fullerton

Jefferson, Paul (2001)
Public Services
A.S., Los Angeles City College
B.S., Pepperdine University
M.A., John F. Kennedy University

Jenkins, James D. (1992)
Assoc. Dean, Humanities & Social Sciences
B.A., M.A., California State Polytechnic University, Pomona

Jennum III, Joseph E. (1997)
Dean, Physical Education /
Athletic Director
B.S., California State Polytechnic University, Pomona
M.S., California State University, Fullerton

Johnson, Mary T. (1997)
Computer Information Systems
B.A., California State University, Fullerton
M.S., Azusa Pacific University

Johnson, Michelle (1998)
Mathematics, Computer Science
B.S., M.S., University of California, Irvine

Jones, William D. (1992)
History & Art History
A.A., Mt. San Antonio College
B.A., University of California, Los Angeles
M.A., Ph.D., Claremont Graduate School

Judd, Matthew T. (1990)
Interim Associate Dean, Natural Sciences
B.A., University of California, Berkeley
M.A., Claremont Graduate School

K

Kakiba-Russell, Karyn N. (1990)
Biological Sciences
B.S., M.S., California State University, Los Angeles

Kaljumagi, Eric (1999)
Learning Assistance
B.S., University of California, Davis
M.A.T., University of California, Davis

Kamaka, Ron (2006)
Physical Education /
Assistant Coach, Cross Country and Track and Field
B.A., Sonoma State University
M.S., Azusa Pacific University

Karn, Tamara (2001)
English, Literature & Journalism
B.A., University of California, Los Angeles
M.A., Chapman University

Kemp, Kurt A. (2000)
Foreign Languages
A.A., Mt. San Antonio College
B.A., California State University, Fullerton
M.A., University of California, Los Angeles

Keys, S. Carolyn (2001)
Dean, Student Services
B.A., California State University, Fullerton
M.B.A., National University, La Jolla

Khan, M. Zahir (1990)
Physics & Engineering
B.E., University of Poona
M.S., Ohio State University
Registered Professional Engineer

Khoddam, Kambiz (1999)
Mathematics, Computer Science
B.S., M.A., California State University, Long Beach

Kido, Janine (2005)
Biological Sciences
B.A., M.S., California State University, Fullerton

Kim, Candice S. E. (2000)
Mathematics, Computer Science
B.S., M.S., California State University, San Diego

King, Nancy L. (1988)
Counseling
B.S., University of California, Los Angeles
M.S., University of Southern California

Kirchgraber, Albert (1999)
Mathematics, Computer Science
B.S., California State Polytechnic University, Pomona
M.A., California State University, Fullerton

Kittle, Paul (2004)
Librarian
B.A., University of California, Riverside
M.S., Loma Linda University
M.S.L.S., University of Southern California

Klawitter, Kenneth (1991)
Communication
B.S., Bradley University, Illinois
M.A., Miami University, Ohio
M.A., California State University, Los Angeles

Knapp, Joshua (2000)
Psychology, Education
B.A., University of California, Berkeley
Ph.D., University of California, Santa Barbara

Kohn, Dafna (2001)
Geography & Political Science
B.S., Humbolt State University
M.S., California State University, Los Angeles

Kojima, Tetsuro (2000)
Mathematics, Computer Science
B.A., M.S., California State University, Los Angeles
Ph.D., University of Southern California

Kolchakian, Misty (2005)
Psychology, Education
B.S., University of Florida
M.A., Ph.D., University of Maryland, College Park

Kunkler, Constance (2006)
Nursing
A.S.N., A.A. Mt. San Antonio College
B.S.N., M.S.N., C.S.N., P.H.N., California State University, Dominguez Hills

Kuo, Tiffany (2011)
Music
B.A., Stanford University
M.A., The Juliard School
M.A., New York University

Kuykendall, Carolyn (2009)
Director, Honors Program
M.A., Chapman University

L

Lackey, Hilary (2010)
Earth Sciences and Astronomy
B.A., Smith College
M.S., Ph.D., University of Wisconsin

Lancaster, Stephen (2011)
Mathematics
M.A., Ph.D., The University of Oklahoma

Landeros, Darlene (2001)
Child Development
A.A., Rio Hondo Community College
B.A., University of La Verne
M.A., Pacific Oaks College

Lane, David C. (1989)
Sociology, Philosophy
A.A., Los Angeles Valley Community College
B.A., California State University, Northridge
M.A., Graduate Theological Union, Berkeley
M.A., Ph.D., University of California, San Diego

Lawlor, Elizabeth (2000)
Biological Sciences
A.B., Brown University
M.A., Ph.D., University of California, Riverside

Leader, Jennifer (2006)
American Language
M.A., Azusa Pacific University
Ph.D., Claremont Graduate University

Ledeboer, Lisa (2006)
Consumer Science & Design Technologies
B.S., Iowa State University
M.S., California State University, Northridge

Lee, Eddie (2006)
Counseling
B.A., California State Polytechnic, Pomona
M.S., California State University, Long Beach

Leung, Jenny (2006)
Chemistry
B.S., M.S., University of California, Irvine

Lizarraga, Max (1993)
Architecture & Engineering Design Technology
B.A., M.A., California State University, Long Beach

Lobb, Elizabeth A. (1998)
Geography & Political Science
B.A., University of California Berkeley
M.A., University of Washington, Seattle

Lockhart, Heidi (2007)
Career and Transfer Services
A.A., Crafton Hills College
B.A., M.A., California State University, San Bernardino

Loera-Ramirez Dionne (2001)
English, Literature & Journalism
B.A., M.A., California State University, Fullerton

Long, Susan (1998)
Dean, Arts
B.A., M.A., California State University, Long Beach
Ed.D., Pepperdine University

Long, Terri Smith (1989)
Dean, Instructional Services
B.A., M.S., Ed.D., University of Southern California

Lopez, Audra (2001)
Agricultural Sciences
B.S., M.S., California State Polytechnic University, Pomona

Loria, Annette (2010)
Vice President, Human Resources
B.A., M.A., California State Polytechnic University, Pomona

Louie, Charis (2000)
Psychology, Education
B.A., Pomona College
M.A., University of Missouri
Ph.D., University of Missouri, Columbia

Loyd, Rene (1999)
Mathematics, Computer Science
A.S., Crafton Hills Community College
B.S., M.S., University of California, Riverside

Lujan, Angel (1999)
Counseling
B.A., M.A., California State University, Fullerton

Lynes, Billie (2006)
Nursing
A.S.N., Mt. San Antonio College
B.S.N., M.S.N., FPN, University of Phoenix

M

McCormick, Elizabeth (1991)
English, Literature & Journalism
B.A., Barnard College
M.A., Ph.D., Claremont Graduate University

McDonald, Christopher (2002)
Mathematics, Computer Science
B.A., M.S., California State Polytechnic University, Pomona

McFarland, Thomas (1997)
Accounting & Management
B.S., M.B.A., California Polytechnic University, Pomona

McFaul, Jason (1999)
English, Literature & Journalism
B.A., M.A., University of the Pacific

McGeough, Daniel (1986)
Accounting & Management
B.A., California State University, Fullerton
M.B.A., California State University, Long Beach
Certified Public Accountant

McGowan, Joumana (2010)
Dean, Business
A.A., Mt. San Antonio College
B.A., M.B.A., California State Polytechnic University, Pomona
Ed.D., University of Southern California

McGowan, Richard (1991)
Continuing Education
B.S., San Diego State University
M.B.A., California State Polytechnic University, Pomona
Certified Public Accountant

McGraw, Jill (1991)
Mental Health Technology
A.S., Santa Ana College
B.V.E., California State University, Long Beach

McGruder, Charles (1992)
Sociology, Philosophy
B.A., University of Redlands, Johnston College
M.A., Ph.D., Claremont Graduate School

McIntosh, William (1999)
Music
B.A., B.M., Biola University
M.M., California State University, Long Beach

McKee, Catherine (1995)
Business Administration
B.A., University of California, Berkeley
J.D., University of San Diego School of Law
Member, California Bar Association

McLaughlin, David L. (1997)
Radiologic Technology
A.A., A.S., Mt. San Antonio College
B.S., University of St. Francis
R.T., American Registry of Radiologic Technology
California Certified Radiologic Technologist
M.Ed., California State Polytechnic University, Pomona

McMullin, Janet (1990)
Mathematics, Computer Sciences
B.S., M.S., Northern Illinois University

McPhail, Yuki (1992)
Foreign Languages
B.A., Carthage College, Wisconsin
M.A., Fuller Theological Seminary, Pasadena

Ma, Jannie (2008)
Learning Assistance
B.A., M.A., University of Southern California
M.A., California State University, Fullerton

MacDonald, Jennifer (2001)
Program Director, Histologic Technician
Biological Sciences
A.S., Canadore College, Canada

Madrigal, Paulo (2009)
Interim Director, Community & Career Education
A.A., Mt. San Antonio College
B.S., California State Polytechnic University, Pomona
M.S., University of La Verne

Maestro, Patricia (2004)
Counseling/Coordinator Learning Communities
A.A., East Los Angeles Community College
B.A., California State University, Long Beach
M.S., University of La Verne

Mageean, Michael (2000)
English, Literature & Journalism
B.A., M.A., California State Polytechnic University, Pomona
Ph.D., University of California, Irvine

Marano, Americo (1986)
Foreign Languages
A.A., East Los Angeles College
B.A., M.A., University of California, Los Angeles
M.A., California State University, Fullerton

Mason, Martin (2002)
Physics, Engineering
B.S., University of California, Riverside
M.S., University of California, Riverside

Masoomian, Rasool (2001)
Business Administration
M.S., M.A., Ph.D., State University of New York

Mauch, Thomas (2005)
Dean, Counseling
B.A., California State Polytechnic University, Pomona
M.S., California State University, Fullerton

Maynard, Phillip D. (1990)
Communication
B.A., M.A., California State University, Fresno

Mbuthi, Stanley W. (1998)
Counseling
B.A., California State Polytechnic University, Pomona
M.S., California State University, Los Angeles

Medina, David (1994)
Sociology, Philosophy
B.A., M.A., California State University, Fullerton

Meggelin, Nancy (1998)
Mental Health Technology
B.S.N., University of Phoenix
M.S.N., Ed., University of Phoenix

Mehta, Jaishri (1999)
Computer Information Systems
B.A., M.A., Florida Institute of Technology

Metter, Jean (1999)
Consumer Science & Design Technologies
B.S., California State Polytechnic University, Pomona
M.P.H., University of California, Berkeley

Meyer, Elizabeta (2001)
Biological Sciences
B.A., University of Pennsylvania
Ph.D., Michigan State University

Meyers, Richard (2011)
English, Literature and Journalism
B.A., University of La Verne
M.A., California State Polytechnic University, Pomona

Mezaki, Barbara (1990)
American Language
B.A., University of Buffalo
M.Ed., University of Buffalo
J.D., Southwestern University

Mezquita, Jesse A. (1977)
Commercial and Entertainment Arts
A.A., East Los Angeles College
B.V.E., M.V.E., California State University, Los Angeles

Miller, Kenneth (2011)
Electronics
B.S., California State Polytechnical University, Pomona
M.S., California State University, Fullerton

Mirman, David (2000)
Biological Sciences
B.A., University of Pennsylvania
M.S., University of California, Davis

Mrofka, David (2011)
Earth Sciences
B.S., Ph.D., University of California, Riverside

Muñiz, Laura A. (2005)
Counseling, EOP&S/CARE
A.A., Mt. San Antonio College
B.S., California State University, Fullerton
M.S., University of La Verne

Munro, Matthew J. (1998)
Mathematics, Computer Science
B.S., University of Washington
M.A., University of Colorado

Myers, Richard (2011)
English
B.S., University of La Verne
M.A., California State Polytechnic University, Pomona

N

Nakamura, Amy Bates (2005)
Dance
B.A., California State University, Fullerton
M.F.A., University of California, Irvine

Nassar, Sam (2007)
Counseling
B.A., California State Polytechnic University, Pomona
M.A., Azusa Pacific University

Nejad, Iraj Behbahani (1992)
Chemistry
B.S., Judi Shapur University, Iran
Ph.D., Michigan State University

Neel, Monique (2006)
Radiologic Technology
A.S., A.A., Mt. San Antonio College
B.A., University of Phoenix
Certified Radiology Technologist California
Certified Mammographer
R.T., American Registry of Radiologic Technology
R.T. (M), American Registry of Mammography

Newman, Charles (2000)
Chemistry
B.S., Northern Arizona University
Ph.D., University of California, San Diego

Nguyen, Bao-Chi (2010)
Mathematics, Computer Sciences
B.S., University of California, Los Angeles
Ph.D., Massachusetts Institute of Technology

Nguyen, Kim-Leiloni (Loni) (2000)
Biological Sciences
B.A., University of California, San Diego
M.D., University of California, Irvine
Ph.D., University of California, Los Angeles

Nitta, Akira (Art) (2006)
Mathematics, Computer Science
B.A., University of Irvine
M.S., California State Polytechnic University, Pomona

Nixon, Bruce (1999)
Mental Health Technology
B.S., California State Polytechnic University, Pomona

O

O'Brien, Paul (1999)
English, Literature & Journalism
B.A., University of California, Los Angeles
M.A., San Jose State University

Ocampo, James (1990)
Director, Assessment & Matriculation
B.A., M.A., California State University, Northridge

Olds, Jennifer (2008)
English, Literature & Journalism
B.A., M.A., California State Polytechnic University, Pomona

Orr, Jondea (2004)
Nursing
A.D.N., Rio Hondo College
B.S.N., California State University, Dominguez Hills
M.S.N., University of Phoenix

P

Padilla, Maya (2011)
Registered Veterinary Technician
A.A., Mt. San Antonio College
B.A., California State Polytechnic University, Pomona

Parker, Stacy (2001)
Physical Education / Head Coach, Men's Baseball
B.A., University of California, Irvine
M.Ed., Azusa Pacific University

Parra, Heidi R. (1992)
Mathematics, Computer Science
A.A., Cerritos College
B.A., M.A., California State University, Fullerton

Pascoe, Virginia (1995)
Biological Sciences
A.A., Cerritos College
B.S., B.A., M.S., California State University, Long Beach

Patterson, Richard (2002)
Associate Dean, Business
B.S., California Polytechnic University, Pomona
M.Div. St. Johns Theologate Seminary

Pedersen, Kirk (1998)
Fine Arts
B.A., Midland College
M.A., San Francisco State University
M.F.A., Claremont Graduate School

Pellitteri, John (1999)
Counseling, ESL
B.A., California Polytechnic University, Pomona
M.S., University of La Verne
M.A., Psy.D., California School of Professional Psychology

Perez, Anabel (2007)
Counseling
M.S., California State University, Long Beach

Perez, Christopher G. (2008)
Mathematics & Computer Science
B.S., California State University, San Bernardino
M.S., California State University, Los Angeles

Perez-Garcia, Julie (1999)
Counseling
B.A., University of California, Santa Barbara
Ph.D., Washington State University

Perkins, Robert (2001)
Architecture & Engineering Design Technology
B.S.C.E., Princeton University
M.Arch., University of Colorado

Petersen, Craig A. (1981)
Biological Sciences
B.S., M.S., California State University, Los Angeles

Plesetz, Sarah (2008)
Nursing
A.S., Los Angeles County School of Nursing
A.A., Mt. San Antonio College
B.S.N., M.S.N., P.H.N., Ed., California State University, Dominguez Hills

Pop, Horia C. (1998)
Mathematics, Computer Science
B.A., University of Bucharest
M.S., University of Iowa
M.A., Ph.D., University of Southern California

Potter, Don (2009)
Manager, Deaf and Hard of Hearing Services, DSP&S
B.A., University of Minnesota
RID, CI/CT, NADV

Poulter, Shane (2007)
Counseling
B.A., California State University, Pomona
M.A., California State University, Dominguez Hills

Preciado, Rosa M. (1975)
Psychology, Education
A.A., Mt. San Antonio College
B.A., California State University, Fullerton
M.A., University of California, Riverside

Presch, Melissa (2008)
Biological Sciences
B.A., California State University, Fullerton
M.S., California State University, San Bernardino

Prochaska, Cynthia Adam (1990)
English, Literature & Journalism
B.A., M.A., University of California, Santa Barbara

Purcell, Robert (2011)
Physical Education
B.A., M.S., Azusa Pacific University

Q

Quinn, Barbara (2006)
Disabled Student Programs & Services
B.A., California State University, Fullerton
M.S.W., University of Southern California

Quintana-Mullane, Kimberly (2004)
English, Literature & Journalism
A.A., Mt. San Antonio College
B.A., M.A., California State Polytechnic University, Pomona

R

Ramey, Martin A. (2011)
Business Administration
B.A., Arizona State University
J.D., University of San Diego
LL.M., Indiana University
Member, California Bar Association

Redinger, Larry L. (1975)
Dean, Natural Sciences
A.S., San Bernardino Valley College
B.S., California State University, Long Beach
M.S., Northern Arizona University

Reel, Ron (1988)
Communication
A.A., Bakersfield College
B.A., M.A., California State University, Fresno
Ph.D., Valley Christian University

Reille, Audrey (2006)
Director, Center of Excellence
M.B.A., California State University, San Bernardino
Ed.D., University of Southern California

Reinhart, Liesel (1997)
Communication
B.S., University of Colorado
M.P.S., Cornell University

Revell, Timothy (1999)
Biological Sciences
A.A., Ventura College
B.A., University of California, Santa Cruz
M.S., California State University, Fullerton
Ph.D., Loma Linda University

Rexach, Carmen (2005)
Biological Sciences
B.A., University of California, Los Angeles
M.S., California State University, Stanislaus
Ph.D., University of California, Davis

Reyes, Mary-Ellen (1998)
Mental Health Technology
A.A., Chaffey College

Richardson, Lanny (1995)
Air Conditioning & Welding
A.S., Mt. San Antonio College

Rickard, Malcolm (2008)
Physics and Engineering
B.A., M.S., San Francisco University
Ph.D., University of Colorado

Rillorta, Linda C. (1989)
Sociology, Philosophy
A.A., Pasadena City College
B.A., M.A., Ph.D., University of Southern California

Ritz, Karol E. (1997)
Dance
B.A., University of California, Irvine
M.A., California State University, Fullerton

Rivas, Hector (2007)
Commercial and Entertainment Arts
B.A., California Polytechnic University, Pomona
M.B.A., Keller Graduate School of Management

Rivas, Tony M. (2005)
Counseling, EOP&S/CARE
A.A., Santa Ana College
B.A., San Jose State University
M.S., California State University, Long Beach

Robinson, Carolyn (2006)
Learning Assistance
B.S., California State Polytechnic, Pomona
M.S.Ed., University of Southern California

Rogers, Bruce (1994)
Music
B.S., University of Connecticut
M.A., Claremont Graduate University

Rogus, Linda (2005)
Aeronautics and Transportation
F.A.A. Certificates; Flight Instructor, Airplanes & Instruments, Airline Transport Pilot
A.S., Mt. San Antonio College
B.S., California State University, Los Angeles

Rogus, Robert (2001)
Aeronautics and Transportation
A.S., Mt. San Antonio College
B.S., California State University, Los Angeles
F.A.A. Certificates: Flight Instructor; Airplanes & Instruments; Commercial Pilot

Romero, Oscar (2007)
Nursing
A.S., Mt. San Antonio College
R.N., Los Angeles County - University of Southern California School of Nursing
MSN, California State University, Fullerton/ University of California, Irvine

Rubenstein, Susie (2005)
Fine Arts
B.A., University of California, Santa Cruz
B.F.A., Kansas City Art Institute
M.F.A., Cranbrook Academy

Rudd, Terry Shaylor (1988)
Mental Health Technology
A.S., East Los Angeles College
B.S., California State University, Fullerton
M.S., California State University, Los Angeles

Ruh, Marc T. (1997)
Physical Education / Head Coach, Men's Water Polo and Swimming
A.A., Mt. San Antonio College
B.A., University of California, Santa Barbara
M.A., Azusa Pacific University

Russell, Paul (1988)
Learning Assistance
B.S., California State Polytechnic University, Pomona
M.Ed., California Lutheran College

S

Sakugawa, Jamie (2008)
Agricultural Sciences
B.A., California State Polytechnic University, San Luis Obispo

Salinger, Aaron (2011)
Foreign Languages
B.A., University of California, Santa Cruz
M.A., University of New Mexico

Sampat, Michelle (2007)
Learning Assistance
B.A., Pomona College
M.A., Claremont Graduate School
J.D., Whittier Law School

Sanchez, Andrew (2001)
Mental Health Technology
A.S., R.N., Mt. San Antonio College

Sanchez, Hector (2006)
Counseling, EOP&S/CARE
A.A., Glendale Community College
B.A., University of California, Los Angeles
M.S., University of La Verne

Sanchez, Lisbet (2008)
Foreign Languages
B.A., B.A., California State University, Los Angeles
M.A., New Mexico State University

Sanchez, Juan (2005)
Physical Education / Head Coach, Men's Soccer
B.S., California State University, Los Angeles
M.Ed., University of La Verne

Santiago, Tanya (2011)
Nursing
A.S.N., Mt. San Antonio College
B.S.N., M.S.N., F.N.P., Azusa Pacific University

Sardinas, Ignacio (2008)
Architecture and Engineering Design Technology
B.A., California State Polytechnic University, Pomona

Schmidt, Sherry (1985)
Biological Sciences
B.A., University of Montana
M.A., California State University, Fullerton

Schnurbusch, Karen (2002)
Physics & Engineering
B.S., University of California, Santa Barbara
M.S., University of Illinois, Urbana-Champaign

Sciore, Donald (1999)
Commercial and Entertainment Arts
B.F.A., California State University, Fullerton

Scott, Brian (2001)
Agricultural Sciences
A.S., Mt. San Antonio College
B.S., California State Polytechnic University, Pomona

Scott, Sarah (2007)
Biological Sciences
B.S., University of Massachusetts, Amherst
M.S., University of Connecticut, Storrs

Scroggins, William (2011)
President/CEO
B.S., University of California, Los Angeles
Ph.D., University of California, Riverside

Shackelford, Stephen (2010)
Aeronautics, Transportation
B.A., University of San Francisco

Shannon, Cynthia (1991)
Biological Sciences
A.A., Fullerton College
B.A., California State University, Fullerton
B.S., M.S., California State Polytechnic University, Pomona
Ph.D., University of California, Riverside

Sharpe, Paul W. (1997)
Public Services
B.A., College of Santa Fe
M.S.W., California State University, San Bernardino
Certified Substance Abuse Counselor, UCLA

Sherwood, Kelly (2009)
Medical Services Department
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Sholars, Joan (1991)
Mathematics, Computer Science
B.A., M.A., California State University, Fullerton

Shull, Stephen (2006)
Fire Technology
B.S., Southern Illinois University
M.S., California State University, Long Beach

Silva, Lawrence (2005)
Learning Assistance
B.A., California State Polytechnic University, Pomona
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Geography & Political Science
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Commercial and Entertainment Arts
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Counseling
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Smith, John K. (2001)
Public Services
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Air Conditioning, Welding, & Water Technologies
A.A., Riverside City College
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Counseling
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Geography & Political Science
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B.S., Eastern Michigan University
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Counseling
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Trull, Stephen Tyler (2001)
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Walker, Rebecca (2006)
Earth Sciences, Astronomy
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Wasson, Sheri (2011)
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Child Development
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Weatherilt, Sandra (2001)
Consumer Science & Design Technologies
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Webb, Craig A. (1998)
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B.A., B.S., Syracuse University, New York
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Whalen, Margaret F. (1989)
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Wheeler, Daniel (2011)
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Wiesner, Mary Rose (2002)
Respiratory Therapy
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A.A., Mt. San Antonio College
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Chemistry
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English, Literature & Journalism
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Counseling, Adult Basic Education
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Young, Paula (2008)
Mathematics, Computer Science
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Z

Zamora, Victor Y. (1998)
Computer Information Systems
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Earth Sciences, Astronomy
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M.S.H.S.-H.P.E., Western University
C.E.N. - Certified Emergency Nurse
C.F.R.N. - Certified Flight Registered Nurse

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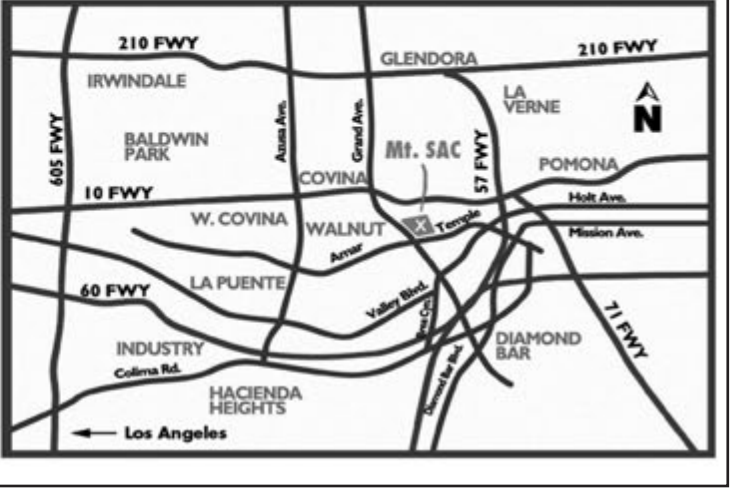

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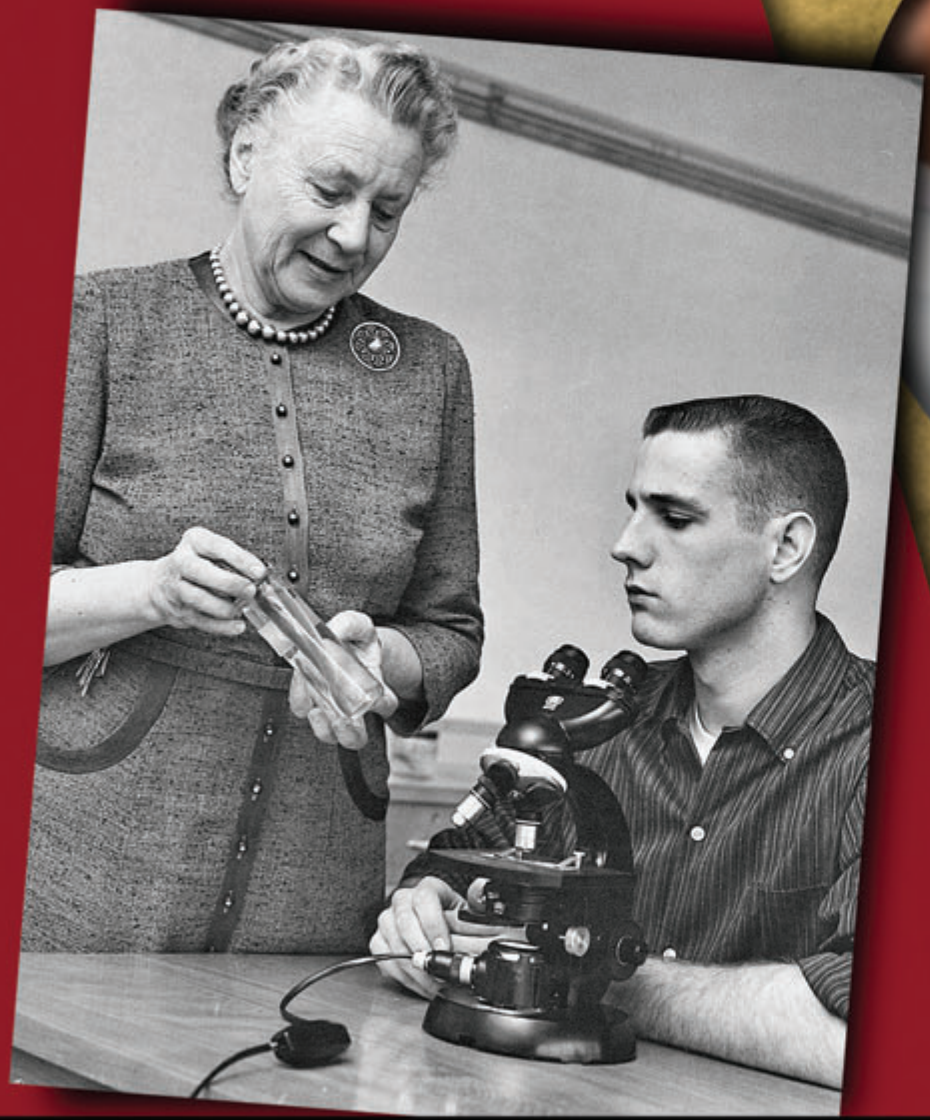

THEN & NOW . . .

In the spirit of Mt. SAC's milestone 65th anniversary, we salute over six decades of quality instruction with this "then-and-now" design concept for the catalog covers. Over these many years, Mt. SAC has distinguished itself as an institution committed to teaching excellence and student success. That's our longstanding legacy!