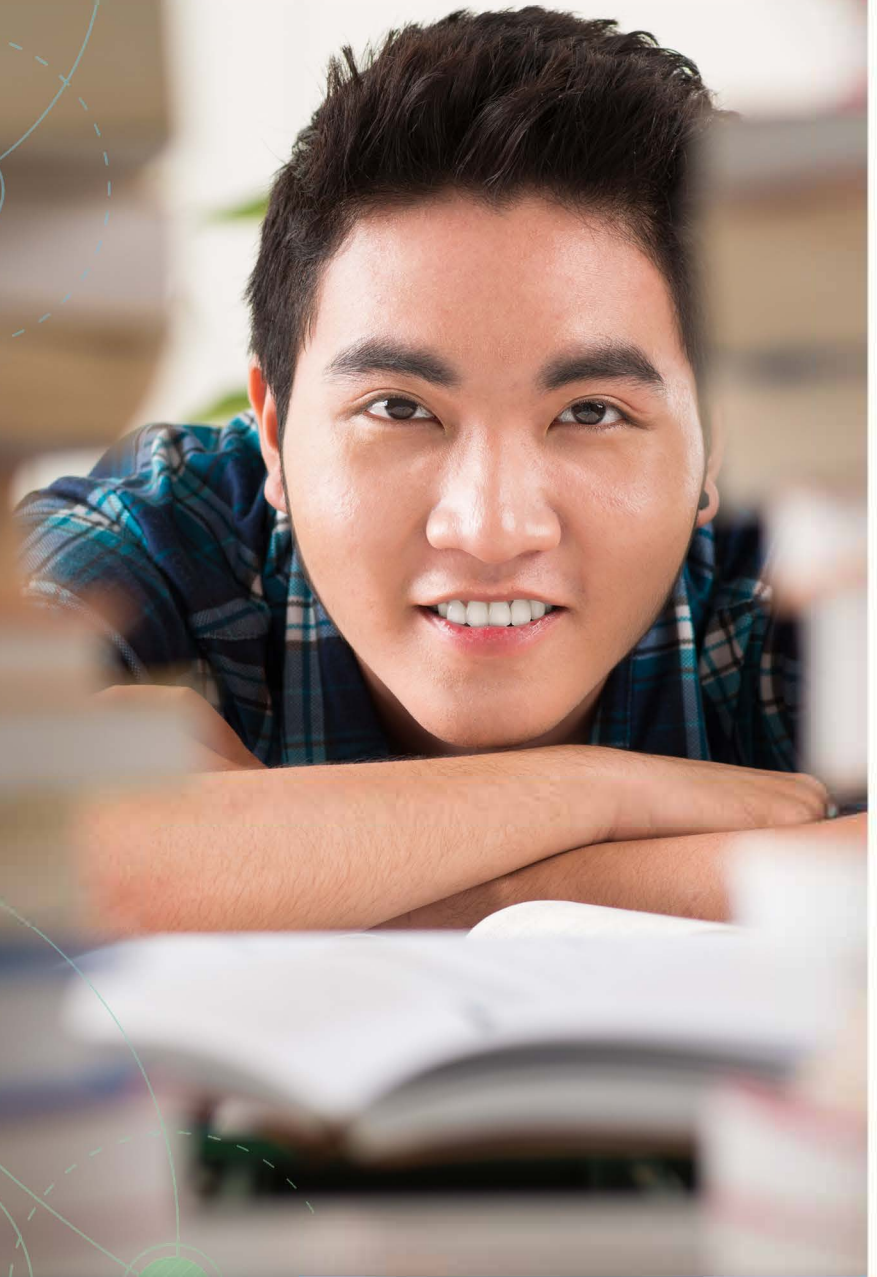


# 2016-17 CATALOG



**YOU.  
SUCCESS.**

# ACCREDITATION

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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 by phone at **(405) 506-0234** or in writing at:

10 Commercial Boulevard, Suite 204  
Novato, California 94949

## Catalog Content Changes

Mt. San Antonio College has made every effort to ensure 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.

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

The 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

(909) 274-7500  
TTY# (909) 594-3447  
(Hearing Impaired)

Mt. San Antonio College (<http://www.mtsac.edu>)

# PRESIDENT'S MESSAGE

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## Welcome to Mt. San Antonio College!

Your educational journey is one of the most important you will take in your lifetime. As you can see in the *2016-2017 College Catalog*, we are your unwavering partner in success. This catalog 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 commitment to provide you the finest education and support services.

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 degree 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.

To the many freshmen who will enter Mt. SAC this fall, and to all returning 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 T. Scroggins

**President & CEO**

## Board of Trustees

Dr. Manuel Baca

Rosanne M. Bader

Judy Chen Haggerty, *Esq.*

Jay F. Chen

Dr. David K. Hall

Robert F. Hidalgo

Laura Santos

Elizabeth Santos, *Student Trustee*

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# COLLEGE CALENDAR

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## 2016-17 College Calendar

### Summer Intersession 2016 – 6 Weeks

College Calendar	Event
June 20	2016 Summer Intersession begins
July 4	Independence Day (campus closed)
July 15	Registration begins for 2016 Fall Semester
July 31	2016 Summer Intersession ends

### Fall Semester 2016 – 16 Weeks

College Calendar	Event
August 29	2016 Fall Semester begins
September 5	Labor Day (campus closed)
September 9	Last day to change residency for 2016 Fall Semester
October 3	International Student Application Due for 2017 Spring Semester
October 7	Last day to petition for Fall Semester graduation
November 9	Registration begins for 2017 Winter Intersession
November 11	Veteran's Day (campus closed)
November 24 - 27	Thanksgiving Recess (campus closed)
December 2	Last day to petition for Winter Intersession graduation
December 12 - 18	Final Exams (see <a href="http://www.mtsac.edu/schedule/calendar.html">http://www.mtsac.edu/schedule/calendar.html</a> for schedule)
December 18	2016 Fall Semester ends
December 19 - January 2	Winter Recess for Students

### Winter Intersession 2017 – 6 Weeks

College Calendar	Event
January 1, 2016	New Year's Day (campus closed)
January 9	2017 Winter Intersession begins
January 11	Registration begins for 2017 Spring Semester
January 16	Martin Luther King, Jr. Day (campus closed)
February 17	Lincoln's Birthday (campus closed)
February 19	2017 Winter Intersession ends
February 20	President's Day (campus closed)

### Spring Semester 2017 – 16 Weeks

College Calendar	Event
February 27	2017 Spring Semester begins
March 31	Cesar Chavez Day Observed (campus closed)
April 3	International Student Application Due for 2017 Summer Intersession
May 10	Registration begins for 2017 Summer Intersession
May 29	Memorial Day (campus closed)
May 1	International Student Application Due for 2017 Fall Semester
June 12 - 18	Final Exams (see <a href="http://www.mtsac.edu/schedule/calendar.html">http://www.mtsac.edu/schedule/calendar.html</a> for schedule)
June 16	Commencement
June 18	2017 Spring Semester ends

# THE COLLEGE

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# THE COLLEGE

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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.

## 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 2015 Mt. SAC proudly celebrated 69 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 support all students in achieving their full educational potential in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

### Vision

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

### Core Values

- **Integrity:** We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Diversity and Equity:** 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.

# COLLEGE ORGANIZATION

## Board of Trustees

College Organization	Name
President	Judy Chen Haggerty, Esq.
Vice President	Rosanne Bader
Clerk	Dr. Manuel Baca
Member	Jay Chen
Member	Dr. David K. Hall
Member	Robert F. Hidalgo
Member	Laura Santos
Student Trustee	Elizabeth Santos
College President & CEO	Dr. William Scroggins

## Administration

### Administrative Services (909) 274-4230

College Organization	Name
Vice President, Administrative Services	Michael Gregoryk
Associate Vice President, Fiscal Services	Rosa Royce
Director, Accounting	Shelly Zahrt-Egbert
Director, Bookstore and Operations	Suzanne Luetjen
Manager, Bursar's Office	Sheree Culross
Manager, Custodial Services	Ken McAlpin
Director, Facilities Planning and Management	Gary Nellesen
Assistant Director, Facilities Planning and Management	Bill Asher
Manager, Facilities Support Services	Becky Mitchell
Construction Project Manager	Roger Sneed
Director, Fiscal Services	Vacant
Interim Director, Grounds and Transportation	Ruben Avila Jr.
Director, Payroll	Richard Lee
Chief, Public Safety	David Wilson
Deputy Chief, Public Safety	Robert Wren
Director, Purchasing	Teresa Patterson
Director, Safety and Risk Management	Vacant
Director, Technical Services	William Eastham

### Human Resources (909) 274-4225

College Organization	Name
Vice President, Human Resources	Vacant
Director, Human Resources	Cynthia Hoover
Director, Equal Employment Opportunity	Traci Becerra

### Information and Educational Technology (909) 274-4357

College Organization	Name
Chief Technology Officer	Victor Belinski
Director, Enterprise Applications Systems	Robert Hughes
Director, Academic Technology and Infrastructure	Dale Vickers
Interim Assistant Director, Academic Technology and Infrastructure	Ron Bean
Manager, Data and Network Security	Chris Schroeder

### President's Office (909) 274-4121, (909) 274-4215

College Organization	Name
Director, Marketing & Communication	Uyen Mai
Director, Public Affairs	Jill Dolan
Executive Director, Mt. SAC Foundation	Bill Lambert

### Instruction (909) 274-4200

College Organization	Name
Vice President, Instruction	Dr. Irene Malmgren
Executive Dean, Instructional Services	Dr. Joumana McGowan
Associate Dean, Instructional Services	Don Sciore
Dean, Arts Division	Dr. Sue Long
Associate Dean, Arts Division	Mark Lowentroun
Dean, Business Division	Jennifer Galbraith
Associate Dean, Business Division	Dr. Fawaz Al-Malood
Director, Child Development Center	Tamika Addison
Assistant Director, Child Development Center	Guadalupe Hernandez
Dean, Humanities and Social Sciences Division	James Jenkins
Associate Dean, Humanities and Social Sciences Division	Dr. Jeanne Marie Velickovic
Director, Writing Center	Dr. David Charbonneau
Dean, Kinesiology, Athletics and Dance Division	Joseph Jennum
Associate Dean, Kinesiology, Athletics and Dance Division	Debbie Cavion
Dean, Library and Learning Resources Division	Meghan M. Chen
Director, Learning Assistance Center	Bailey Smith
Dean, Natural Sciences Division	Matthew Judd
Associate Dean, Natural Sciences Division	Karelyn Hoover
Dean, Technology and Health Division	Jemma Blake-Judd
Associate Dean, Technology and Health Division	Sarah Plesetz

Dean, School of Continuing Education	Dr. Madelyn Arballo
Associate Dean, Career Education and Workforce Development	Dr. Tami Pearson
Director, Adult Education	Lesley Johnson
Assistant Director, Adult Basic Education	Omideh Sloan
Director, Community and Contract Education	Paulo Madrigal
Associate Dean, Continuing Education Programs and Services	Dr. Liza Becker
Director, English Language Learners	Jody Fernando
ESL Instructional Support Manager	Margaret Teske
Director, Grants	Adrienne Price
Director, Research and Institutional Effectiveness	Barbara McNeice-Stallard
Director, Honors	Vacant

### **Student Services (909) 274-4505**

<b>College Organization</b>	<b>Name</b>
Vice President, Student Services	Dr. Audrey Yamagata-Noji
Dean, Counseling	Thomas Mauch
Associate Dean, Counseling	Dr. Francisco Dorame
Dean, Student Services	Carolyn Keys
Dean, Enrollment Management	Dr. George Bradshaw
Dean, Center of Excellence	Lori Sanchez
Assistant Director, Admissions and Records	Patricia Montoya
Director, Assessment and Matriculation	James Ocampo
Director, CalWORKS	Dr. Stephen Brown
Director, Career and Transfer Services	Ivan Pena
Dean, Disabled Student Programs and Services (DSP&S)	Grace Hanson
Director, Deaf and Hard of Hearing Services	Don Potter
Director, Extended Opportunity Programs and Services (EOPS)	Irene Herrera
Director, Financial Aid	Dr. Chau Dao
Director, Health Services	Marguerite Whitford
Director, Student Life	Andrea Sims
Director, TRiO Program	Dr. Zolita Fisher

# **STUDENT SUCCESS AND SUPPORT PROGRAM**

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# STUDENT SUCCESS AND SUPPORT PROGRAM

Recognizing that student success is the responsibility of both the college and the student, the Student Success and Support Program was established to assure that students who attend a California Community College are given the best possible opportunity to succeed in accomplishing their academic goals. To accomplish this, the college will assure that appropriate services are provided to students to enhance their success. As a student, you must identify your academic goal and course of study as well as complete required core services including Assessment, Orientation and Educational Planning. Below are the important steps to follow to begin your academic career including information on the services you are required to participate in.

## Step 1 – Apply to Mt. SAC

Complete and submit a Mt. SAC Admission Application (<http://www.mtsac.edu/apply>). Computers are available in the Student Services Center for your convenience. For further information, contact Admissions Office at (909) 274-4415 or visit Admissions (<http://www.mtsac.edu/admissions>) online.

## Step 2 – Apply for Financial Aid

Mt. SAC offers a variety of financial aid programs funded by federal and state agencies and private sources, including grants, fee waivers, work-study opportunities, scholarships, and loans. For further information, contact the Financial Aid Office at (909) 274-4450 or visit Financial Aid (<http://www.mtsac.edu/financialaid>) online.

## Step 3 – Attend Placement Test Information Sessions

The sessions will prepare students to take the required placement tests and provide an opportunity for students to ask questions regarding the tests. For further information, contact the Assessment Center at (909) 274-4265 or visit Assessment (<http://www.mtsac.edu/assessment>) online.

## Step 4 – Get Assessed

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 be successful in their course work. For further information, contact the Assessment Center at (909) 274-4265 or visit Assessment (<http://www.mtsac.edu/assessment>) online.

## Step 5 – Attend New Student Orientation

At orientation, a counselor will review placement test scores and help you select your courses based on your test scores. Counselors will also review graduation and university transfer requirements. You will also create your Mountie Academic Plan (MAP). For further information, contact the Counseling Center at (909) 274-4380 or visit Counseling (<http://www.mtsac.edu/counseling/orientation.html>) online.

## Step 6 – Get Counseling

Counselors are available to help if you:

- a. are undecided about your major or career goal,
- b. need assistance in planning your educational and/or career goal,

- c. need assistance in choosing a university or college for transfer, or
- d. have personal problems that impact your college success.

For further information, contact the Counseling Center at (909) 274-4380 or visit Counseling (<http://www.mtsac.edu/counseling>) online.

## Step 7 – Register Online

Register online, based on your assigned registration date/time. Check your registration date on your portal account (MyPortal (<https://my.mtsac.edu>)).

## Step 8 – Pay Fees

You can pay your fees online with a credit card (MasterCard, Visa, Discover, American Express) or in person at the Bursar's Office (Lower Level – Bldg 4). For further information, contact the Bursar's Office at (909) 274-4960 or visit Bursar's Office (<http://www.mtsac.edu/bursars>) online.

# Admission and Registration

## Admissions

Any person possessing a high school diploma or its equivalent is eligible for admission to Mt. San Antonio College. 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 (<http://www.mtsac.edu/admissions>) Website 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.).

## 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.
6. Seniors may enroll in two courses.

Special Admit application packets may be obtained in the Counseling Center ([http://www.mtsac.edu/counseling/special\\_admit.html](http://www.mtsac.edu/counseling/special_admit.html)) or online.

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. Students are advised to contact their high school counselor.

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 Center at (909) 274-4937.

## Evaluation of Other College Coursework

Mt. San Antonio College reserves the right to evaluate work completed at 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 3 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 & Universities in the U.S.

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 & Universities outside the U.S.

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 by 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 that rewards student achievement in the Career Technical Education courses taken at the secondary level. Credit by exam is the method used to award credit for students.

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 program 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 High Schools, ROPs, and Adult Schools, please contact the Career Pathways Articulation Office at (909) 274-5252.

## Registration

Registration for classes is conducted online via the web at MyPortal (<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 MyPortal (<http://my.mtsac.edu>).

## Schedule of Classes

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

## Enrollment Fees and Expenses

Students are charged an enrollment fee of \$46 per unit and a mandatory Health Services fee for each term at Mt. San Antonio College. A Student Representation fee and an optional Student Activities fee are collected for Fall and Spring semesters only. In addition to these fees, non-resident and international students also pay tuition of \$241 per unit. Students wishing to park in the student parking lots are required to have a valid Student Parking Permit which can be purchased online through the student portal. Fees are subject to change. Financial aid, scholarships and Board of Governors Fee Waiver (BOGW) may be available to assist with fee payment. Please consult the Schedule of Classes online for current fees and related information. (BP 5030, AP 5030)

Students are responsible for purchase of their own textbooks and supplies. Costs for books and supplies for full-time students may average \$300-\$600 per semester depending on the program of study selected.

## 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 online at associated students (<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.

## Student Transportation Fee

Effective Summer 2015, a mandatory transportation fee for the Foothill Transit Class Pass Program will be charged to full and part-time students. California Education Code Section 76361 authorizes the governing board to require students to pay a fee for the purposes of partially or fully recovering transportation costs incurred by Mt. SAC.

## 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. Please see the current Schedule of Classes for 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.

## 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 valid financial obligation to the College (e.g., returned check, unpaid enrollment fees, unpaid loan, equipment breakage, etc.). The hold shall be released when the student satisfactorily meets the financial obligation. When an outstanding financial obligation owed to the College is sent to our collection agencies, Chancellor's Office Tax Offset Program, the collection cost incurred will be added to the original amount owed.

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

Any student having a disciplinary hold with the Student Life Office will not be allowed to transact College business until the hold is satisfied. (BP 5035, AP 5035)

## 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 California Education Code, regulations of the Board of Governors of the California Community Colleges in Chapter 5 (commencing with Section

54000) of Division 6 of Title 5 of the California Code of Regulations, 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.

## 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.

## 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 (Must be paid in U.S. currency (check or money order) made payable to Mt. San Antonio College. Personal checks must have the accountholder's name and address preprinted on them.)
- 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](http://www.toefl.org) (<http://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](http://www.ielts.org) (<http://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 online (Assessment Test information (<http://www.mtsac.edu/assessment/testinfo.html>))
- 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 school year are as follows:

	Application Deadline	Classes Begin
Fall Semester	First Monday of May	Late August
Summer Intersession	First Monday of March	Late June
Spring Semester	First Monday of October	Late February

F-1 Visa students can obtain all application materials from our College Website (International Students (<http://www.mtsac.edu/international>)). (<http://www.mtsac.edu/international>) TOEFL scores, IELTS scores, admission applications (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. (AP 5010)



## Assessment and Placement

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. For more information, visit assessment (<http://www.mtsac.edu/assessment>). (<http://www.mtsac.edu/assessment>)

### Placement Tests

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

### Test Information Sessions

The sessions will prepare students to take the English and Math placement test and provide an opportunity for students to ask questions. The information sessions will also provide strategies and resources. For further information, contact the Assessment Center at (909) 274-4265 or visit assessment (<http://www.mtsac.edu/assessment>).

### 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 writing prompt and the writing sample will be evaluated 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, ENGL 68, ENGL 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 ENGL 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.

#### Placement in English Composition Classes

*Students are placed in Composition classes as a result of appropriate scores on the Mt. SAC Assessment of Written English or equivalent prerequisite courses successfully completed ("C" or better) at other colleges that fulfill the Mt. SAC prerequisite for the respective course. Students with appropriate scores will be placed in Freshman Composition 1A. Students needing additional developmental work will be placed in ENGL 68 (Preparation for College Writing) or in both ENGL 67 (Writing Fundamentals) and ENGL 68 (Preparation for College Writing) (NO CONCURRENT ENROLLMENT). Depending upon initial placement into English courses, students are eligible for Freshman Composition (ENGL 1A) upon successful completion of ENGL 67 (Writing Fundamentals) and ENGL 68 (Preparation for College Writing). Students are encouraged to complete Freshman Composition 1A as early in their college program as possible.*

### 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 or Pre-Calculus.

### Reading Placement

The College utilizes the Degrees of Reading Power (DRP) reading test to assess student reading skills. Based on the results of the reading test, the student will be placed in an appropriate reading course. Please be advised that the reading competency requirement for graduation can be met by attaining eligibility for READ 100.

### Chemistry Placement

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

## Counseling/Advisement

Counseling Center services are provided to enrolled 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 Assessment, Orientation, and Counseling, Advising, or Education Plan Development

The goal of the Student Success and Support Program is to increase student access and success by providing core SSSP services, including (1) orientation, (2) assessment and placement, and (3) counseling, advising and other education planning services with the goal and declared course of study.

#### Exemptions from Student Success and Support Program

As part of the matriculation process, the following services are provided, which students may choose to request exemption. If you are requesting an exemption, please identify the basis for your request.

**A student is exempt from assessment, orientation, and counseling, advising, or education plan development if the student has:**

1. graduated with an Associate degree or higher from a regionally accredited institution. **Must provide a copy of transcripts as documentation of degree attainment.**
2. enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence.
3. earned 60 units or more from a regionally accredited institution. **Must provide a copy of transcripts as documentation of units earned from another institution.**
4. enrolled at Mt. SAC solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standings.
5. enrolled as a special admit student pursuant to Education Code section 76001.

## 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.

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.

Visit New Student Orientation (<http://www.mtsac.edu/counseling/orientation.html>).

## Prerequisites, Corequisites, and Advisories

Mt. SAC faculty 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 met 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

In accordance with Title 5 Section 55003(p) and (q), Student Challenge of Prerequisites or Corequisites, students may challenge a prerequisite or corequisite for a course. A prerequisite or corequisite cannot be "waived," but students have the ability to demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted. The challenge must be based on at least one of the following specific grounds:

- The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States. (The student will meet with the appropriate department chair)
- A student may request a prerequisite or corequisite variance to demonstrate that the student has the knowledge or ability equivalent to the prerequisite or corequisite for the course in question, but has not formally met the established prerequisite or corequisite. (The student will meet with the appropriate department chair)
- The prerequisite or corequisite course has not been made reasonably available, and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals. (The student will meet with the Director of Assessment and Matriculation)
- The prerequisite or corequisite is being applied in a discriminatory manner. (The student will meet with the Director of Assessment and Matriculation)
- The prerequisite violates the provisions of the State Education Code. (The student will meet with the Director of Assessment and Matriculation)

# **ACADEMIC POLICIES AND REQUIREMENTS**

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# ACADEMIC POLICIES AND REQUIREMENTS

For detailed information regarding Mt. San Antonio College Board of Trustees Policies (BP) and Administrative Procedures (AP), go to Board Policies & Administrative Procedures (<http://www.mtsac.edu/governance/trustees/apbp>).

## 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 exercise 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. (BP 4030, AP 4030)

## 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. (BP 4250, AP 4250)

### 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. (BP 4250)

## 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 a second consecutive semester continues to have a cumulative grade point average below 2.0, or
- b. Continued Progress Probation - occurs when the student in a 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 two semesters. If the student has enrolled in the subsequent term 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 two semesters.

## Reinstatement after Dismissal

A dismissed student may request reinstatement through the Counseling Center after an interval of two semesters. Requests must be made **no later than two weeks before** the beginning of the Fall or Spring semesters only. Requests for reinstatement will not be allowed after the above stated deadline or for Winter and Summer terms. 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 and must see a counselor with an academic progress report for unit clearance prior to every registration period. 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. (BP 4250, AP 4255)

# 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.**

Professors 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 professor or at an earlier date for intersession or short-term classes.

Students on college-authorized field trips will not be penalized for absences incurred in other classes during the field trips (AP 4300).

## 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.

## Student Unit Limits

Students may enroll in a maximum of 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 are 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.

## 100 Unit Appeal

New state regulations (effective summer 2014) impact your registration date if you have earned more than 100 degree applicable units at Mt. SAC. If you have already surpassed or if you will have earned 100 or more degree applicable units when registration begins for any term (starting with summer 2014), you will be assigned a later registration date.

Students who have completed 100 or more degree applicable units may file an appeal with the Counseling Center to keep their original registration date for the following term. The 100 Unit Appeal form can be downloaded from the Counseling website (Over 100-Unit Appeal (<http://www.mtsac.edu/counseling/forms.html>)). There will be a deadline for submitting this form every term. **The deadline date is advertised on the appeal form.** Forms are also available at the Counseling Center Building 9B, second floor.

If you wish to appeal to keep your original registration date for the next term, you must make an appointment to see a counselor or advisor to create an educational plan and to clarify what else is required for the appeal. You can make an appointment with a counselor or advisor online through the Counseling website above, in person or by calling (909) 274-4380.

## Basic Skills Limitations

Students are limited to completing no more than 30 units of courses identified as "Pre-collegiate Basic Skills" while enrolled at Mt. SAC. Courses in this category include pre-collegiate basic skills courses in Math, English, Reading, and Learning Skills. Students enrolled in the American Language program and students with learning disabilities are exempted from this policy. Waivers to exceed the 30 unit limit are available to students who show significant progress and will be limited to a specified period of time and/or number of units. Students requesting this waiver must submit a Petition for Exceptional Action to the Board of Appeals. Petitions are available in the Counseling Center and in Admissions & Records. Students who reach 30 units of pre-collegiate basic skills courses and who are not ready to pursue degree applicable courses are subject to remedial dismissal. (BP 4220, AP 4222)

## Petitions for Exceptional Action

Student Petitions for Exceptional Action forms are available from the Counseling Office 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 in continuous enrollment.

## Catalog Rights

- A student may use that initial catalog year or any subsequent catalog until the student petitions 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 primary terms (two years).

## Dropping Courses and Withdrawing from the College

It is the students' responsibility to drop or withdraw from courses they no longer attend. Students should check their schedule/receipt, available on the "My Mt SAC" portal for information regarding key dates. Dates vary and are often course specific.

## Full 16-week courses

For 16 week courses, students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record.

Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of "W" (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.

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

## Intersessions and other short term classes

For short term classes, students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record.

Students who drop a class, withdraw from the college, or are dropped by the professor after 20% of the class has elapsed will receive a mark of "W" (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.

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

## Repeatable Courses

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated for the number of times allowable.

The following types of courses may be repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a Bachelor's degree.
2. Intercollegiate athletics courses in which student athletes are enrolled to participate in an organized competitive sport.
3. Intercollegiate academic or vocational competition courses that are designed specifically for non-athletic competitive events.

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 the Course Descriptions section in this Catalog.

## Repeating Courses Previously Passed

Courses for which satisfactory grades of A, B, C, or Pass are received may not be repeated, according to current State regulations. Only upon extenuating circumstances will repetition in courses for which the student has satisfactorily passed be allowed. Students with extenuating circumstances may file a Petition for Exceptional Action form in the Admissions and Records Office. Students who 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

Students who have recorded a mark of W, 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.

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.

# 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 kinesiology, choir, drafting, etc., a greater number of in class hours per week is required for each unit of credit. During intersessions, one unit of credit represents three hours of lecture per week.

## Classification of Students

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

Classification of Students	Definition
Full-time	enrolled in 12 or more units in a fall or spring semester, or 4 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
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 designated grading scale marks on his/her permanent records.

## Grading Scale

Evaluative Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing ( <b>less than satisfactory</b> )	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 request an Incomplete or the professor 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 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 professor. If granted, the student must complete all outstanding course requirements stipulated by the professor within one year, or the Incomplete will become a letter grade assigned by the professor.

Grading System	Definition
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 60% of the course, and a mark of "W" shall be made on the student's academic record. 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 20% 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." (AP 5013)

**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 System-Incomplete), shall be assigned the grade "F" or "Zero" for the examination, and this grade shall be averaged in determining the final course grade.

**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 not available for General Education courses or for courses used to meet major requirements. 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 change 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 (AP 4232). Courses taken for Pass/No Pass are not counted in calculating grade point average, or 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. (BP 4230, AP 4232)

**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. (AP 4285)



## 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 Experiences in the Armed Services* and the *National Guide to College Credit for Workforce Training*; The College 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 credit 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. (AP 4285)

## 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. (AP 4285)

## Advanced Placement Credit for Mt. SAC General Education Requirements for the Associate Degree

Students who have a qualifying Advanced Placement (AP) test score (3 or above) may petition to utilize the results of their AP examinations to meet Mt SAC general education requirements in the areas identified in the Credit by Examination tab above.

## Advanced Placement Examinations

AP Examination	Score Needed/GE/Equivalency	Mt. SAC GE Area	GE Units	Equivalent Mt.SAC Course	Degree Units
Art History	3	C1 or C2	3	AHIS 4 & AHIS 5	6
Biology	3	B2	3	BIOL 1	6
Calculus AB <sup>1</sup>	3/4 <sup>1</sup>	Math Competency	N/A	MATH 180	3
Calculus BC	3/3/4	Math Competency	N/A	MATH 180 or MATH 181	6
Chemistry	3	B1	3	None	6
Chinese Language and Culture	3	C2	3	CHIN 1 & CHIN 2	6
Computer Science A	3	N/A	N/A	CSCI 145	3
Computer Science AB	3	N/A	N/A	None	6
English Language and Composition	3	A2	3	ENGL 1A	6
English Literature and Composition	3	A2 & C2	6	ENGL 1A & ENGL 1B	6
Environmental Science	3	B1	3	None	4
European History	3	C2 or D2	3	None	6
French Language and Culture	3	C2	3	FRCH 1 & FRCH 2	6

French Literature	3	C2	3	FRCH 3	6
German Language and Culture	3	C2	3	GERM 1 & GERM 2	6
Government and Politics: Comparative	3	D2	3	None	3
Government and Politics: US	3	D1	3	None	3
Human Geography	3	D2	3	GEOG 2	3
Italian Language and Culture	3	C2	3	ITAL 1 & ITAL 2	6
Japanese Language and Culture	3	C2	3	JAPN 1 & JAPN 2	6
Latin: Literature	3	C2	3	None	6
Latin: Vergil	3	C2	3	None	3
Macroeconomics	3/4	D2	3	BUSC 1A	3
Microeconomics	3/4	D2	3	BUSC 1B	3
Music Theory	3	C1	3	MUS 7	6
Physics B	3	B1	3	None	6
Physics C: Electricity and Magnetism	3	B1	3	None	4
Physics C: Mechanics	3	B1	3	None	4
Psychology	3	D2	3	PSYC 1A	3
Spanish Language	3	C2	3	SPAN 1 & SPAN 2	6
Spanish Literature	3	C2	3	SPAN 3	6
Statistics	3	Math Competency	N/A	MATH 110	3
Studio Art - 2D	3	General education and course equivalency credit based on portfolio review			3
Studio Art - 3D	3	General education and course equivalency credit based on portfolio review			3
Studio Art - Drawing	3	General education and course equivalency credit based on portfolio review			3
United States History	3	C2 or D1	3	HIST 1	6
World History	3	C2 or D2	3	None	6

<sup>1</sup> A score of 3 on the Calculus AB Advanced Placement Exam will earn a student three (3) degree applicable units, Math Competency and Eligibility for MATH 180.

### 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. (BP 4235, AP 4235)

#### Arts Division

##### Commercial & Entertainment Arts

ARTC 100	Graphic Design I
ARTC 200	Web Design
PHOT 10	Basic Digital and Film Photography
PHOT 20	Color Photography

##### Fine Arts

ANIM 108	Principles of Animation
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## Music

MUS 2	Music Theory
MUS 5A	Musicianship - Ear Training and Sight Singing
MUS 7	Fundamentals of Music
MUS 17A	Elementary Piano
MUS 17B	Intermediate Piano

**Business Division**

## Accounting and Management

BUSA 11	Fundamentals of Accounting
BUSA 68	Business Mathematics
BUSA 72	Bookkeeping - Accounting
BUSM 20	Principles of Business
BUSM 60	Human Relations in Business
BUSM 61	Business Organization and Management
BUSM 66	Small Business Management

## Business Administration

BUSO 5	Business English
BUSR 50	Real Estate Principles

## Child Development

CHLD 5	Principles and Practices in Child Development Programs
CHLD 61	Language Arts and Art Media for Young Children
CHLD 64	Health, Safety and Nutrition of Children

## Computer Information Systems

CISB 11	Computer Information Systems
CISB 15	Microcomputer Applications

## Consumer Science &amp; Design Technologies

FASH 10	Clothing Construction I
FCS 41	Life Management
NF 10	Nutrition for Personal Health and Wellness
HRM 51	Introduction to Hospitality
HRM 52	Food Safety and Sanitation
HRM 53	Dining Room Service Management
HRM 54	Basic Cooking Techniques
HRM 56	Hospitality Supervision
HRM 57	Hospitality Cost Control
HRM 61	Menu Planning
HRM 62	Event Planning and Catering
HRM 64	Hospitality Financial Accounting
HRM 66	Hospitality Law
HRM 70	Introduction to Lodging
HRM 81	Garde Manger
HRM 82	Baking and Pastry
HRM 83	International Cuisines
HRM 91	Hospitality Work Experience

**Continuing Education**

## Adult Basic Education

BSHS ALG1	HS Algebra 1
BSHS BIO	High School Biology
BSHS USH	HS United States History
BSHS WHS	HS World History

**Humanities & Social Sciences Division**

## Sign Language/Interpreting

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 105	American Sign Language 5
<b>Physical Education Division</b>	
Physical Education & Wellness Programs	
KIN 19	Introduction to Care/Prevention of Activity/Sports -Related Injuries
<b>Natural Sciences Division</b>	
Agricultural Sciences	
AGAN 1	Animal Science
AGLI 16	Horse Production and Management
AGOR 1	Horticultural Science
AGOR 13	Landscape Design
Biological Sciences	
BIOL 1	General Biology
<b>Technology and Health Division</b>	
Aeronautics, Transportation	
AERO 100	Primary Pilot Ground School
AERO 102	Aviation Weather
AERO 104	Federal Aviation Regulations
AERO 150	Commercial Pilot Ground School
AERO 152	Air Transportation
AERO 252	Instrument Ground School
Air Conditioning, Welding, and Water Technology	
AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration
AIRC 11	Welding for Air Conditioning and Refrigeration
AIRC 20	Refrigeration Fundamentals
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration
WELD 40	Introduction to Welding
WELD 50	Oxyacetylene Welding
WELD 51	Basic Electric Arc Welding
WELD 53A	Welding Metallurgy
WELD 70A	Beginning Arc Welding
WELD 70B	Intermediate Arc Welding
WELD 70C	Certification for Welders
Aircraft Maintenance Technician and Manufacturing Technology	
MFG 11	Manufacturing Processes I
MFG 12	Manufacturing Processes II
MFG 38	MasterCAM I
MFG 38B	MasterCAM II
MFG 85	Manual Computerized Numerical Control (CNC) Programming
Architecture & Engineering Design Technology	
ARCH 101	Design I - Elements of Design
ARCH 121	CADD and Digital Design Media Level I
ARCH 141	Design Drawing and Communication
ARCH 146	Architectural Drawings and Fabrications
EDT 16	Basic CAD and Computer Applications
INSP 17	Legal Aspects of Construction
INSP 67	Reading Construction Drawings
INSP 70	Elements of Construction
INSP 71	Construction Estimating

## Electronics &amp; Computer Technology

CNET 50	PC Servicing	
CNET 52	PC Operating Systems	
CNET 54	PC Troubleshooting	
CNET 60	A+ Certification Preparation	
CNET 62	Network+ Certification Preparation	
ELEC 11	Technical Applications in Microcomputers	
ELEC 50A & ELEC 50B	Electronic Circuits - Direct Current (DC) and Electronic Circuits (AC)	8
ELEC 51	Semiconductor Devices and Circuits	
ELEC 56	Digital Electronics	
ELEC 61	Electronic Assembly and Fabrication	
ELEC 76	FCC General Radiotelephone Operator License Preparation	

## Fire Technology

FIRE 1	Fire Protection Organization	
FIRE 2	Fire Prevention Technology	
FIRE 3	Fire Protection Equipment and Systems	
FIRE 4	Building Construction for Fire Protection	
FIRE 5	Fire Behavior and Combustion	
FIRE 6	Hazardous Materials/ICS	
FIRE 7	Fire Fighting Tactics and Strategy	
FIRE 8	Fire Company Organization and Management	
FIRE 9	Fire Hydraulics	
FIRE 10	Arson and Fire Investigation	
FIRE 11	Fire Apparatus and Equipment	

## Industrial Design Engineering

IDE 120	Introduction to CAD	
IDE 130	Shop Processes	
IDE 220	Advanced CAD	
IDE 230	Introduction to Mechanical Principles	

## Public Services

AD 1	Alcohol/Drug Dependency	
ADJU 1	The Administration of Justice System	
ADJU 2	Principles and Procedures of the Justice System	
ADJU 3	Concepts of Criminal Law	
ADJU 4	Legal Aspects of Evidence	
ADJU 5	Community Relations	
ADJU 6	Concepts of Enforcement Services	
ADJU 13	Concepts of Traffic Services	
ADJU 20	Principles of Investigation	
ADJU 38	Narcotics Investigation	
ADJU 59	Gangs and Corrections	
ADJU 68	Administration of Justice Report Writing	
ADJU 74	Vice Control	
CORS 10		

## Health Sciences Division

## Respiratory Therapy

RESD 50	Theory and Principles of Respiratory Therapy	
RESD 52	Pulmonary Anatomy and Physiology	
RESD 53	Cardiopulmonary Pathophysiology	
RESD 55	Adult Respiratory Intensive Care	
RESD 57B	Special Procedures for Respiratory Care	1.5

RESD 58	Neonatal Intensive Care
RESD 59	Respiratory Therapeutic Modalities
RESD 60	Comprehensive Pulmonary Assessment
MEDI 90	Medical Terminology

Pursuant to Section 55050 of Title 5 of the California Code of Regulations, 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

- Credit by Examination will be granted only for those courses which have been so designated by the departments.
- Any grade received for Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam."
- A student may petition for Credit by Examination provided:
  - The student has been registered at Mt. San Antonio College.
  - 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).
  - The student has at least a 2.0 grade point average. This includes transfer/new students.
- The student may obtain the petition for Credit by Examination from the Division Office.
- The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
- 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.
- 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, and the Counseling Center.

## 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 in the table. Only IB Higher Level (HL) certificate examinations with scores of 5, 6 or 7 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.

IB Higher Level Exam	Score Needed for Equivalency	Mt. SAC GE Area	Units of GE	Equivalent Mt. SAC Course	Degree Units
IB Biology	5	B2	3	BIOL 1	6
IB Chemistry	5	B1	3	None	6
IB Economics	5	D2	3	BUSC 1A	6
IB Geography	5	D2	3	GEOG 2	6
IB History (any region)	5	C2 or D2	3	None	6
IB Language A1 (English)	5	C2	3	None	6
IB Language A2	5	C2	3	None	6
IB Language A2 (Classical Languages)	5	C2	3	LATN 1	6
IB Mathematics	4/5	Math Competency	N/A	MATH 160/MATH 180	6
IB Physics	5	B1	3	None	6
IB Psychology	5	D2	3	PSYC 1A	3
IB Theatre Arts	5	C1	3	THTR 9	6

# 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

- **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

Building 26A-1680, (909) 274-4528

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

Completion of the Honors Program makes a student eligible for priority admission consideration from the following universities: UCLA, UC Irvine, Chapman University, Pitzer College and Pomona College. In addition to an enhanced curriculum for motivated students, Honors Program students receive library privileges at UC Irvine and UCLA and an Honors Certificate and medal upon honors certification.

## Entrance Requirements

- **High School Students** – Eligibility for ENGL 1A; 3.5 GPA; letter of recommendation; short essay
- **Mt. San Antonio College Students** – Nine transferable units; Eligibility for ENGL 1A; 3.2 GPA, short essay, letter of recommendation (Waivers can be obtained through the Honors Program Office for highly motivated students with a competitive GPA, an in-progress grade report and professor recommendation.)

### Requirements for "Honors Scholar" Designation

- Complete 15 units of honors courses with a minimum 3.2 GPA for honors certification
- Maintain a 3.2 GPA

## Alpha Gamma Sigma

Mt. San Antonio College sponsors the Zeta Chapter of Alpha Gamma Sigma, the scholastic honorary organization for California Community Colleges. Full-time and part-time students are eligible for membership. Membership requires campus and community involvement (service hours).

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.

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

## Phi Theta Kappa

Mt. SAC sponsors the Alpha Omega Alpha Chapter of Phi Theta Kappa, an international scholastic honorary organization for two-year colleges. 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.

There are several advantages which accompany this honor, including recognition at graduation and access to scholarships offered to members by more than 700 U.S. colleges and universities. For further information and review of academic eligibility, students should consult a Counselor or a Phi Theta Kappa advisor. Applications are available in the Honors Program office in Building 26A-1680.

## 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. (AP 5045)

## 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 coursework 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 meet with a counselor to file a petition. (BP 4240, AP 4240)

## Transcripts

Official transcripts of work completed at Mt. San Antonio College may be ordered online through MyPortal (<http://my.mtsac.edu>) student portal. The first two requests for transcripts are free; subsequent standard transcript requests are \$5.00 each. Unofficial/student copies of transcripts may be obtained at MyPortal (<http://my.mtsac.edu>) (AP 5040)

Further information regarding transcript services is available at Records and Graduation (<http://www.mtsac.edu/records/student-records/transcripts.html>)



# **STUDENT SERVICES AND STUDENT LIFE**

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# 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, (909) 274-4415**

Admissions (<http://www.mtsac.edu/admissions>)

Admissions and Records is usually the first office prospective students visit and the last office students visit before transferring or graduating. Some of the services provided:

1. Admission: All students must submit an application for admission in order to attend Mt. San Antonio College. The admission application generates a Permit to Register and establishes a historical student record for each student. Transcripts from other colleges must be submitted for prerequisite eligibility checks.
2. Course Registration: All registration is conducted online via the web at MyPortal (<https://lpp5auth.mtsac.edu/cas/login?service=https%3A%2F%2Fmy.mtsac.edu%2Fportal%2Flogin>). Registration instructions can be found in the current Schedule of Classes or online at MyPortal (<https://lpp5auth.mtsac.edu/cas/login?service=https%3A%2F%2Fmy.mtsac.edu%2Fportal%2Flogin>).
3. Admissions and Records is the official custodian of student records. This office maintains student demographic information such as name, address and Mt. SAC student identification number, student academic history, issues I-20's for International Students, processes Petitions for Exceptional Action, transcript and enrollment verification requests, graduation and certificate petitions and distributes diplomas and certificates.
4. Admissions and Records provides computers for student use located in the Student Services Building. These computers provide access to the student portal for students to print unofficial transcripts, final grades, and copies of the Permit to Register. All services are also available at MyPortal (<https://lpp5auth.mtsac.edu/cas/login?service=https%3A%2F%2Fmy.mtsac.edu%2Fportal%2Flogin>). To use this service, students must have their Mt. SAC Student username.

### The Aspire Program

**Building 9D, (909) 274-6396**

Aspire (<http://www.mtsac.edu/aspire>)

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 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 provide a

combination of English, Reading, Math and/or Counseling courses for students seeking a unique learning experience and a strong sense of community.

### Assessment Center

**Student Services Center, (909) 274-4265**

Assessment Center (<http://www.mtsac.edu/assessment>)

Complete required English, Reading, and Math placement testing in the Assessment Center. Assistance in reviewing course placement is also provided.

### Bridge Program

**Building 9D, (909) 274-5392**

Bridge (<http://www.mtsac.edu/bridge>)

The Bridge Program is a learning community designed to increase student 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 professors. In this group setting, students have an opportunity to learn about being successful college students and how to utilize college services. Students are supported by Bridge Program staff and counselors, financial aid advisors, as well as transfer and advising specialists.

The Bridge Program is the right choice for students who find themselves undecided on career choices, have apprehensions about the transition to college and 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

**Building 4, Lower Level, (909) 274-4960**

Bursar's Office (<http://www.mtsac.edu/bursars>)

The Bursar's Office is responsible for the collection of credit registration fees and other campus fees including parking permits, replacements, parking citation fees, enrollment verification and production cards. Student fees may be paid via the web at MyPortal (<https://lpp5auth.mtsac.edu/cas/login?service=https%3A%2F%2Fmy.mtsac.edu%2Fportal%2Flogin>) (<http://my.mtsac.edu>) or in person at the Bursar's Office.

### CalWORKs

**Student Services Center, (909) 274-4755**

CalWORKs (<http://www.mtsac.edu/calworks>)

The California Work Opportunities & Responsibility to Kids (CalWORKs) Program at Mt. SAC is 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 a degree or certificate:

- 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<sup>1</sup>
- Childcare<sup>1</sup>

<sup>1</sup> Based upon adequate funding

For more information, visit CalWORKS (<http://www.mtsac.edu/calworks>).

## CARE (Cooperative Agencies Resources for Education)

### Student Services Center, (909) 274-4500

Cooperative Agencies Resource for Education (<http://www.mtsac.edu/eops/care>)

CARE is a supplemental program for EOPS students who are single head of household parents receiving TANF benefits. The program 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 13 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.

## Career and Transfer Services

### Student Services Center, (909) 274-4510

Career and Transfer Services helps students get from Mt. SAC to the next step in their educational journey whether that is a career or transfer to a four-year university. Career and Transfer Services provides a variety of activities, events and resources to help students transfer to universities, solidify career goals, sharpen 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

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 still attending. For more information, please go to career services. (<http://www.mtsac.edu/careerservices>)

#### Transfer Services include:

- Library of career and college guidebooks and university catalogs
- 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!

For more information, please go to transfer services (<http://transfer.mtsac.edu>).

## Counseling Center

### Student Services Center, (909) 274-4380

Counseling (<http://www.mtsac.edu/counseling>)

Students can take advantage of educational planning, career exploration and decision-making, and other services offered through the Counseling Center. Counselors are available to assist students who:

- are undecided about a major or career direction;
- need information about career and transfer options;
- are having difficulty in 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.

Courses offered through counseling include

- Introduction to College
- College Success Strategies
- Career/Life Planning

## Disabled Student Programs & Services (DSPS)

### Student Services Center, (909) 274-4290

Disabled Student Programs & Services (<http://www.mtsac.edu/dsps>)

The DSPS office provides services to students who have professionally documented disabilities or medical conditions, and need 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 programs and services offered, 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 DSPS and all student disability-related information is confidential. Services offered are based on disability-related needs. Some of the services offered by DSPS:

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

Students with a doctor's verification which requires parking in zones designated as "handicapped parking," must display on their vehicles a "Disabled Person" placard or "DP" license plate from the State of California Department of Motor Vehicles. Students with a current "Disabled Person" permit and placard or a "DP" license plate are not required to purchase a student parking permit and 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.

DSPS highly recommends that students visit the Department to determine if there are services that may be of assistance to them while attending Mt. San Antonio College.

## Extended Opportunity Programs & Services (EOPS)

**Student Services Center, (909) 274-4500**

Extended Opportunity Programs & Services (<http://www.mtsac.edu/eops>)

Extended Opportunity Programs and Services (EOPS) provides access to higher education for students with academic and financial disadvantages. The services offered are:

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

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

- Be enrolled as a full-time student (12 units or more)
- Have fewer than 40 degree applicable units
- Qualify to receive a Board of Governors Enrollment Fee Waiver under Method A, B or O EFC
- Be educationally disadvantaged
- Be an emancipated Foster Youth

## Ability to Benefit

Beginning on July 1, 2012, federal regulations will require all students applying for financial aid to have a high school diploma, GED or a certificate of high school proficiency. The Mt. SAC Assessment Center

will no longer be offering the Ability To Benefit test to students. For further information regarding the federal government's Ability To Benefit regulations, contact the Financial Aid Office. Note: This rule change does not prevent students without a high school diploma, GED or certificate of high school proficiency to attend classes at Mt. SAC. This only affects students eligibility to receive financial aid.

## California Dream Act

The California Dream Act of 2011 consists of two bills, Assembly Bill 130 (AB 130), signed into law by Governor Jerry Brown on June 25, 2011; and Assembly Bill 131 (AB 131) signed into law by Governor Brown on October 8, 2011. As a result of the California Dream Act, those students who are eligible for the non-resident tuition exemption (under Assembly Bill 540, or AB 540), but who are ineligible for federal financial aid are now eligible to receive grants and scholarships from the State of California and institutional sources, such as Board of Governor's Fee Waiver (BOG), Cal Grant, and/or institutional scholarships.

Under AB 540, a student who is without a valid immigration status may request exemption from paying nonresident tuition if the student:

Attended a California high school for 3 or more years, AND  
Graduated from a California high school or passed the GED or  
California High School Proficiency Exam.

Students who wish to qualify as AB 540 students must complete and submit a California Nonresident Tuition Exemption Request (sometimes referred to as an AB 540 Affidavit) with required documentation to the Admissions and Records Office at Mt. SAC.

The California Student Aid Commission's Dream Act Application (California Dream Act (<https://dream.csac.ca.gov>)) is used to determine the financial eligibility of students who meet the qualifications of AB 540, and who are without a valid immigration status. The application collects basic personal and income information to determine student eligibility for funding under AB 131. Apply between January 1 and March 2 of each year for priority consideration.

Students will need to complete the CA Dream Application every year to determine eligibility for state and institutional aid. Students should complete and submit Mt SAC's AB 540 Affidavit (California Non-Resident Tuition Exemption Request form) in order to begin a review of eligibility under AB 540.

## The International Student Center

**Student Services Center, (909) 274-5032**

International Student Center (<http://www.mtsac.edu/international/student-center.html>)

The International Student Center, located on the upper level of the Student Services Center (9B), is a place where F-1 students can connect with one another and the international community. Students will find comfortable spaces to network with friends, computer stations available for their academic needs as well as referrals to student services and resources. Students with questions related to the College or a personal need will find friendly staff available to assist.

## International Student Programs

The International Student Center, located on the upper level of the Student Services Center (9B), is a place where F-1 students can connect with one another and the international community. Students will find comfortable spaces to network with friends, computer stations available for their academic needs as well as referrals to student services and

resources. Students with questions related to the College or a personal need will find friendly staff available to assist.

## Public Safety Escort Service

(909) 274-4233

Public Safety (<http://www.mtsac.edu/safety>)

Mt. San Antonio College offers a Security Escort Service from 6:30 p.m. to 10:15 p.m., Monday - Thursday. Trained personnel will escort students safely to their car. Escorts are stationed at various locations on campus and can be identified by their yellow jackets and I.D. badges. Please refer to the map below to identify Escort locations. Students may also request a Security Escort by calling (909) 274-4233.

### Escort Location Map

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

## Student Health Services

Building 67B, (909) 274-4400

Health Center (<http://www.mtsac.edu/healthcenter>)

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 students, employees and guests of the College.

## Veterans Resource Center (VRC)

Building 9E, 1st Floor, (909) 274-4520

Veterans (<http://www.mtsac.edu/veterans>)

The Veterans Resource Center (VRC) establishes an innovative, collaborative effort to ease the transition for student Veterans to Mt. SAC. Student VRC services include: a student Veterans lounge; student Veteran computer stations; one-on-one FAFSA assistance; one-on-one scholarship research/essay assistance; DSPS Instructional Specialist; Educational/Career Counseling; one-on-one VA educational benefits assistance; one-on-one my.mtsac portal navigation assistance; and on and off-campus service referrals.

The VRC also provides assistance to Veterans and dependents seeking educational and/or vocational training under Title 38, United States Code. The College cooperates with the U.S. Department of Veterans Affairs (VA) and with the California Department of Rehabilitation in assisting Veterans with certification of benefit requests. The College maintains the Veterans Services Center to assist Veterans and/or dependents in all matters pertaining to Veterans educational benefits.

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. "W's," "NC," and "F" grades are considered punitive grades. Adds, Drops, Withdrawals, and last day of attendance must be reported at once. The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Please refer to the Mt. San Antonio College Probation and Dismissal Policies in this Catalog. The

Veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify the Veterans Services Center of any change in status that would affect the collecting of Veterans educational benefits.

Veterans and/or dependents must submit a "Veteran's Request for Active Educational Benefits" form each semester to the Veterans Services Center in order to request the continuance of VA educational benefits while attending Mt. SAC. Those eligible for priority registration consideration must submit a Discharge letter (DD Form 214 Member-4 or Service-2) to the Veterans Services Center. The VA 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 the Mt. SAC Admissions and Records Office. Students must visit the Counseling Center for assistance in completing an educational plan.

For step-by-step instructions in claiming and utilizing educational benefits at Mt. SAC, Veterans and dependents should download the "Veterans Packet" and all required forms (Veterans (<http://www.mtsac.edu/veterans>)).

## Financial Aid

Student Services Center, (909) 274-4450

Financial Aid (<http://www.mtsac.edu/financialaid>)

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 one or more financial aid programs offered.

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](http://www.fafsa.gov) (<http://www.fafsa.gov>).

The information reported on the FAFSA may be verified by the Financial Aid Office using a parent's and/or student's federal income tax information. 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 such as a GED.
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) each academic year. This application is available beginning in January for the following academic year. If a student is interested in a State of California Grant, the FAFSA and Cal Grant 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 for community college students to apply for Cal Grants. The second deadline is September 2nd. Additional information and eligibility requirements are available at <https://mygrantinfo.csac.ca.gov/logon.asp>.

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

- Board of Governors Fee Waiver (BOGW)
- 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 return of Title IV funds requirements, will have financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid received. At Mt. SAC a student's withdrawal date is determined as follows:

1. the date the student officially notified the Admissions and Records 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.

## Board of Governor's Fee Waiver (BOG)

The California Community College Board of Governors Fee Waiver (BOGW) 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). 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 BOGW Fee Waiver application for a list of these classifications. To apply, go to [http://www.cccapply.org/bog\\_waiver/](http://www.cccapply.org/bog_waiver/)

Whether you want to move into a career or move on to a four-year university, California community colleges want to help you achieve your

educational goals. The Board of Governors (BOG) Fee Waiver is available for eligible students at California community colleges, and will waive your per unit enrollment fee at any community college throughout the state.

Once you've qualified for the BOG Fee Waiver, it's important to ensure that you're meeting the academic and progress standards in order to avoid losing the fee waiver.

### • Academic – Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

### • Progress – Complete more than 50% of your coursework

If the cumulative number of units you complete is not more than 50% in two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

### • Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of fee waiver eligibility.

For further information regarding notification and appeal, please go to resources on the Mt. SAC Financial Aid web page ([http://www.mtsac.edu/financialaid/resources/policies/board\\_of\\_governors\\_fee\\_waiver\\_loss.html](http://www.mtsac.edu/financialaid/resources/policies/board_of_governors_fee_waiver_loss.html))

In addition, the college administers a variety of scholarship programs. Information about the College Scholarship Program can be obtained in the Financial Aid Office (Scholarships (<http://www.mtsac.edu/scholarships>)).

## Student Life

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

### Associated Students (A.S.) Student Government

**Building 9C, (909) 274-4525**

Associated Students (<http://as.mtsac.edu>)

Associated Students serves as the representative voice for students on all College issues and provides students with an opportunity to develop leadership skills. There are seven A.S. executive officer positions and sixteen A.S. 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. The SacBookRac sells A.S. discounted amusement park and movie tickets. Associated Students meetings are held every Tuesday in the Student Center, Building 9C, Room 5, from 3:00 p.m. - 5:00 p.m.

### A.S. Student Activities Fee

The Student Activities Fee is an \$11 fee collected every Fall and Spring Semester to provide numerous 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. Waiving this fee will exclude the student from taking advantage

of these benefits. Students can waive this fee by visiting the Bursar's Office. Refunds will only be issued during the first two weeks of the semester.

## **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 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.

## **Student Clubs and Organizations**

**Building 9C, (909) 274-4525**

More than 60 student clubs and organizations provide opportunities to make friends, enhance learning, build leadership skills and have fun. The Inter-Club Council (ICC) is comprised of one representative from each student club and meets regularly to discuss club activities and formulate procedures to better serve the campus community. Join-A-Club is a three-day event at the beginning of each semester for students to learn more about co-curricular campus involvement opportunities. A current listing of student clubs and organizations is available online (Clubs (<http://www.mtsac.edu/clubs>)).

## **Student Life Office/Student Center**

**Building 9C, (909) 274-4525**

Student Life (<http://www.mtsac.edu/studentlife>)

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 are available in the Student Life Office. This office also handles lost and found items, approves and enforces all on-campus postings, and assists in contacting students in emergency situations. The Associated Students (AS) offices are located here.

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.

## **Student Life Center**

**Building 9C, (909) 274- 5959**

Student Life Center (<http://www.mtsac.edu/studentlife/studentlifecenter.html>)

The Student Life Center provides a relaxing area to lounge, watch TV, and play foosball, ping pong, a variety of board games, or video games. Students also have access to free wireless Internet. The Student Life 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 Life Center is also the place to find information about off-campus housing.

# LIBRARY AND LEARNING RESOURCES

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# LIBRARY AND LEARNING RESOURCES

## Achieving in College, Ensuring Success (ACES) Program

**Building 16B, (909) 274-4411**

ACES Program (<http://www.mtsac.edu/aces>)

The ACES Program provides tutoring, among other services, to ACES students. Its services focus on a holistic approach to student development and success. ACES services help students gain knowledge and skills necessary to achieve their educational goals and ultimately obtain a Bachelor's degree

## American Language (AMLA)

**Building 66, Room 243, (909) 274-3432**

AMLA Tutoring (<http://www.mtsac.edu/amla>)

AMLA Tutoring is for students in all American Language (credit ESL) classes. Tutors are certified teachers of English as a Second Language.

## Distance Learning Program

**(909) 274-5659**

Distance Learning 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, submit completed work on time, and meet course expectations 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.

## EOPS Tutoring

Building 6, Room 108

EOPS office (909) 274-4500

EOPS tutoring (909) 274-4690

EOPS Tutoring (<http://www.mtsac.edu/eops>)

EOPS tutoring is for students in the EOPS program, and assists students with all subjects. Tutoring is by appointment or drop-in.

## Language Learning Center (LLC)

**Building 6, Room 264 South Entrance, Upper Level, (909) 274-4580**

Language Learning Center (<http://www.mtsac.edu/llc>)

The Language Learning Center (LLC) offers computer, web, and other media resources for students learning English as another language (ESL and AMLA) as well as those studying sign language (ASL) and foreign languages.

## Learning Assistance Center

**Building 6, South Entrance, Lower Level,**

**Learning Technology Center, (909) 274-4300**

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 course work in most subject areas and with study skills. The Learning Lab computers and audio visual materials are available to all current registered Mt. SAC students. Students can use the Learning Lab for research, word processing, multimedia assignments, online course work, and to supplement classroom instruction.

## Learning Assistance Center (LAC) Tutorial Services

**Building 6, Room 109, (909) 274-6605**

LAC Tutorial Services (<http://www.mtsac.edu/lac>)

The LAC's Tutorial Services provides one-on-one and group tutoring in multiple subjects, including math, writing, languages, and science. Students can drop in or make an appointment to see a tutor. Tutorial Services also offers online tutoring in math and science courses.

## Library

**Building 6, North Entrance, Upper Level,**

**Learning Technology Center, (909) 274-4260**

The Library offers students, faculty, and staff a place to develop information and technology literacy, cultivate information inquiry skills, engage in quiet study, and meet to collaborate with fellow students. Students who visit the reference desk receive individualized instruction that will assist them develop their research topics, select topically relevant databases, construct effective searches, and find and evaluate their retrievals. Students that attend library workshops or enroll in a credit library course will further develop information literacy and research skills, improve their ability to evaluate and integrate a variety of materials into their papers and presentations, and learn effective search techniques.

The Library has a collection of over 90,000 print and media materials that include print books, eBooks, closed-captioned DVDs, and specialized materials such as audiobooks, adapted ESL titles, career titles, and popular titles. Students can reserve group study rooms online and can print from the library computers, their own devices, and from off campus.

## Math Activities Resource Center (MARC)

**Building 61 - Room 1318, (909) 274-5014**

MARC Center (<http://www.mtsac.edu/marc>)

The MARC 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.

## Science, Technology, Engineering, and Mathematics (STEM) Center

**Building 61 - Room 3318, (909) 274-4224**

The STEM Center offers free support services to students enrolled in science, mathematics, and engineering courses. Services include peer coaching, tutoring, faculty office hours, and counseling. Seminars and workshops on strategies for success in STEM courses, life management skills for success in STEM courses, and preparation for transfer in STEM

majors are presented. The STEM Center serves as a hub for activity related to STEM courses and career.

## Speech and Sign Success Center (SSSC)

**Building 26B, Room 1551, (909) 274-6297**  
**Speech and Sign Success Center (SSSC)**

Sign Language and Speech students can access specially designed digital video recording rooms that include flat screen monitors for self guided practice and skill development. For Sign students, the center has the video relay system (VRS) with special headsets for interpreters in training, as well as finger practice software. For Speech students, the center provides video libraries of speech examples and tools to create and manage visual aids. For both subject areas, individualized tutoring services are available. Drop-in sessions are welcomed, but appointments are highly encouraged.

## Tech Ed Resource Center (TERC)

**Building 18C, (909) 274-6118 or (909) 274-6121**  
 TERC Center (<http://www.mtsac.edu/tech-health/terc>)

The Tech Ed Resource Center offers basic math, text book reading, writing, and research methods assistance to all CTE students. Students are encouraged to drop in and work with instructors and tutors or study independently. For additional information please contact TERC at (909) 274-6121 or (909) 274-6122.

## Transfer Math Activities Resource Center (T-MARC)

**Building 61 - Room 1314, (909) 274-5389**  
 T-MARC Center (<http://www.mtsac.edu/marc>)

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 and take-home use are available.

## The Writing Center

**Building 26B - Room 1561A, (909) 274-5325**  
 Writing Center (<http://www.mtsac.edu/writingcenter>)

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 professor is present at all times. In addition, the Writing Center offers 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 grammar and writing skills using self-directed educational software. Professional software is loaded on all the computers to allow students to create presentations. Printing (black and white or color), scanning and technical assistance is also available.

## WIN Program

**Building 45, Room 1430, (909) 274-4239**  
 WIN Program (<http://mtsac.edu/continuing/noncredit/abe/win.html>)

The WIN Program is a tutorial center and study hall where student-athletes have the opportunity to complete homework assignments either individually, with a group, or with the assistance of a tutor. The program is specifically designed to prepare students to transfer to a four-year university and assist them in maintaining academic eligibility.

# Work Experience Education

## Student Qualifications

Students participating in Work Experience Education must:

1. Have the approval of the assigned work experience professor.
2. Have an occupational or educational goal to which, in the opinion of the professor, 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 professor, 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 professor 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 student must be, as verified by the supervising professor, enrolled in an occupational program directly related to the work experience assignment.

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

1. Unless otherwise determined, develop measurable learning objectives approved by the professor 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 professor 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.

# **DEGREES AND CERTIFICATES**

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# WHAT ARE PROGRAMS OF STUDY LEADING TO A CERTIFICATE?

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

- **Skills Certificates** are certificates of less than 18 units 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.
- **Certificates of Achievement** are certificates of at least 18 units and awarded for completion of an approved program of study meeting 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. The awarding of all Certificates of Achievement is noted on a student's official transcript.

**Note:** The unit requirement for Skills Certificates is below the number 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

Mt. San Antonio College also awards Certificates of Competency and Occupational Training Certificates of Completion for certain non-credit programs of study. Information on these certificates may be found in the Adult and Continuing Education section of this catalog.

# WHAT ARE 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. The Associate in Arts for Transfer and Associate in Science for Transfer degrees are designed to provide students with a seamless transition for transfer with junior standing somewhere in the CSU system.

Mt. San Antonio College currently offers 89 Associate and Transfer Degrees. These programs of study appeal to a diversity of interests reflecting industry needs and career trends to provide students with the skills and knowledge needed to earn a degree, transfer to a four-year college/university or prepare for employment.

- **Transfer degrees** are Associate in Arts for Transfer degrees and Associate in Science for Transfer degrees.
- **Associate degrees** are Associate in Science degrees and Associate in Arts degrees in Liberal Arts and Sciences with Emphases.

## 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 (Application for Graduation (<http://www.mtsac.edu/records/documents/Application-for-Graduation-A-R-Grad-Petition-12-16-2014.pdf>)). 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 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.

## General Education 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.

- 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.

**Courses that fulfill general education requirements must fall into one of the content categories listed below:**

- Communication and Critical Thinking
- Science and Math
- Arts and Humanities
- Social Sciences
- 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;

**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.

## Institutional Level Outcomes (ILOs)

Institutional Level Outcomes (ILOs) are statements about the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, departments, and services. All college personnel directly or indirectly impact the student experience including faculty, administrators, and staff. The College adopted four ILOs:

- **Communication:** Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.
- **Critical Thinking:** Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- **Information and Technology Literacy:** Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- **Personal, Social, Civic, and Environmental Responsibility:** Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs) identify what students will know, think, or do as a result of completing programs and courses. Administrative Unit Objectives (AUOs) and Student Service Outcomes (SSOs) identify what students will know, think, or do as a result of interactions with operational and support services. General Education courses are assessed through the discipline-specific SLOs and the comprehensive ILOs. Outcomes mapping demonstrates the connections among the different levels of outcomes.

## Program and Course Student Learning Outcomes (SLOs)

Program and course student learning outcomes are statements that define the knowledge, skills, and perspectives acquired by students who

satisfy program and course requirements. It is through the assessment of SLOs that the curriculum will be evaluated for improvements. SLOs will be assessed by faculty who teach courses and oversee programs. The SLOs can be found at SLO by Certificate/Degree/Discipline (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>).

Adapted from CSU Executive Order 595 and Title 5 Section 40405.1

## A.A. and A.S. Degree Requirements

- **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 lists below). 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, KINA, KINF, KINI, KINL, KINS, KINX with a grade of "C" or better or "CR".
- **Reading Competency:** This requirement is met by attaining eligibility for READ 100. Eligibility for READ 100 can be acquired by completing one of the following with a grade of "C" or better.
  1. READ 90 Reading College Texts  
or  
AMLA 33R American Language Advanced Reading  
or
  2. By obtaining eligibility for READ 100 on the Reading Placement 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 courses.

### 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.

**Note:** All courses used for the A.A. degree majors may be double counted toward the Mt. San Antonio College General Education requirements.

## General Education Requirements for 2016-17

### Area A: Communication in the English Language

Choose one course from the following 3

ENGL 1A	Freshman Composition
ENGL 1AH	Freshman Composition - Honors
Choose one course from the following: 3	
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

Choose one course from the Physical Sciences or Life Sciences: 3

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
CHEM 51H	General Chemistry II - Honors
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 9	Physical Science
PHYS 1	Physics

PHYS 2AG	General Physics
PHYS 2BG	General Physics
PHYS 4A	Engineering Physics
PHYS 4B	Engineering Physics
PHYS 4C	Engineering Physics
PHYS 6A	General Physics with Calculus
PHYS 6B	General Physics with Calculus

**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 25	Conservation Biology
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Lab
MICR 1	Principles of Microbiology
MICR 22	Microbiology
PSYC 1B	Biological Psychology

**Area C: Arts and Humanities**

Choose two courses, with at least one from the Arts and one from Humanities:

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AHIS 1	Understanding the Visual Arts
or ARTB 1	Understanding the Visual Arts
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 8	History of Medieval Art and Architecture

AHIS 9	History of Asian Art and Architecture
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 and Architecture
AHIS 12H	History of Precolumbian Art and Architecture - Honors
AHIS 14	Rome: The Ancient City
AHIS 15	Culture and Art of Pompeii
ARCH 250	World Architecture I
ARCH 251	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
MUS 15H	Rock Music History and Appreciation - Honors
PHOT 15	History of Photography
SPCH 4	Performance of Literature
THTR 9	Introduction to Theater Arts
THTR 10	History of Theater 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 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 <sup>1</sup>
HIST 3	World History: Prehistoric to Early Modern
HIST 3H	World History: Prehistoric to Early Modern - Honors <sup>1</sup>
HIST 4	World History: Early Modern to the Present
HIST 7	History of the United States to 1877
HIST 4H	World History: Early Modern to the Present - Honors <sup>1</sup>
HIST 8	History of the United States from 1865
HIST 7H	History of the United States to 1877 - Honors <sup>1</sup>
HIST 8H	History of the United States from 1865 - Honors <sup>1</sup>
HIST 10	History of Premodern Asia <sup>1</sup>
HIST 11	History of Modern Asia <sup>1</sup>
HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>
HIST 19	History of Mexico <sup>1</sup>
HIST 30	History of the African American 1619-1877 <sup>1</sup>
HIST 31	History of the African American <sup>1</sup>
HIST 35	History of Africa <sup>1</sup>
HIST 36	Women in American History <sup>1</sup>
HIST 39	California History <sup>1</sup>
HIST 40	History of the Mexican American <sup>1</sup>
HUMA 1	The Humanities
ITAL 1	Elementary Italian
ITAL 2	Continuing Elementary Italian
ITAL 3	Intermediate Italian
ITAL 4	Continuing Intermediate 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 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	Introduction to Ethics
PHIL 12H	Introduction to Ethics - Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions - Honors
PHIL 20A	History of Ancient Philosophy
PHIL 20AH	History of Ancient Philosophy - Honors
PHIL 20B	History of Modern Philosophy
PHIL 20BH	History of Modern Philosophy - Honors
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
SIGN 101	American Sign Language 1
SIGN 101H	American Sign Language 1 - Honors
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 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

## Area D: Social, Political and Economic Institutions

Choose one course from the following

3

HIST 1	History of the United States <sup>1</sup>
HIST 7	History of the United States to 1877 <sup>1</sup>
HIST 7H	History of the United States to 1877 - Honors <sup>1</sup>
HIST 8	History of the United States from 1865 <sup>1</sup>
HIST 8H	History of the United States from 1865 - Honors <sup>1</sup>
HIST 30	History of the African American 1619-1877 <sup>1</sup>
HIST 31	History of the African American <sup>1</sup>
HIST 36	Women in American History <sup>1</sup>
HIST 40	History of the Mexican American <sup>1</sup>
POLI 1	Political Science
POLI 1H	Political Science - Honors
POLI 25	Latino Politics in the United States
POLI 35	African American Politics

**Elective Courses**

Choose one course from the following 3

AGAG 1	Food Production, Land Use and Politics - A Global Perspective
ANTH 3	Archaeology
ANTH 4	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 Lifespan Development <sup>1</sup>
CHLD 10H	Child Growth and Lifespan Development-Honors <sup>1</sup>
CHLD 11	Child and Adolescent Development <sup>1</sup>
FASH 14	Dress, Culture, and Identity
GEOG 2	Human Geography
GEOG 2H	Human Geography - Honors
GEOG 5	World Regional Geography
GEOG 8	The Urban World
GEOG 30	Geography of California
GEOG 30H	Geography of California - Honors
HIST 3	World History: Prehistoric to Early Modern
HIST 3H	World History: Prehistoric to Early Modern - Honors <sup>1</sup>
HIST 4	World History: Early Modern to the Present <sup>1</sup>
HIST 4H	World History: Early Modern to the Present - Honors <sup>1</sup>
HIST 10	History of Premodern Asia <sup>1</sup>
HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>
HIST 11	History of Modern Asia <sup>1</sup>
HIST 19	History of Mexico <sup>1</sup>
HIST 35	History of Africa <sup>1</sup>
HIST 39	California History <sup>1</sup>
HIST 44	History of Native Americans
JOUR 100	Introduction to Mass Media
JOUR 107	Race, Culture, Sex, and Mass Media Images
POLI 2	Comparative Politics
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
POLI 9	Introduction to International Relations <sup>1</sup>
POLI 10	Environmental Politics
PSYC 1A	Introduction to Psychology
PSYC 1AH	Introduction to Psychology - Honors
PSYC 14	Developmental Psychology <sup>1</sup>
PSYC 15	Introduction to Child Psychology <sup>1</sup>

PSYC 19	Abnormal Psychology
PSYC 25	The Psychology of Women <sup>1</sup>
R-TV 01	Introduction to Electronic Media
SOC 1	Sociology
SOC 1H	Sociology - Honors
SOC 2	Contemporary Social Problems
SOC 2H	Contemporary Social Problems - 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 <sup>1</sup>
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 <sup>1</sup>
SPCH 26H	Interpersonal Communication - Honors <sup>1</sup>
SPCH 30	Gateway to Communication Studies

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

**Area E: Lifelong Understanding and Self-Development**

Choose one course from the following 3

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
BIOL 24	Introduction to Public Health
CHLD 10	Child Growth and Lifespan Development <sup>1</sup>
CHLD 10H	Child Growth and Lifespan Development-Honors <sup>1</sup>
CHLD 11	Child and Adolescent Development <sup>1</sup>
COUN 5	Career and Life Planning
FCS 41	Life Management
KIN 34	Fitness for Living
LEAD 55	Exploring Leadership
NF 10	Nutrition for Personal Health and Wellness
NF 12	Sports Nutrition
NF 25	Introduction to Nutrition Science
NF 25H	Introduction to Nutrition Science - Honors
NF 28	Cultural and Ethnic Foods
PSYC 14	Developmental Psychology <sup>1</sup>
PSYC 15	Introduction to Child Psychology <sup>1</sup>
PSYC 25	The Psychology of Women <sup>1</sup>
PSYC 26	Psychology of Sexuality
PSYC 33	Psychology for Effective Living
SOC 15	Child Development <sup>1</sup>

SPCH 26	Interpersonal Communication <sup>1</sup>
SPCH 26H	Interpersonal Communication - Honors <sup>1</sup>

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

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# Accounting

## Business Division Certificate L0374

The Accounting Certificate provides basic accounting skills combined with in-depth training in a variety of accounting concepts, preparing the student for entry-level positions and/or professional advancement in a wide selection of accounting jobs. These jobs include general accounting, cost accounting, payroll, inventory management, asset management, accounts receivable, accounts payable, budgets and forecast, financial analysis, etc.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Analyze and record transactions, using a journal and a ledger, of varying degrees of difficulty including adjusting, and closing entries.
- Interpret accounting statements.
- Explain the role of the managerial accountant and describe the uses of managerial accounting information.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
BUSA 8	Principles of Accounting - Managerial	5
BUSA 21	Cost Accounting	3-4.5
or BUSA 58	Federal Income Tax Law	
BUSA 52	Intermediate Accounting	3
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1
BUSM 20	Principles of Business	3
Total Units		21-22.5

## Required Courses

### Certificate L0374

BUSA 7	Principles of Accounting - Financial	5
BUSA 8	Principles of Accounting - Managerial	5
BUSA 21	Cost Accounting	3-4.5
or BUSA 58	Federal Income Tax Law	
BUSA 52	Intermediate Accounting	3
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1
BUSM 20	Principles of Business	3
Total Units		21-22.5

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Analyze and record transactions, using a journal and a ledger, of varying degrees of difficulty including adjusting, and closing entries.
- Interpret accounting statements.

- Explain the role of the managerial accountant and describe the uses of managerial accounting information.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

# Accounting - Bookkeeping

## Business Division Certificate E0504

The Accounting - Bookkeeping Certificate provides basic accounting skills and knowledge, preparing the student for entry-level positions as an accounting clerk in areas such as bookkeeping, accounts receivable, accounts payable, inventory tracing/reporting, bank reconciliation, expense reporting, and account analysis.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account.
- Use computerized accounting software to process accounting transactions.
- Analyze business transactions, and journalize and post transactions to ledger accounts.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1-3
or BUSA 68	Business Mathematics	
Total Units		7-9

# Accounting - Computerized

## Business Division Certificate L0503

The Accounting - Computerized Certificate provides basic accounting skills and knowledge combined with additional training in computer applications common to the accounting industry. This certificate program prepares the student for an entry-level position as an accounting clerk that requires computer skills in areas such as utilization of accounting software, accounts receivable, accounts payable, inventory tracing/reporting, bank reconciliation, expense reporting and account analysis.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Process collections from customers and update accounts receivable.
- Prepare financial statements.
- Solve managerial accounting problems with Excel software.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1-3
or BUSA 68	Business Mathematics	
CISB 15	Microcomputer Applications	3.5
Choose a minimum of 7.5 units from the following:		7.5
CISB 11	Computer Information Systems	
CISB 16	Macintosh Applications	
CISB 21	Microsoft Excel	
CISB 31	Microsoft Word	
CISB 51	Microsoft PowerPoint	
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISS 11	Practical Computer Security	
Total Units		18-20

## Accounting - Financial Planning

### Business Division

#### Certificate L0599

The Accounting - Financial Planning Certificate provides basic accounting skills and knowledge combined with specialized training in financial planning, preparing the student for entry-level positions and/or professional advancement in their current accounting jobs. Students completing this certificate will be able to assist companies within the areas of budget analysis, tax reporting, financial and investment planning and analysis.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Utilize accounting information including financial statements to perform financial statement analysis.
- Develop a personal definition of financial success.
- Know how to evaluate their own personal spending patterns and create my own personal budgets.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
BUSA 8	Principles of Accounting - Managerial	5
BUSA 58	Federal Income Tax Law	3
BUSA 71	Personal Financial Planning	3
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1
Total Units		18

## Accounting - Managerial

### Business Division

#### Certificate L0533

The Accounting - Managerial Certificate provides basic accounting skills and knowledge combined with specialized training in managerial accounting, preparing the student for entry-level positions in accounting and/or professional advancement in their current accounting jobs. Students completing this certificate will be able to perform duties in the areas of cost analysis, variance analysis, budget preparation, expense reporting, account analysis, and preparation of various internal reports to assist management in their decision making.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Explain the role of the managerial accountant and describe the uses of managerial accounting information.
- Distinguish between product and period costs and explain which of these costs are shown on the balance sheet and which costs are shown on the income statement.
- Describe a job order cost accounting system and explain how manufacturing costs flow through the inventory accounts of the balance sheet and move onto the income statement.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
BUSA 8	Principles of Accounting - Managerial	5
BUSA 21	Cost Accounting	4.5
BUSA 52	Intermediate Accounting	3
or BUSA 58	Federal Income Tax Law	
BUSA 76	Using Microcomputers in Managerial Accounting	1
Total Units		18.5

## Accounting - Payroll

### Business Division

#### Certificate E0505

The Accounting - Payroll Certificate provides basic accounting skills and knowledge combined with specialized training in payroll, preparing the student for entry-level clerical positions within the payroll segment of accounting. Common duties performed include payroll tax reporting, payroll accounting systems maintenance, and posting payroll transactions to journals/ledgers.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 70	Payroll and Tax Accounting	3
BUSA 75	Using Microcomputers in Financial Accounting	1

BUSA 76	Using Microcomputers in Managerial Accounting	1-3
or BUSA 68	Business Mathematics	
Total Units		10-12

## Administration of Justice

### Technology and Health Division

#### Certificate T0406

The Certificate in Administration of Justice program is intended to prepare students for entry-level employment following graduation. The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus. Entry-level employment opportunities available after completion of this program may include law enforcement as peace officers, corrections officers, custodial officers, non-sworn security and investigations, other non-sworn positions in law enforcement and public service.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the principals involved in documenting the investigation of criminal activity.
- Identify and apply legal precedents in field work.
- Demonstrate familiarity with the social factors related to police interaction with communities.
- Demonstrate understanding of how criminal codes are used and how statutory law is practically applied.
- Demonstrate the ability to use technology and other resources to research social and legal aspects of the criminal justice system.
- Demonstrate the ability to present information in diverse circumstances, with various cultures and communities, involving public and media issues.
- Understand professional skills related to court testimony, interview, interrogation, and law enforcement nomenclature.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ADJU 1	The Administration of Justice System	3
ADJU 2	Principles and Procedures of the Justice System	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations	3
ADJU 68	Administration of Justice Report Writing	3
Choose four from the following:		12
ADJU 6	Concepts of Enforcement Services	
ADJU 9	Introduction to Homeland Security	
ADJU 10	Introduction to Correctional Sciences	
ADJU 13	Concepts of Traffic Services	
ADJU 20	Principles of Investigation	
ADJU 38	Narcotics Investigation	
ADJU 59	Gangs and Corrections	
ADJU 74	Vice Control	

ADJU 50	Introduction to Forensics for Criminal Justice	
Total Units		30

## Administrative Assistant - Level I

### Business Division

#### Certificate E0516

The Level I Certificate prepares students for entry-level clerical positions where keyboarding and basic office skills are the primary functions.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 31	Microsoft Word	3
Total Units		9.5

## Administrative Assistant - Level II

### Business Division

#### Certificate L0594

The Level II Certificate prepares students for clerical positions where, in addition to general office skills, written communication and advanced word processing skills are needed.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.
- Be proficient in the use of a word processing software application.
- Demonstrate the ability to keyboard at the rate of at least 40 words per minute on a 5-minute timed writing with 5 errors or less.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Administrative Assistant - Level I coursework	9.5
PLUS	
Completion of the Administrative Assistant - Level II coursework	9
Total Units	18.5

### Administrative Assistant - Level I Coursework

CISB 10	Office Skills	3
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CISB 15	Microcomputer Applications	3.5
CISB 31	Microsoft Word	3
Total Units		9.5

**Administrative Assistant - Level II Coursework**

BUSO 25	Business Communications	3
CISB 21	Microsoft Excel	3
CISB 51	Microsoft PowerPoint	3
Total Units		9

## Administrative Assistant - Level III

**Business Division****Certificate L0382**

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

**Program Level Outcomes**

Upon successful completion of this program, a student will be able to:

- Touch type effectively.
- Effectively use formulas and functions in worksheets.
- Use Microsoft Word to create professional looking reports.
- Design and create visual presentations utilizing desktop presentation software (i.e. Power Point).
- Demonstrate ability to effectively produce a variety of professional-looking business publications (at least five) i.e. newsletter, flyer, brochure, letterhead, business card, event program, etc.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Administrative Assistant - Level I coursework	9.5
PLUS	
Completion of the Administrative Assistant - Level II coursework	9
PLUS	
Completion of the Administrative Assistant - Level III coursework	7-8.5
Total Units	25.5-27

**Administrative Assistant - Level I Coursework**

CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 31	Microsoft Word	3
Total Units		9.5

**Administrative Assistant - Level II Coursework**

BUSO 25	Business Communications	3
CISB 21	Microsoft Excel	3
CISB 51	Microsoft PowerPoint	3
Total Units		9

**Administrative Assistant - Level III Coursework**

CISB 16	Macintosh Applications	2
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BUSO 26	Oral Communications for Business	3
Choose one course or any lecture-lab combination from the following:		2-3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISN 21	Windows Operating System	
CISS 11	Practical Computer Security	
CISW 15	Web Site Development	
Total Units		7-8.5

## Air Conditioning and Refrigeration

**Technology and Health Division****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.

**Program Learning Outcome**

Upon successful completion of this program, a student will be able to:

- Properly handle refrigerants based on Section 608 of the clean air act.
- Evaluate, troubleshoot, and modify the electrical, mechanical and air side operation of an air conditioning or refrigeration system.
- Perform a residential heat load calculation, select the equipment, and size the ductwork based on ACCA's Manual J8 and Manual D.
- Select equipment and components for commercial refrigeration systems.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration	2
AIRC 11	Welding for Air Conditioning and Refrigeration	2
AIRC 12	Air Conditioning Codes and Standards	3
AIRC 20	Refrigeration Fundamentals	4
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5
AIRC 26	Gas Heating Fundamentals	2
AIRC 30	Heat Load Calculations and Design	4
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4
AIRC 32A	Air Properties and Measurement	1.5
AIRC 34	Advanced Mechanical Refrigeration	4
Total Units		31.5

## Aircraft Powerplant Maintenance Technology - Day

**Technology and Health Division**

**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 or evening 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 AIRM 65B are equivalent to evening program courses AIRM 95A, AIRM 95B, AIRM 96A, AIRM 96B, AIRM 97A, AIRM 97B, AIRM 98A, and AIRM 98B. Day program courses AIRM 66A and AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

**Program Learning Outcomes**

*Upon successful completion of this program, a student will be able to:*

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

## Core Courses

AIRM 65A	Aircraft Powerplant Maintenance Technology	13
AIRM 65B	Aircraft Powerplant Maintenance Technology: Reciprocating & Turbine	13
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6
AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
Total Units		41

**Recommended Electives**

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Aircraft Powerplant Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

**Contact:**

Federal Aviation Administration (FAA) 800 Independence Avenue, SW Washington, DC 20591 1(800) 835-5322 [www.faa.gov](http://www.faa.gov) (<http://www.faa.gov>)

**Aircraft Powerplant Maintenance Technology - Evening****Technology and Health Division****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 or evening 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 AIRM 65B are equivalent to evening program courses AIRM 95A, AIRM 95B, AIRM 96A, AIRM 96B, AIRM 97A, AIRM 97B, AIRM 98A, and AIRM 98B. Day program courses AIRM 66A and AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

**Program Learning Outcomes**

*Upon successful completion of this program, a student will be able to:*

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6
AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
AIRM 95A	Aircraft Powerplant Maintenance Technology	3
AIRM 95B	Aircraft Powerplant Maintenance Technology: Reciprocating Engines	3
AIRM 96A	Aircraft Powerplant Maintenance Technology: Turbine Engines	3
AIRM 96B	Aircraft Powerplant Maintenance Technology: Propellers	3
AIRM 97A	Aircraft Powerplant Maintenance Technology: Instrumentation	3
AIRM 97B	Aircraft Powerplant Maintenance Technology: Fuel Meter Systems	3
AIRM 98A	Aircraft Powerplant Maintenance Technology: Ignition Systems	3
AIRM 98B	Aircraft Powerplant Maintenance Technology: Lubricating Systems	3
Total Units		39

### Recommended Electives

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Aircraft Powerplant Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

#### Contact:

Federal Aviation Administration (FAA) 800 Independence Avenue, SW Washington, DC 20591 1(800) 835-5322 [www.faa.gov](http://www.faa.gov) (<http://www.faa.gov>)

## Airframe Maintenance Technology - Day

### Technology and Health Division 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 or evening 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 AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AIRM 66A	Aircraft Airframe Maintenance Structures	13
AIRM 66B	Airframe Maintenance Technology	13
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6
AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
Total Units		41

### Recommended Electives

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Airframe Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

#### Contact:

Federal Aviation Administration (FAA) 800 Independence Avenue, SW Washington, DC 20591 1(800) 835-5322 [www.faa.gov](http://www.faa.gov) (<http://www.faa.gov>)

# Airframe Maintenance Technology - Evening

## Technology and Health Division

### 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 or evening 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 AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6
AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
AIRM 90A	Airframe Maintenance Technology	3
AIRM 90B	Airframe Maintenance Technology: Structure and Design	3
AIRM 91A	Airframe Maintenance Technology	3

AIRM 91B	Airframe Maintenance Technology: Aluminum Repair	3
AIRM 92A	Airframe Maintenance Technology: Hydraulics & Pneu	3
AIRM 92B	Airframe Maintenance Systems 2	3
AIRM 93A	Airframe Maintenance Technology: Systems	3
AIRM 93B	Airframe Maintenance Technology: Fire Suppression	3
Total Units		39

## Recommended Electives

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Airframe Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

### Contact:

Federal Aviation Administration (FAA) 800 Independence Avenue, SW Washington, DC 20591 1(800) 835-5322 [www.faa.gov](http://www.faa.gov) (<http://www.faa.gov>)

# Alcohol/Drug Counseling

## Technology and Health Division

### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be technically competent to safely practice as an entry-level alcohol & drug counselor.
- Demonstrate an understanding of ethical & legal requirements for alcohol & drug counselors.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate competency in basic counseling skills commensurate with an entry level practitioner in the addictions counseling field.
- Demonstrate the ability to assess, intervene, and refer clients with co-occurring mental health and substance abuse disorder to appropriate resources.
- Students completing the certificate/associates degree program will demonstrate the ability to prepare and develop professional treatment plans and other clinical documentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AD 1	Alcohol/Drug Dependency	3
AD 2	Physiological Effects of Alcohol/Drugs	3

AD 3	Chemical Dependency: Intervention, Treatment and Recovery	3
AD 4	Issues in Domestic Violence	3
AD 5	Chemical Dependency: Prevention and Education	1.5
AD 6	Dual Diagnosis	3
<b>Skill Courses</b>		
AD 8	Group Process and Leadership	3
AD 9	Family Counseling	3
AD 10	Client Record and Documentation	1.5
AD 11	Techniques of Intervention and Referral	3
<b>Field Work Courses</b>		
AD 13	Internship/Seminar	4
AD 14	Advanced Internship/Seminar	4
<b>Choose two from the following:</b>		6
CHLD 10	Child Growth and Lifespan Development or CHLD 10H Child Growth and Lifespan Development- Honors	
PSYC 1A	Introduction to Psychology or PSYC 1AH Introduction to Psychology - Honors	
PSYC 19	Abnormal Psychology	
SOC 1	Sociology or SOC 1H Sociology - Honors	
SOC 14	Marriage and the Family or SOC 14H Marriage and the Family - Honors	
SOC 15	Child Development	
Total Units		41

## 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 criterion 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.

The Alcohol and Drug Counseling program is accredited by the California Association for Alcohol/Drug Educators.

### Contact:

California Association for Alcohol/Drug Educators 5230 Clark Avenue, Suite 3 Lakewood, CA 90712 (707) 722-2331 [www.caade.org](http://www.caade.org) (<http://www.caade.org>)

## Android Programming

### Business Division

#### Certificate E0407

This curriculum is designed for returning CIS professionals with several years experience or current students who have completed several CIS courses. The Android Programming certificate will give students skills that are necessary to obtain jobs in the area of mobile programming, that is used more and more in industry. Students will learn different software packages for developing Android applications as well as general programming skills.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- create an application for an Android phone.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 21	Programming in Java	3
CISP 21L	Programming in Java Laboratory	0.5
CISP 52	Mobile Device Programming	3
CISP 52L	Mobile Device Programming Laboratory	0.5
CISP 54	Programming for Android Devices	3
CISP 54L	Android Programming Laboratory	0.5
Total Units		13

## Animal Science Fundamentals

### Natural Sciences Division

#### Certificate E0360

This certificate program is designed for students to acquire basic knowledge in the fundamentals of Animal Science. This can be utilized to gain entry level employment on farms, ranches and in agricultural sales and services. It is also the first step in the pathway to a career in becoming an educator in Agricultural Sciences. All courses are applicable for degree requirements.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- be able to explain the historical and current economic importance of the livestock and pet animal industries.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGAN 1	Animal Science	3
AGAN 2	Animal Nutrition	3
AGAN 51	Animal Handling and Restraint	3
AGAN 94	Animal Breeding	3
AGLI 96	Animal Sanitation and Disease Control	3
Total Units		15

## Animation – 3D and CG Gaming

### Arts Division

#### Certificate T0302

The Animation – 3D and CG Gaming Certificate provides training in 3D animation including character modeling, character rigging, lighting, texture, environment and visual 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- create a digital animation portfolio demonstrating skills necessary for employment in their chosen career.  
Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

ANIM 101A	Drawing - Gesture and Figure	3
ANIM 104	Drawing Fundamentals	3
ANIM 108	Principles of Animation	3
ANIM 115	Storyboarding	3
ANIM 116	Character Development	1.5
ANIM 130	Introduction to 3D Modeling	3
ANIM 131	Introduction to Gaming	3
ANIM 132	Intermediate 3D Modeling	3
ANIM 136	Animation Environment and Level Design	3
ANIM 145	Advanced 3D Modeling	3
ANIM 148	Demo Reel	3
ARTC 100	Graphic Design I	3

### Required Electives

Choose one from the following:		3
ANIM 146	Advanced 3-D Animation	
ANIM 149	3-D Character Rigging	
Total Units		37.5

### Recommended Electives

ANIM 109	Advanced Principles of Animation	3
ANIM 137A	Work Experience in New Digital Media	1

ANIM 172	Motion Graphics, Compositing and Visual Effects	3
ANIM 175	Digital Animation	3
ARTC 290	Portfolio	3
ARTD 17A	Drawing: Life	3
ARTD 20	Design: Two-Dimensional	3
PHOT 10	Basic Digital and Film Photography	3

## Animation - Game & Interactive Multimedia Design I

### Arts Division

#### Certificate E0339

This multi-level certificate program offers skills needed for creative careers that integrate animation with gaming, video, audio, graphics, and special effects for the Web, broadcast, film, presentation, or mobile content. The Animation - Game & Interactive Multimedia Level I Certificate offers an early exit point of 12 Units and provides the skills necessary for entry-level employment as a junior web animator or animation designer, 2D Game Design Assistant, or junior game designer.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- successfully create a traditional game representative of their skills necessary for their chosen gaming genre.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ANIM 100	Digital Paint and Ink	3
or ARTC 100	Graphic Design I	
ANIM 131	Introduction to Gaming	3
ANIM 172	Motion Graphics, Compositing and Visual Effects	3
ANIM 175	Digital Animation	3
Total Units		12

### Recommended Elective

ANIM 137A	Work Experience in New Digital Media	1
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## Animation – Game & Interactive Multimedia Design II

### Arts Division

#### Certificate L0340

This multi-level certificate program offers skills needed for creative careers that integrate animation with gaming, video, audio, graphics, and special effects for the Web, broadcast, film, presentation, or mobile content. The Animation - Game & Interactive Multimedia Design Level II certificate provides additional expertise for employment opportunities in areas of game design, digital animation, motion graphics, and special effects.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- successfully create a digital portfolio representative of their skills necessary for their chosen career.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of Animation - Game & Interactive Multimedia Design - Level I coursework	12
<b>PLUS</b>	
Completion of Animation - Game & Interactive Multimedia Design - Level II coursework	9
<b>Total Units</b>	<b>21</b>

### Animation - Game & Interactive Multimedia Design - Level I Coursework

ANIM 100	Digital Paint and Ink	3
or ARTC 100	Graphic Design I	
ANIM 131	Introduction to Gaming	3
ANIM 172	Motion Graphics, Compositing and Visual Effects	3
ANIM 175	Digital Animation	3
<b>Total Units</b>		<b>12</b>

### Animation - Game & Interactive Multimedia Design - Level II Coursework

ANIM 141	2D Game Level Design	3
ANIM 148	Demo Reel	3
or ARTC 290	Portfolio	
ANIM 151	Game Prototype Production	3
<b>Total Units</b>		<b>9</b>

## Recommended Elective

ANIM 137A	Work Experience in New Digital Media	1
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# Animation - Tradigital Level I

### Arts Division Certificate E0337

This multi-level certificate program provides skills based on the principles of storytelling and animation using both traditional and digital media. These skills lead to employment opportunities as animators, character designers, and storyboard artists for television, film, Web, mobile media, and gaming. The Animation - Tradigital Level I Certificate offers an early exit point of 15 Units and provides the skills necessary for entry-level employment in the areas of production assistant or junior storyboard artist.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- successfully create a story board animatic representative of their chosen entertainment field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

ANIM 101A	Drawing - Gesture and Figure	3
ANIM 108	Principles of Animation	3
ANIM 111A	Animal Drawing	1.5
ANIM 115	Storyboarding	3
ANIM 116	Character Development	1.5
ANIM 104	Drawing Fundamentals	3
or ARTD 15A	Drawing: Beginning	
<b>Total Units</b>		<b>15</b>

# Animation - Tradigital Level II

### Arts Division Certificate L0338

This multi-level certificate program provides skills based on the principles of storytelling and animation using both traditional and digital media. This Animation - Tradigital Level II certificate provides additional expertise leading to employment opportunities as animators, character designers, and storyboard artists for television, film, Web, mobile media, and gaming.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Students will successfully create a portfolio representative of their skills necessary for their chosen animation career

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Animation - Tradigital - Level I coursework	15
<b>PLUS</b>	
Completion of the Animation - Tradigital - Level II coursework	9
<b>Total Units</b>	<b>24</b>

### Animation - Tradigital Level I Coursework

ANIM 101A	Drawing - Gesture and Figure	3
ANIM 108	Principles of Animation	3
ANIM 111A	Animal Drawing	1.5
ANIM 115	Storyboarding	3
ANIM 116	Character Development	1.5
ANIM 104	Drawing Fundamentals	3
or ARTD 15A	Drawing: Beginning	
<b>Total Units</b>		<b>15</b>

### Animation - Tradigital - Level II Coursework

ANIM 175	Digital Animation	3
ANIM 100	Digital Paint and Ink	3
or ARTC 100	Graphic Design I	
ARTC 290	Portfolio	3
or ANIM 148	Demo Reel	
<b>Total Units</b>		<b>9</b>

## Recommended Electives

ANIM 137A	Work Experience in New Digital Media	1
ARTD 17A	Drawing: Life	3
ARTD 16	Drawing: Perspective	3

## Architectural Design Concentration Level I

### Technology and Health Division

#### Certificate L0384

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 for 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ARCH 101	Design I - Elements of Design	4
ARCH 102	Design II - Architectural Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 122	Architectural Presentations	4
ARCH 141	Design Drawing and Communication	4
Total Units		20

### Specific Information

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

## Architectural Design Concentration Level II

### Technology and Health Division

#### Certificate T0385

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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be employed or actively seeking employment in the field or a related field.
- Be technically competent.
- Incorporate basic principles of layout and typography in architectural presentations.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Architectural Design Concentration - Level I coursework	20
PLUS	
Completion of the Architectural Design Concentration - Level II coursework	11
Total Units	31

### Architectural Technology - Level I Coursework

ARCH 101	Design I - Elements of Design	4
ARCH 102	Design II - Architectural Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 122	Architectural Presentations	4
ARCH 141	Design Drawing and Communication	4
Total Units		20

### Architectural Design Concentration - Level II Coursework

ARCH 142	Architectural Materials and Specifications	4
ARCH 201	Design III - Environmental Design	4
ARCH 250	World Architecture I	3
Total Units		11

## Architectural Design Concentration Level III

### Technology and Health Division

#### Certificate T0386

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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be employed or actively seeking employment in the field or a related field.
- Be technically competent.
- Present and evaluate the pros and cons of particular design alternative solution.
- Synthesize preliminary design alternatives into one well-presented final architectural design solution.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Architectural Design Concentration - Level I coursework	20
PLUS	
Completion of the Architectural Design Concentration - Level II coursework	11
PLUS	
Completion of the Architectural Design Concentration - Level III coursework	10
Total Units	41



**Architectural Design Concentration - Level I Coursework**

ARCH 101	Design I - Elements of Design	4
ARCH 102	Design II - Architectural Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 122	Architectural Presentations	4
ARCH 141	Design Drawing and Communication	4
Total Units		20

**Architectural Design Concentration - Level II Coursework**

ARCH 142	Architectural Materials and Specifications	4
ARCH 201	Design III - Environmental Design	4
ARCH 250	World Architecture I	3
Total Units		11

**Architectural Design Concentration - Level III Courses**

ARCH 202	Design IV - Advanced Project	4
ARCH 221	Architectural Illustration	3
ARCH 251	World Architecture II	3
Total Units		10

## Architectural Technology Concentration Level I

**Technology and Health Division****Certificate L0388**

This Level I 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 I Technology Concentration Certificate prepares students for employment as a beginning CAD draftsman or production specialist.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Be employed or actively seeking employment in the field or a related field.
- Be technically competent.
- Successfully execute orthographic and 3D drawing projections.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Architecture Foundational Skills Certificate coursework	12
PLUS	
Completion of the Architectural Technology Concentration - Level I coursework	16
Total Units	28

**Architecture Foundational Skills Certificate Coursework**

ARCH 101	Design I - Elements of Design	4
ARCH 121	CADD and Digital Design Media Level I	4

ARCH 141	Design Drawing and Communication	4
Total Units		12

**Architectural Technology Concentration - Level I Coursework**

ARCH 142	Architectural Materials and Specifications	4
ARCH 145	Building and Zoning Codes	3
ARCH 147	Architectural CAD and BIM	3
ARCH 247	Architectural CAD Working Drawings	3
INSP 70	Elements of Construction	3
Total Units		16

## Architectural Technology Concentration Level II

**Technology and Health Division****Certificate T0389**

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

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Be employed or actively seeking employment in the field or a related field.
- Be technically competent.
- Successfully execute orthographic and 3D drawing projections.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Architecture Foundational Skills Certificate coursework	12
PLUS	
Completion of the Architectural Technology Concentration - Level I coursework	16
PLUS	
Completion of the Architectural Technology Concentration - Level II coursework	9
Total Units	37

**Architecture Foundational Skills Certificate Coursework**

ARCH 101	Design I - Elements of Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 141	Design Drawing and Communication	4
Total Units		12

**Architectural Technology Concentration - Level I Coursework**

ARCH 142	Architectural Materials and Specifications	4
ARCH 145	Building and Zoning Codes	3
ARCH 147	Architectural CAD and BIM	3
ARCH 247	Architectural CAD Working Drawings	3

INSP 70	Elements of Construction	3
Total Units		16

#### Architectural Technology Concentration - Level II Courses

ARCH 146	Architectural Drawings and Fabrications	3
EDT 26	Civil Engineering Technology and CAD	3
INSP 71	Construction Estimating	3
Total Units		9

## Architecture Foundational Skills

### Technology and Health Division

#### Certificate E0387

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 for transfer to a professional school of architecture. The Architecture Foundational Skills certificate provides a basic overview of the fundamental skills essential to the field, suitable for entry-level employment as an office assistant.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

#### Required Courses

ARCH 101	Design I - Elements of Design	4
ARCH 141	Design Drawing and Communication	4
ARCH 121	CADD and Digital Design Media Level I	4
Total Units		12

## Athletic Trainer Aide I

### Kinesiology & Athletics Division

#### 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.

#### Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Identify daily tasks of operating an athletic training room, pre and post practice, and pre and post competition.
- Create athletic injury documentation in hard copy format and on computerized injury tracking systems.
- Recognize injuries and conditions to be treated that require protection of the health care provider, the patient and the health care facility.
- Apply the HOPS (History, Observation, Palpation, and Special Tests) procedure during injury evaluation, under the supervision of a certified athletic trainer.
- Provide acute and sub-acute care for athletic injuries and condition, including, but not limited to modalities, manual therapy and therapeutic exercise.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

#### Required Courses

KIN 3	First Aid and CPR	3
or KIN 5	Advanced First Aid/CPR/Emergency Response	
KIN 19	Introduction to Care/Prevention of Activity/Sports -Related Injuries	3
KIN 34	Fitness for Living	3
KIN 92	Work Experience - Athletic Training	2-3
Total Units		11-12

## Building Automation

### Technology and Health Division

#### 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.

#### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Identify the startup and operational sequence of a chiller plant.
- Understand the purpose and function of chiller plant economizers.
- Demonstrate the use and application of controlled devices.
- Develop programming strategies for a chiller plant.
- Evaluate the energy usage of a multi-story commercial building.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

#### Required Courses

AIRC 20	Refrigeration Fundamentals	4
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4
AIRC 34	Advanced Mechanical Refrigeration	4
AIRC 61	Building Automation Fundamentals	2.5
AIRC 65	Building Automation Networks and Programming	3
AIRC 67	Energy Management	4
ELEC 11	Technical Applications in Microcomputers	3
CISW 41	XML Secure Programming	3
CNET 56	Computer Networks	4
Total Units		36.5

## Business: Human Resource Management - Level I

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Total Units		9

## 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 II

### Business Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define organizational culture, socialization and mentoring.
- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Analyze social perception.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: Human Resource Management - Level I coursework	9	
PLUS		
Completion of the Business: Human Resource Management - Level II coursework	9	
Total Units		18

### Business: Human Resource Management - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3

BUSM 62	Human Resource Management	3
Total Units		9

### Business: Human Resource Management - Level II Coursework

ANTH 22	General Cultural Anthropology	3
BUSM 60	Human Relations in Business	3
BUSO 25	Business Communications	3
Total Units		9

## 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

### Business Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment.
- Calculate wages and withholding amounts in payroll problems.
- Assemble payroll record keeping requirements for employers under current state and federal laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: Human Resource Management - Level I coursework	9	
PLUS		
Completion of the Business: Human Resource Management - Level II coursework	9	
PLUS		
Completion of the Business: Human Resource Management - Level III coursework	6.5	
Total Units		24.5

### Business: Human Resource Management - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Total Units		9

**Business: Human Resource Management - Level II****Coursework**

ANTH 22	General Cultural Anthropology	3
BUSM 60	Human Relations in Business	3
BUSO 25	Business Communications	3
Total Units		9

**Business: Human Resource Management - Level III****Coursework**

BUSA 70	Payroll and Tax Accounting	3
CISB 15	Microcomputer Applications	3.5
Total Units		6.5

**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****Business Division****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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Identify how governments influence trade.
- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Have developed a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

BUSM 20	Principles of Business	3
BUSM 51	Principles of International Business	3
BUSS 36	Principles of Marketing	3
Total Units		9

**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****Business Division****Certificate L0597**

In the Business: International - Level II Certificate students 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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Apply management concepts and functions.
- Describe business planning for small business.
- Discuss the legal forms of business ownership.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Business: International - Level I coursework	9
PLUS	
Completion of the Business: International - Level II coursework	10
Total Units	
	19

**Business: International - Level I Coursework**

BUSM 20	Principles of Business	3
BUSM 51	Principles of International Business	3
BUSS 36	Principles of Marketing	3
Total Units		9

**Business: International - Level II Coursework**

BUSM 61	Business Organization and Management	3
BUSM 66	Small Business Management	3
Choose one from the following:		4
CHIN 1	Elementary Chinese	
FRCH 1	Elementary French	
GERM 1	Elementary German	
ITAL 1	Elementary Italian	
JAPN 1	Elementary Japanese	
SPAN 1	Elementary Spanish	
Total Units		10

**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****Business Division****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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Explain how a small business can prepare to conduct export operations.
- Define key international trade documentation requirements.

- Describe types of international trade transportation intermediaries.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: International - Level I coursework	9
PLUS	
Completion of the Business: International - Level II coursework	10
PLUS	
Completion of the Business: International - Level III coursework	9
<b>Total Units</b>	<b>28</b>

### Business: International - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 51	Principles of International Business	3
BUSS 36	Principles of Marketing	3
<b>Total Units</b>		<b>9</b>

### Business: International - Level II Coursework

BUSM 61	Business Organization and Management	3
BUSM 66	Small Business Management	3
Choose one from the following:		4
CHIN 1	Elementary Chinese	
FRCH 1	Elementary French	
GERM 1	Elementary German	
ITAL 1	Elementary Italian	
JAPN 1	Elementary Japanese	
SPAN 1	Elementary Spanish	
<b>Total Units</b>		<b>10</b>

### Business: International - Level III Coursework

BUSL 20	International Business Law	3
BUSM 50	World Culture: A Business Perspective	3
or ANTH 22	General Cultural Anthropology	
BUSM 52	Principles of Exporting and Importing	3
<b>Total Units</b>		<b>9</b>

## Recommended Electives

BUSM 81	Work Experience in Business	1-4
BUSM 85	Special Issues in Business	2
BUSS 85	Special Issues in Marketing	2

## 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

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Apply management concepts and functions.
- Have developed a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSS 36	Principles of Marketing	3
<b>Total Units</b>		<b>9</b>

## 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

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define organizational culture, socialization and mentoring.
- Analyze social perception.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: Management - Level I coursework	9
PLUS	
Completion of the Business: Management - Level II coursework	9.5
<b>Total Units</b>	<b>18.5</b>

### Business: Management - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3

BUSS 36	Principles of Marketing	3
Total Units		9

**Business: Management - Level II Coursework**

BUSM 60	Human Relations in Business	3
BUSM 62	Human Resource Management	3
CISB 15	Microcomputer Applications	3.5
Total Units		9.5

**Special Information**

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

**Business: Management - Level III****Business Division  
Certificate T0526**

Upon completion of the 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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Describe the basic accounting system and how it is used to serve business needs.
- Define and outline the key principles of continuous quality management.
- Identify how governments influence trade.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Business: Management - Level I coursework	9
PLUS	
Completion of the Business: Management - Level II coursework	9.5
PLUS	
Completion of the Business: Management - Level III coursework	11
Total Units	29.5

**Business: Management - Level I Coursework**

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSS 36	Principles of Marketing	3
Total Units		9

**Business: Management - Level II Coursework**

BUSM 60	Human Relations in Business	3
BUSM 62	Human Resource Management	3

CISB 15	Microcomputer Applications	3.5
Total Units		9.5

**Business: Management - Level III Coursework**

BUSA 7	Principles of Accounting - Financial	5
BUSM 10	Principles of Continuous Quality Improvement	3
BUSM 51	Principles of International Business	3
Total Units		11

**Special Information**

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

**Business: Retail Management - Level I****Business Division  
Certificate E0500**

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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Use informative and sales letters to convey information and influence people favorably.
- Develop and deliver a 3-5 minute presentation on a business related topic.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

BUSO 25	Business Communications	3
CISB 15	Microcomputer Applications	3.5
FASH 62	Retail Buying and Merchandising	3
or BUSS 50	Retail Store Management and Merchandising	
Total Units		9.5

**Special Information**

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

**Business: Retail Management - Level II****Business Division  
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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.
- Have developed a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Retail Management - Level I coursework	9.5
PLUS	
Completion of the Retail Management - Level II coursework	12
Total Units	21.5

### Business: Retail Management - Level I Coursework

BUSO 25	Business Communications	3
BUSS 50	Retail Store Management and Merchandising	3
or FASH 62	Retail Buying and Merchandising	
CISB 15	Microcomputer Applications	3.5
Total Units		9.5

### Business: Retail Management - Level II Coursework

BUSA 11	Fundamentals of Accounting	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSS 36	Principles of Marketing	3
Total Units		12

## 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

### Business Division

#### Certificate T0521

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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Describe the basic accounting system and how it is used to serve business needs.
- Define organizational culture, socialization and mentoring.
- Apply communication skills in simulated business situations such as conferences and business groups.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Retail Management - Level I coursework	9.5
PLUS	
Completion of the Retail Management - Level II coursework	12
PLUS	
Completion of the Retail Management - Level III coursework	11
Total Units	32.5

### Business: Retail Management - Level I Coursework

BUSO 25	Business Communications	3
BUSS 50	Retail Store Management and Merchandising	3
or FASH 62	Retail Buying and Merchandising	
CISB 15	Microcomputer Applications	3.5
Total Units		9.5

### Business: Retail Management - Level II Coursework

BUSA 11	Fundamentals of Accounting	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSS 36	Principles of Marketing	3
Total Units		12

### Business: Retail Management - Level III Coursework

BUSA 7	Principles of Accounting - Financial	5
BUSM 60	Human Relations in Business	3
BUSO 26	Oral Communications for Business	3
Total Units		11

## 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

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Have developed a working knowledge of marketing terminology.
- Describe business planning for small business.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSM 20	Principles of Business	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
Total Units		9

## 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

### Business Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define organizational culture, socialization and mentoring.
- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: Small Business Management - Level I coursework	9	
PLUS		
Completion of the Business: Small Business Management - Level II coursework	9	
Total Units		18

### Business: Small Business Management - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
Total Units		9

### Business: Small Business Management - Level II Coursework

BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Total Units		9

## Special Information

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

# Business: Small Business Management - Level III

### Business Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- I am able to describe the basic accounting system and how it is used to serve business needs.
- I am able to define and outline the key principles of continuous quality management.
- I am able to contrast quality management theory and previous management thought.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Business: Small Business Management - Level I coursework	9	
PLUS		
Completion of the Business: Small Business Management - Level II coursework	9	
PLUS		
Completion of the Business: Small Business Management - Level III coursework	11.5	
Total Units		29.5

### Business: Small Business Management - Level I Coursework

BUSM 20	Principles of Business	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
Total Units		9

### Business: Small Business Management - Level II Coursework

BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Total Units		9

### Business: Small Business Management - Level III Coursework

BUSA 7	Principles of Accounting - Financial	5
BUSM 10	Principles of Continuous Quality Improvement	3



CISB 15	Microcomputer Applications	3.5
Total Units		11.5

## Special Information

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

# Children's Program: Administration

## Business Division

### Certificate T0403

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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.
- Understand theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are employed.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 10	Child Growth and Lifespan Development	3
or CHLD 10H	Child Growth and Lifespan Development- Honors	
CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 68	Children With Special Needs	3
CHLD 84	Guidance and Discipline in Child Development Settings	1
Choose three from the following:		9
CHLD 61	Language Arts and Art Media for Young Children	
CHLD 62	Music and Motor Development for Young Children	
CHLD 63	Creative Sciencing and Math for Young Children	
CHLD 73	Infant/Toddler Care and Development <sup>1</sup>	
CHLD 50	Teaching in a Diverse Society	3

CHLD 71A	Administration of Child Development Programs	3
CHLD 71B	Management/Marketing/Personnel for ECD Programs	3
CHLD 75	Supervising Adults in Early Childhood Settings	2
Choose four units from the following: <sup>2</sup>		4
BUSM 66	Small Business Management	
CHLD 72	Teacher, Parent, and Child Relationships	
CHLD 73	Infant/Toddler Care and Development <sup>1</sup>	
CHLD 82	Advocacy in Child Development	
CHLD 83	Current Issues in Child Development	
Total Units		43

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

<sup>2</sup> Note: Your unit selection should not include any course you have previously taken.

# Children's Program: General - Level I

## Business Division

### Certificate E1326

The Children's Program Certificate: General - Level I is designed for the student who desires general knowledge about the foundations of child development and who has an interest in teaching young children. This certificate meets the Title 22 education requirements for a fully qualified teacher. In Title 5 programs, this certificate meets the educational requirements for an Assistant/Aide position. This certificate includes the identified core courses for the Associate Teacher Child Development Permit. Fifty (50) days of experience is required to complete the permit requirements.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Be able to evaluate Early care and Education Program regulations, standards, policies according to Title 22 California.
- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that child observation, documentation and other forms of assessment are central to the practices of all early childhood professionals. Students use systematic observations, documentation, and other effective assessment strategies to positively influence the development of every child.
- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.

- Understand the importance of developmental domains and academic content areas. Students use their knowledge and other resources to design, implement, and evaluate meaningful challenging curricula and environments that promote comprehensive developmental learning outcomes for every child.
- Be able to identify and conduct themselves as members of the early childhood profession. They know ethical guidelines and other professional standards related to early childhood practices. They are life-long, collaborative learners who continue to broaden their knowledge and skills, remain informed about child development issues, and are informed advocates for sound educational practices and policies.
- Be able to apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
Total Units		12

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

## Children's Program: General - Level II

### Business Division Certificate L0412

The Children's Program Certificate: General Level II enhances the student's knowledge beyond Level I, providing additional skills and knowledge working with children. This certificate focuses on safe and healthy environments, working appropriately with children with special needs and the use of appropriate discipline techniques. Completion may lead to salary increase based on Units earned.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Be able to evaluate Early Care and Education Program regulations, standards, policies according to Title 22 California.
- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that child observation, documentation and other forms of assessment are central to the practices of all early childhood professionals. Students use systematic observations, documentation,

and other effective assessment strategies to positively influence the development of every child.

- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationship that support and empower families and to involve all families in their children's development and learning.
- Understand the importance of developmental domains and academic content areas. Students use their knowledge and other resources to design, implement, and evaluate meaningful curriculum.
- Be able to identify and conduct themselves as members of the early childhood profession. They know ethical guidelines and other professional standards related to early childhood education.
- Be able to apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Children's Program Certificate: General - Level I coursework	12
PLUS	
Completion of the Children's Program Certificate: General - Level II coursework	7
Total Units	19

### Children's Program Certificate: General - Level I Coursework

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
Total Units		12

### Children's Program Certificate: General - Level II Coursework

CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 68	Children With Special Needs	3
CHLD 84	Guidance and Discipline in Child Development Settings	1
Total Units		7

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

## Children's Program: General - Level III

### Business Division Certificate L0409

The Children's Program Certificate: General Level III increases skills in planning for children by focusing on different areas of curriculum. With 175 days of experience and the completion of 16 specific G.E.

Units in Areas A, B, C and D, this certificate meets the Title 5 education requirements for a fully qualified teacher.

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Be able to evaluate Early care and Education Program regulations, standards, policies according to Title 22 California.
- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that child observation, documentation and other forms of assessment are central to the practices of all early childhood professionals. Students use systematic observations, documentation, and other effective assessment strategies to positively influence the development of every child.
- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationship that support and empower families and to involve all families in their children's development and learning.
- Understand the importance of developmental domains and academic content areas. Students use their knowledge and other resources to design, implement, and evaluate meaningful curriculum.
- Be able to identify and conduct themselves as members of the early childhood profession. They know ethical guidelines and other professional standards related to early childhood education. They are life-long, collaborative learners who continue to broaden their knowledge and skills, remain informed about child development issues, and are informed advocates for sound educational practices and policies.
- Be able to apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Children's Program Certificate: General - Level I coursework	12
<b>PLUS</b>	
Completion of the Children's Program Certificate: General - Level II coursework	7
<b>PLUS</b>	
Completion of the Children's Program Certificate: General - Level III coursework	9
<b>Total Units</b>	<b>28</b>

### Children's Program Certificate: General - Level I Coursework

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3

CHLD 11	Child and Adolescent Development	3
<b>Total Units</b>		<b>12</b>

### Children's Program Certificate: General - Level II Coursework

CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 68	Children With Special Needs	3
CHLD 84	Guidance and Discipline in Child Development Settings	1
<b>Total Units</b>		<b>7</b>

### Children's Program Certificate: General - Level III Courses

Choose three from the following:		9
CHLD 50	Teaching in a Diverse Society	
CHLD 61	Language Arts and Art Media for Young Children	
CHLD 62	Music and Motor Development for Young Children	
CHLD 63	Creative Sciencing and Math for Young Children	
CHLD 73	Infant/Toddler Care and Development <sup>1</sup>	
<b>Total Units</b>		<b>9</b>

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

# Children's Program: Teaching

## Business Division

### Certificate T0405

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 contains two laboratory and one fieldwork component emphasizing working with children. This certificate exceeds Title 22 education requirements for fully qualified teachers. With 175 days of experience and the completion of 16 specified G.E. Areas A, B, C, and D, this certificate meets Title 5 education requirements for a fully qualified teacher.

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Be able to evaluate Early care and Education Program regulations, standards, policies according to Title 22 California.
- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that child observation, documentation and other forms of assessment are central to the practices of all early childhood professionals. Students use systematic observations, documentation, and other effective assessment strategies to positively influence the development of every child.

- Understand the importance of developmental domains and academic content areas. Students use their knowledge and other resources to design, implement, and evaluate meaningful, challenging curricula and environments that promote comprehensive developmental learning outcomes for every child.
- Understand that successful programs depend upon partnerships with children’s families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children’s development and learning.
- Acquire strategies and developmentally appropriate techniques for effective teaching and classroom management.
- Understand theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies to deal with bias are developed.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

#### Core Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
CHLD 50	Teaching in a Diverse Society	3
CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 66	Early Childhood Development Observation and Assessment	2
CHLD 66L	Early Childhood Development Observation and Assessment Laboratory <sup>1</sup>	1
CHLD 67	Early Childhood Education Practicum	2
CHLD 67L	Early Childhood Education Practicum Laboratory <sup>1</sup>	1
CHLD 68	Children With Special Needs	3
CHLD 69	Early Childhood Development Field Work Seminar	2
CHLD 75	Supervising Adults in Early Childhood Settings	2
CHLD 84	Guidance and Discipline in Child Development Settings	1
CHLD 91	Early Childhood Development Field Work <sup>1</sup>	1

#### Required Electives

Choose two from the following:		6
CHLD 51	Early Literacy in Child Development	
CHLD 61	Language Arts and Art Media for Young Children	
CHLD 62	Music and Motor Development for Young Children	
CHLD 63	Creative Sciencing and Math for Young Children	

Total Units 39

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

## CIS Professional Certificate in C++ Programming

### Business Division Certificate E0714

The CIS Professional Certificate in C++ Programming prepares students for a career in computer programming. It is intended for returning CIS professionals with several years of experience or current students who have completed several CIS courses. Emphasis is placed on object-oriented programming, database programming and developing a graphical user interface. Students will demonstrate the ability to create business-oriented applications using both the C++ and Visual C++ programming languages; demonstrate effective object-oriented design techniques; write effective program documentation, and demonstrate program troubleshooting skills. Opportunities available after the completion of this certificate include programming for standalone applications, games and databases.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Create event-driven program, using Windows Forms.
- Connect C++ program to the database and incorporate SQL statements into C++ code.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 31	Programming in C++	3
CISP 31L	Programming in C++ Laboratory	0.5
CISP 34	Advanced C++ Programming	3
CISP 34L	Advanced C++ Programming Laboratory	0.5
Choose one from the following sequences:		3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory	
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory	

Total Units 13

## CIS Professional Certificate in Excel and Access

### Business Division Certificate E0370

This certificate in Excel and Access is designed to prepare students for working with Microsoft Excel and Access in a business environment. The certificate offers a balanced set of classes that prepares students for using advanced features of both Excel and Access needed by industry. Emphasis is placed on Excel functions as well as Access' relational database techniques. Within Excel, students create a variety of workbooks, utilizing charts, PivotTables, various functions, macros, lists and tables. With Access, students create a variety of objects, including tables, queries, forms, reports and macros, as well as VBA programming. In the VBA for Excel and Access, VBA is used in both Excel and Access to program advanced functionality that may be needed within these applications. Much attention is paid to design principles, including normalization, securing databases, and other current topics in the database field. Students will demonstrate understanding of the topics via projects using various real-world workbooks and databases. Opportunities available after the completion of this certificate include, but are not limited to, administrative aides, database administrators, designers and developers, and database systems analysts. In addition, courses help prepare students to take the Microsoft MOS certification exam in Excel and Access.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply appropriate Visual Basic for Application code (VBA) to update Access table data.
- Use embedded SQL statements within VBA procedures to create and run ad hoc queries for users.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISB 21	Microsoft Excel	3
CISD 11	Database Management - Microsoft Access	3
CISD 11L	Database Management - Microsoft Access Laboratory	0.5
CISD 14	VBA for Excel and Access	3
CISD 14L	VBA for Excel and Access Lab	0.5
CISD 40	Database Design	3
Total Units		13

# CIS Professional Certificate in Java Programming

## Business Division Certificate E0700

The Java programming certificate is designed to prepare students for a career in computer programming. The certificate offers a balanced set of classes that provides students with client, server, and database programming skills required by industry. Emphasis is placed on object-oriented programming applications Web-based applets configuring an Apache Tomcat servlet, implementing JavaServer Pages, JavaBeans, and NetBeans for reusable software components. Students will demonstrate the ability to design and implement a Java application that will contain the front end user interface and back end database. Opportunities available after the completion of this certificate include programming for systems, mobile devices, device drivers and software engineering.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Develop a dynamic web page programming Java Server Pages.
- Create an object oriented program that will use remote method invocation using the Java programming Language.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 21	Programming in Java	3
CISP 21L	Programming in Java Laboratory	0.5
CISP 24	Advanced Java Programming	3
CISP 24L	Advanced Java Laboratory	0.5
Choose one from the following sequences:		3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory	
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory	

Total Units 13

# CIS Professional Certificate in LINUX

## Business Division Certificate E0796

The CIS Certificate in Linux prepares students to install, manage, program and troubleshoot Linux operating systems. The certificate offers a balanced set of classes that prepares students to create and operate Linux workstations, servers and networks used by industry. Emphasis is placed on configuring a Linux distribution to create workstations with client applications; email, file, FTP, DNS and other servers; and routers, firewalls and other network services. Special attention is given to security concepts and tools and their implementation in a Linux system. Students will also learn to configure and install an Apache web server in a Linux system to access a MySQL database using PHP programs. Opportunities available after the completion of this certificate include system or network administration, web server, and database programmers. The certificate covers the major topics of an industry standard certification exam for Linux.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Know how to install a SAMBA server in a Linux computer.
- Know how to install an Apache web server in a Linux computer and access its web pages from another computer.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISN 31	Linux Operating System	3
CISN 31L	Linux Operating System Laboratory	0.5
CISN 34	Linux Networking and Security	3
CISN 34L	Linux Networking and Security Laboratory	0.5
CISW 31	Secure Web Servers	3
CISW 31L	Secure Web Servers Laboratory	0.5
Total Units		10.5

## CIS Professional Certificate in Network Security

### Business Division

#### Certificate E0721

The CIS Professional Certificate in Network Security program is designed to prepare students for a career in the computer network security industry. The certificate offers a balanced set of classes that prepare students to design, implement, manage and secure the heterogeneous corporate network. The security management courses emphasize firewall security appliances, network protocol analysis, Linux network, Snort intrusion detection, intrusion prevention, and vulnerability management. Students will acquire the skills to utilize network protocol analyzers, to troubleshoot network problems, deploy intrusion prevention systems, configure firewall security appliances and Virtual Private Network (VPN), and assess network vulnerabilities and implement countermeasures. Individual courses will help students prepare for industry certification exams such as Certify Ethical Hacker (CEH), Cisco Firewall Specialist, and Cisco IPS Specialist. Opportunities available upon completion of the certificate program include Network Security Analyst, Junior Network Security Engineer, Network Vulnerability Management, and Network Security Architect.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Configure and install a firewall.
- Implement a secured translation for service hosting through firewall.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISS 21	Network Vulnerabilities and Countermeasures	3
CISS 21L	Network Vulnerabilities and Countermeasures Laboratory	0.5
CISS 23	Network Analysis, Intrusion Detection/Prevention Systems	3
CISS 23L	Network Analysis, Intrusion Detection/Prevention Systems Laboratory	0.5
CISS 25	Network Security and Firewalls	3
CISS 25L	Network Security and Firewalls Laboratory	0.5
CISS 27	Cyber Defense	1
Total Units		11.5

## CIS Professional Certificate in Networking

### Business Division

#### Certificate E0716

The CIS Professional Certificate in Networking program is designed to prepare students for a career in the computer networking industry. The certificate offers a balanced set of classes that prepare students to design, implement, and manage the heterogeneous corporate network. The network administration courses emphasize network operating systems, network infrastructure and data communications. Students will acquire the skills to install and administer a Windows network, Virtualization, Active Directory, group policy, file system security, DNS, DHCP, Linux Networking, Cisco routers, switches, network infrastructure, access control list, Virtual LAN (VLAN) and VLAN routing. Individual courses will help students prepare for related industry certification exams such as Network+, Microsoft MCITP, Cisco CCNA and Red Hat RHCSA. Opportunities available upon completion of this certificate include entry-level and mid-management positions in Network Administration.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Configure and setup static routing.
- Implement VLAN and VLAN routing.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISN 11	Telecommunications/Networking	3
CISN 11L	Telecommunications/Networking Laboratory	0.5
CISN 24	Window Server Network and Security Administration	3
CISN 24L	Window Server Network and Security Administration Laboratory	0.5
CISN 34	Linux Networking and Security	3
CISN 34L	Linux Networking and Security Laboratory	0.5
CISN 51	Cisco CCNA Networking and Routing	3
CISN 51L	Cisco CCNA Networking and Routing Laboratory	0.5
Total Units		14

## CIS Professional Certificate in Object-Oriented Design & Programming

### Business Division

#### Certificate E0723

The CIS Professional Certificate in Object-Oriented Design and Programming prepares students for a career in computer programming. The certificate offers a balanced set of classes that provides students the skills to design and develop business applications using the Unified Modeling Language (UML) and an object-oriented programming language. Students will demonstrate the ability to design and implement business environment applications that will contain the front end user interface and back end database. Students in this program select

one of the following three programming language concentrations: Visual Basic.NET, Java or C++. Career opportunities available after the completion of this certificate include programming for systems, mobile devices, device drivers and software engineering.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Write valid decision statements (if/else constructs) in the C#.NET programming language.
- Create an object oriented program using multiple classes in the C#.NET programming language.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

CISP 10	Principles of Object-Oriented Design	2.5
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Choose one from the following programming tracks:		7
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### Visual Basic.NET

CISP 11	Programming in Visual Basic	
CISP 11L	Programming in Visual Basic Laboratory	
CISP 14	Advanced Visual Basic .NET	
CISP 14L	Advanced Visual Basic.NET Laboratory	

### Java

CISP 21	Programming in Java	
CISP 21L	Programming in Java Laboratory	
CISP 24	Advanced Java Programming	
CISP 24L	Advanced Java Laboratory	

### C++

CISP 31	Programming in C++	
CISP 31L	Programming in C++ Laboratory	
CISP 34	Advanced C++ Programming	
CISP 34L	Advanced C++ Programming Laboratory	

Total Units		9.5
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## CIS Professional Certificate in SQL

### Business Division

#### Certificate E0730

The SQL Server certificate is designed to prepare students for a career in database administration using SQL Server. The certificate offers a balanced set of classes that provides students skills in database design, data retrieval and database programming. Emphasis is placed on building databases; retrieving data; creating and maintaining database objects; writing stored procedures, functions and triggers for reusable software components. Students will demonstrate the ability to view and update databases and develop programs to automate database functions. Opportunities available after the completion of this certificate include SQL Server report writer, SQL Server developer and software engineer.

## Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Apply normalization rules to database design.
- Create E-R (Entity Relationship) and UML (Unified Modeling Language) diagrams for a given database scenario.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISD 21	Database Management - Microsoft SQL Server	3
CISD 21L	Database Management - Microsoft SQL Server Laboratory	0.5
CISD 31	Database Management - Oracle	3
CISD 31L	Database Management - Oracle Laboratory	0.5
CISD 40	Database Design	3
Total Units		10

## CIS Professional Certificate in Telecommunications

### Business Division

#### Certificate E0718

The CIS Professional Certificate in Telecommunications program is designed to prepare students for a career in the computer networking industry. The certificate offers a balanced set of classes that prepare students to design, implement and manage the heterogeneous corporate network. The network administration courses emphasize network operating systems, network infrastructure and data communications. Students will acquire the skills to install and administer a Windows network, Virtualization, Active Directory, group policy, file system security, DNS, DHCP, Cisco routers, switches, network infrastructure, access control list, Virtual LAN (VLAN) and VLAN routing. Individual courses will assist students in preparing for industry certification exams such as Network+, Microsoft MCITP and Cisco CCNA. Opportunities available upon completion of the certificate program include entry-level and mid-management positions in Network Administration.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Configure and setup static routing.
- Able to implement VLAN and VLAN routing.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISN 11	Telecommunications/Networking	3
CISN 11L	Telecommunications/Networking Laboratory	0.5
CISN 24	Window Server Network and Security Administration	3
CISN 24L	Window Server Network and Security Administration Laboratory	0.5
CISN 51	Cisco CCNA Networking and Routing	3
CISN 51L	Cisco CCNA Networking and Routing Laboratory	0.5
Total Units		10.5

## CIS Professional Certificate in Visual Basic Programming

### Business Division

#### Certificate E0719

The CIS Professional Certificate in Visual Basic Programming is designed to prepare students for a career in computer programming. The certificate offers a balanced set of classes that provides students client, server and database programming skills required by industry. Emphasis is placed on object-oriented programming applications, web based applications and implementing ASP.NET, ADO.NET and .NET Framework for reusable software components. Students will demonstrate the ability to design and implement a Visual Basic application that contains the client interface, the server implementation and the database. Opportunities available after the completion of this certificate include programming for systems, mobile applications, integration of systems and web applications.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Update a SQL Server database.
- Display data from related database tables.
- Create a web site that accesses data from a database.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 11	Programming in Visual Basic	3
CISP 11L	Programming in Visual Basic Laboratory	0.5
CISP 14	Advanced Visual Basic .NET	3
CISP 14L	Advanced Visual Basic.NET Laboratory	0.5
Choose one from the following combinations:		3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory	
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory	
Total Units		13

## CIS Professional Certificate in Web Programming

### Business Division

#### Certificate E0713

The CIS Professional Certificate in Web Programming provides students the programming skills to create effective web pages and web sites. The certificate offers a balanced set of classes that prepares students to design, debug and implement both client-side and server-side web programs. Emphasis is placed on acquiring programming skills in various web programming, scripting or markup languages such as JavaScript,

HTML, DHTML, XHTML, XML, CSS, ASP.NET, AJAX, SQL and Perl. Students will also learn to configure and install an Apache web server in a Linux or Windows system and access a MySQL database using PHP programs. Opportunities available after the completion of this certificate include web programming or web and database server administration.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Know how to install and configure a secure web server.
- Know how to access a database from a program in a web server.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISW 17	HTML, CSS & JavaScript Programming	3
CISW 31	Secure Web Servers	3
CISW 31L	Secure Web Servers Laboratory	0.5
Choose one of the following combinations:		3.5
CISW 21 & 21L	Secure Web Programming with ASP.NET and Secure Web Programming with ASP.NET Laboratory	
CISW 24 & 24L	Secure Server Side Web Programming and Secure Server Side Web Programming Laboratory	
Total Units		10

## CIS Professional Certificate in Windows Operating System Administration

### Business Division

#### Certificate E0720

The CIS Professional Certificate in Windows Operating System Administration is designed for returning CIS professionals with several years of experience or current students who have completed several CIS courses. This certificate will prepare students for technical support jobs for companies using Windows operating systems. The certificate will provide students the skills to install, manage/administer and troubleshoot Microsoft Windows workstations and Microsoft server operating systems. The courses in this certificate cover the major topics of industry standard certification exams. Opportunities available upon completion of the certificate program include entry-level and mid-level help desk and Windows Administrative positions.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Configure and install Windows Active Directory.
- Implement Windows file system security.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISN 21	Windows Operating System	3
CISN 24	Window Server Network and Security Administration	3



CISN 24L	Window Server Network and Security Administration Laboratory	0.5
Total Units		6.5

## Coaching

### Kinesiology, Athletics and Dance Division

#### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Develop and apply their coaching philosophy.
- Create practice plans using the 5 components of fitness.
- Communicate and apply their knowledge and understanding of the "rules of game" in their chosen sport.
- Create full season training curriculum using short and long-term goal setting.
- Demonstrate effective communication skills and interpersonal skills with their athletes, parents, other coaches and co-workers, officials, community members and the media.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

KIN 13	Sports Officiating	3
KIN 34	Fitness for Living	3
KIN 44	Theory of Coaching	3
KIN 81	Work Experience for Coaching	2
Total Units		11

Exit Requirement: First Aid and CPR Certification

## Computed Tomography

### Technology and Health Division

#### Certificate E0397

The Computed Tomography (CT) program at Mt. SAC is a two semester certificate program open to Technologists who possess a valid California Certified Radiologic Technologist (CRT) license and are certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine Technology Certification Board (or NMTCB), or Radiation Therapy. The program provides a complete educational experience for registered Radiologic Technologists (RT's) who wish to expand their skills into the study in the theory and practice of CT. Students will have the opportunity to learn and develop competence in patient care, communication skills, critical thinking, and technical skills that will prepare the student to become a competent entry level CT Technologist.

The program curriculum is designed to meet the CT educational and clinical training requirements set forth by the ARRT. The educational standards established by the American Society of Radiologic Technologists (ASRT) are also incorporated into the curriculum. Educational activities include lecture, discussions, group activities, and hands-on clinical training at a clinical site.

The program includes:

- ARRT clinical experience requirements and content specifications
- ARRT 16 hour structured education requirement
- Course work in cross sectional anatomy, pathology, patient care and safety, CT procedures, equipment, image evaluation, instrumentation, technique, physics, quality assurance, and quality control.

Clinical training will be conducted at affiliated healthcare institutions and there is no guarantee the student will be placed close to home. Hours for clinical training are arranged with the clinical site (days and times will vary depending on the site). No arrangements for part time status are available.

Applicants will be required to complete a background check, physical, and provide proof of immunizations during the admissions process.

Upon successful completion of the program, the student will receive a Certificate of Completion from Mt. San Antonio College. Technologist certified and registered by ARRT in the appropriate disciplines will be eligible to sit for the ARRT Computed Tomography certification examination.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- develop workforce readiness skills
- apply accurate positioning skills and provide appropriate patient care
- select optimal technical factors
- utilize appropriate radiation protection and ALARA principles
- demonstrate academic and technical competence as an entry-level CT Technologists
- communicate effectively with patients, clinical staff, and peers
- demonstrate effective written and verbal communication skills in didactic and clinical settings
- use critical thinking skills in both routine and non-routine clinical situations
- adapt standard procedures for non-routine patients
- analyze images to determine diagnostic quality and make modifications as needed
- exhibit professional work ethic, behavior, and attitude
- abide by the ASRT Code of Ethics
- use professional judgment when working with patients and others
- identify the advantage of belonging to professional organizations
- understand the need for continued professional development and growth
- participate in professional development activities
- pass the ARRT certification exam in CT
- secure employment as a CT Technologist within one year of program completion

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

RAD 7A	Computed Tomography Clinical Experience	2
		7A

RAD 7B	Computed Tomography Clinical Experience 7B	7
RAD 70	Computed Tomography Sectional Anatomy and Pathology	2
RAD 71	Computed Tomography Procedures and Patient Care	3
RAD 72	Computed Tomography Physics and Instrumentation	3
Total Units		17

## Admission Process

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. Apply to Mt. San Antonio College and be accepted as a student.

- Students transferring from other colleges must have their official transcript sent to Mt. SAC's Admissions and Records Office.

2. Complete and submit a Mt. SAC Computed Tomography Program Application to the Technology and Health Division Office Bldg. 28/101E, (909) 274-4750. All applications are dated upon receipt.

- Applicants must be Certified and Registered by the ARRT in Radiologic Technology, Nuclear Medicine, or Radiation Therapy. Provide a copy of current ARRT certification with application.
- Applicants must have a current California Radiologic Technology (CRT) Certificate. Provide a copy of current CRT certification with application.
- ARRT and CRT certification must be maintained throughout program
- Applicants must possess a valid Social Security Card. This is a licensed profession, and a valid Social Security Number is required to obtain national licensure.

3. Be certified in Cardiopulmonary Resuscitation (CPR). CPR certification must be maintained throughout the program. Provide a copy of current CPR certification with application.

- CPR level required for the program: American Heart Association: BLS Healthcare Provider, valid 2 years

4. Complete health physical, required tests, and immunizations prior to program admission. Provide documentation of completion.

- Physical examination forms are provided with provisional admission letter and are also available in the Technology and Health Division in Building 28A, Room 101E.
- Applicants must have a drug test prior to program admission
- Applicants will be given instruction on drug testing procedures upon provisional admission to the program and are responsible for the cost of the drug test.
- Drug testing is offered at the Student Health Center at Mt. SAC.
- If an applicant is denied access by a clinical site due to drug screening results, and as such, cannot meet program

requirements, the applicant will not be admitted into the program

5. Acceptable background check: All applicants will be required to complete a background check prior to program admission (a valid Social Security number is required to complete this process). The clinical affiliate determines whether an applicant can participate in the clinical rotation based upon the results of the background check.

- Applicants will be given information on how to complete the background check process upon provisional admission to the program.
- Background check is to be completed at [www.castlebranch.com](https://www.castlebranch.com) (<https://www.castlebranch.com>)
- Background checks will be reviewed by the applicant's clinical affiliate. Upon review, if the applicant is deemed unacceptable for clinical placement, the program will not pursue an alternate clinical placement. If an applicant is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the applicant will not be admitted into the program. The clinical rotation site decision is final.

6. Complete all other clinical site requirements if applicable and submit documentation

7. California Venipuncture Certification is highly recommended. Submit copy of certification if applicable.

8. Attend a mandatory orientation meeting with the Radiologic Technology Department. You will be contacted with date and time of orientation once you have been provisionally admitted.

## Selection

Selection of applicants is lottery based. Applications are put into a pool and selected through a computerized, random process. Those who are not admitted each term are not placed on a waitlist. Applicants can reapply the following year.

## Program Completion Requirements

All students in the Computed Tomography Program MUST complete all the course requirements before a certificate documenting completion will be awarded. This certificate documents completion of the education and clinical requirements to apply for the CT registry exam through the ARRT.

## 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 agent, 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

1. Transport, move, lift, or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed.
2. Lift arms above the head to move the x-ray tube assembly.
3. Move, adjust, and manipulate portable and fluoroscopic equipment according to established procedures and standards of speed and accuracy while conducting radiographic examinations.
4. Maneuver well enough to physically protect himself or herself from injury caused by patients exhibiting aggressive behaviors.
5. Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.
6. 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.
7. Function adequately under stressful situations related to technical and procedural standards of patient care situations.
8. 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.
9. Speak English clearly enough to explain and direct procedural information to patients, and to communicate with physicians, technical staff, and faculty.
10. 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.
11. View and evaluate the recorded images of a radiograph for the purpose of identifying proper 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.

## Computer and Networking Technology - Level I

### Technology and Health Division 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.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Apply knowledge of fundamental electronics principles, including voltage, current, and signal levels, to the analysis and troubleshooting of computers and data-communications networks.
- Apply knowledge of computers and their components to the development and implementation of interconnected systems of computers.
- Apply knowledge of computer technology, with an emphasis on hardware, to the development and deployment of complete computer networks.
- Demonstrate an understanding of the physical and logical characteristics needed to support and secure network and server environments.
- Function effectively as a member of a technical team including documenting work, writing clearly and appropriately in an Information Technology context, respecting user data, and considering the ethical consequences of decisions.
- Articulate knowledge of the CompTIA certification processes, including potential exam content, philosophy, and test taking and study strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CNET 50	PC Servicing	4
CNET 52	PC Operating Systems	4
CNET 54	PC Troubleshooting	4
CNET 60	A+ Certification Preparation	2
ELEC 11	Technical Applications in Microcomputers	3-3.5
or CISB 15	Microcomputer Applications	
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 56	Digital Electronics	4
Total Units		29-29.5

## Computer and Networking Technology - Level II

### Technology and Health Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply knowledge of fundamental electronics principles, including voltage, current, and signal levels, to the analysis and troubleshooting of computers and data-communications networks.
- Apply knowledge of computers and their components to the development and implementation of interconnected systems of computers.
- Apply knowledge of computer technology, with an emphasis on hardware, to the development and deployment of complete computer networks.
- Demonstrate an understanding of the physical and logical characteristics needed to support and secure network and server environments.
- Function effectively as a member of a technical team including documenting work, writing clearly and appropriately in an Information Technology context, respecting user data, and considering the ethical consequences of decisions.
- Articulate knowledge of the CompTIA certification processes, including potential exam content, philosophy, and test taking and study strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Computer and Networking Technology - Level I coursework	29-29.5
PLUS	
Completion of the Computer and Networking Technology - Level II coursework	12
<b>Total Units</b>	<b>41-41.5</b>

### Computer and Networking Technology - Level I Coursework

CNET 50	PC Servicing	4
CNET 52	PC Operating Systems	4
CNET 54	PC Troubleshooting	4
CNET 60	A+ Certification Preparation	2
ELEC 11	Technical Applications in Microcomputers	3-3.5
or CISB 15	Microcomputer Applications	
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 56	Digital Electronics	4
<b>Total Units</b>		<b>29-29.5</b>

### Computer and Networking Technology - Level II Coursework

CNET 56	Computer Networks	4
CNET 62	Network+ Certification Preparation	2
CNET 64	Server+ Certification Preparation	2
CNET 66	Security+ Certification Preparation	2
TECH 60	Customer Relations for the Technician	2
<b>Total Units</b>		<b>12</b>

## Recommended Electives

ELEC 51	Semiconductor Devices and Circuits	4
ELEC 74	Microcontroller Systems	4
EST 54	Cabling and Wiring Standards	4

## Computer Systems Technology

### Technology and Health Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- be able to employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).
- demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- in advanced courses, connect concepts learned in introductory courses to more general principles applicable in the employment context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 12	Computer Simulation and Troubleshooting	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
ELEC 74	Microcontroller Systems	4
TECH 60	Customer Relations for the Technician	2
<b>Total Units</b>		<b>30</b>

## Construction Inspection

### Technology and Health Division

**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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Be technically competent.
- Be employed or seeking employment in the field or a related field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

ARCH 142	Architectural Materials and Specifications	4
ARCH 145	Building and Zoning Codes	3
INSP 17	Legal Aspects of Construction	3
INSP 70	Elements of Construction	3
INSP 71	Construction Estimating	3
INSP 87	Fundamentals of Construction Inspection	3
MATH 51	Elementary Algebra	4
Total Units		23

**Recommended Electives**

ARCH 141	Design Drawing and Communication	4
ARCH 146	Architectural Drawings and Fabrications	3
EDT 26	Civil Engineering Technology and CAD	3
INSP 67	Reading Construction Drawings	3

**Consumer Relations****Business Division****Certificate B0326**

This program provides semi-professional training for those who seek immediate Consumer Relations employment in non-profit agencies, government, education, or business such as utilities, telecommunications, and finance. Positions include, but are not limited to: consumer affairs representatives, client related government jobs, and community advocates.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Demonstrate meaningful self-evaluation related to increasing their lifelong personal well-being.
- Identify, prioritize, and evaluate their personal and personal financial goals.
- Identify consumer related laws and government agencies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

FCS 41	Life Management	3
FCS 80	Personal Financial Planning	3
or BUSA 71	Personal Financial Planning	

FCS 51	Consumerism: The Movement, its Impact, and Issues	3
BUSO 25	Business Communications	3
BUSO 26	Oral Communications for Business	3
Total Units		15

**Culinary Arts****Business Division****Certificate E0373**

The program prepares students for entry level career opportunities in restaurants, catering, hotels, theme parks and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of culinary arts such as: knife skills, food production, presentation, menu development, portion control, and nutrition. Students who successfully complete the requirements for this certificate will also earn the Food Protection Manager Certification from the National Restaurant Association upon passing the ServSafe Exam.

**Program Learning Outcomes:**

Upon successful completion of this program, a student will be able to:

- Plan a food production schedule and assemble the tools, equipment, and ingredients required to produce a recipe in an organized and efficient manner.
- Recipe knowledge, accuracy and execution: Follow recipe procedures to produce food at the appropriate temperature, consistency, texture, flavor, and in a timely manner.
- Determine the presence of foodborne-illness outbreak.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

HRM 52	Food Safety and Sanitation	1.5
HRM 54	Basic Cooking Techniques	3
HRM 81	Garde Manger	3
HRM 82	Baking and Pastry	3
HRM 83	International Cuisines	3
Choose one course from the following:		3
NF 10	Nutrition for Personal Health and Wellness	
NF 20	Principles of Food with Laboratory	
NF 25	Introduction to Nutrition Science	
or NF 25H	Introduction to Nutrition Science - Honors	
Total Units		16.5

**Dance Teacher****Kinesiology and Athletics Division****Certificate L0355**

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.

## Program Learning Objectives

Upon successful completion of this program, a students will be able to:

- Teach creative and technical dance skills using correct body alignment, muscle coordination and dance terminology of various dance genres.
- Present a comprehensive job portfolio that includes a cover letter, resume, sample lesson plans, teaching analogies and a reel of choreography.
- Develop an articulate, original choreographic voice by expressing themselves creatively through the production of dance composition and performance.
- Attain an intermediate level of proficiency in contemporary dance techniques.
- Acquire a broad understanding and appreciation of historical and cultural values expressed through dance.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

DN-T 20	History and Appreciation of Dance	3
DN-T 38	Dance Teaching Methods	3
DNCE 2B	Ballet II	1
DNCE 4	Choreography	0.5
DNCE 11A	Social Dance Forms I <sup>1</sup>	1
DNCE 12B	Modern II <sup>1</sup>	1
DNCE 14B	Jazz II <sup>1</sup>	1
DNCE 18A	Tap I	0.5
DNCE 24	Dance Production	1.5
DNCE 32	Commercial Dance	0.5
DNCE 33	Improvisation	0.5
DNCE 34	Dance Directives	0.5
DNCE 35	Repertory	2
DNCE 39A	Alignment and Correctives I	0.5
KIN 24	Applied Kinesiology	2
Total Units		18.5

<sup>1</sup> 0.5-1 unit course; 1 unit required

## Dance Teacher

### Kinesiology, Athletics and Dance Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a students will be able to:

- Teach creative and technical dance skills using correct body alignment, muscle coordination and dance terminology of various dance genres.

- Present a comprehensive job portfolio that includes a cover letter, resume, sample lesson plans, teaching analogies and a reel of choreography.
- Develop an articulate, original choreographic voice by expressing themselves creatively through the production of dance composition and performance.
- Attain an intermediate level of proficiency in contemporary dance techniques.
- Acquire a broad understanding and appreciation of historical and cultural values expressed through dance.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## 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
DNCE 33	Improvisation	0.5
DNCE 35	Repertory	2
DNCE 39A	Alignment and Correctives I	0.5
DN-T 20	History and Appreciation of Dance	3
DN-T 38	Dance Teaching Methods	3
KIN 24	Applied Kinesiology	2
Total Units		14

## Domestic Violence Certification

### Technology and Health Division

#### Certificate O0366

Overview of domestic violence and its ramifications. Examines the relationship between domestic violence and substance abuse. Meets state training requirements to work or volunteer in domestic violence agency as mandated by the State of California Evidence Code 1037.1 and Penal Code Section 1203.037. Certificate issued.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AD 4	Issues in Domestic Violence	3
Total Units		3

## Electronic Assembly and Fabrication

### Technology and Health Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this course, a student will be able to:

- design, fabricate, and populate a through-hole circuit board.
- communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B or EST 50	Electronic Circuits (AC) Electrical Fundamentals for Cable Installations	4
ELEC 61	Electronic Assembly and Fabrication	3
ELEC 62	Advanced Surface Mount Assembly and Rework	2
Total Units		13

## Electronic Systems Technology - Level I

### Technology and Health Division 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 theater 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 29-29.5 Units comprising two levels of certification. The Level I certification (15-15.5 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 (14 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. A course on preparing for the C-7 license or troubleshooting digital TV with LCD, plasma, and DLP video displays is included.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ELEC 11 or CISB 15	Technical Applications in Microcomputers Microcomputer Applications	3-3.5
EST 50	Electrical Fundamentals for Cable Installations	4

EST 52	Fabrication Techniques for Cable Installations	4
EST 54	Cabling and Wiring Standards	4
Total Units		15-15.5

## Electronic Systems Technology - Level II

### Technology and Health Division Certificate L0928

The Level II certification (14 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Electronic Systems Technology - Level I coursework	15-15.5
PLUS	
Completion of the Electronic Systems Technology - Level II course work	14
Total Units	29-29.5

### Electronic Systems Technology - Level I coursework

ELEC 11 or CISB 15	Technical Applications in Microcomputers Microcomputer Applications	3-3.5
EST 50	Electrical Fundamentals for Cable Installations	4
EST 52	Fabrication Techniques for Cable Installations	4
EST 54	Cabling and Wiring Standards	4
Total Units		15-15.5

### Electronic Systems Technology - Level II coursework

EST 56	Home Theater, Home Integration, & Home Security Systems	4
EST 62	Electronic Troubleshooting- I	4
EST 64	Electronic Troubleshooting - II	4
TECH 60	Customer Relations for the Technician	2
Total Units		14

## Recommended Electives

ELEC 61	Electronic Assembly and Fabrication	3
ELEC 62	Advanced Surface Mount Assembly and Rework	2

## Electronics and Computer - Engineering Technology

### Technology and Health Division 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.).

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Apply knowledge of electronic principles to the areas of communications, industrial electronics, and microcontrollers.
- Demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- Quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- Communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- In advanced courses, connect concepts learned in introductory courses to more general principles applicable in the employment context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 12	Computer Simulation and Troubleshooting	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 53	Communications Systems	4
ELEC 54A	Industrial Electronics	4
ELEC 54B	Industrial Electronic Systems	3
ELEC 55	Microwave Communications	4
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
ELEC 74	Microcontroller Systems	4

TECH 60	Customer Relations for the Technician	2
Total Units		45

## Recommended Electives

CISP 11	Programming in Visual Basic	3
ELEC 62	Advanced Surface Mount Assembly and Rework	2
ELEC 76	FCC General Radiotelephone Operator License Preparation	2
PHYS 2AG	General Physics	4

## Electronics Communications

### Technology and Health Division 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- be able to employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).
- demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- in advanced courses, connect concepts learned in introductory courses to more general principles applicable in the employment context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 12	Computer Simulation and Troubleshooting	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4



ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 53	Communications Systems	4
ELEC 55	Microwave Communications	4
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
ELEC 76	FCC General Radiotelephone Operator License Preparation	2
TECH 60	Customer Relations for the Technician	2
Total Units		36

## Electronics Technology

### Technology and Health Division

#### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).
- demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.

### Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
TECH 60	Customer Relations for the Technician	2
Total Units		24

## Electronics: Industrial Systems

### Technology and Health Division

#### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- be able to employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).
- demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- in advanced courses, connect concepts learned in introductory courses to more general principles applicable in the employment context.

### Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 12	Computer Simulation and Troubleshooting	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 54A	Industrial Electronics	4
ELEC 54B	Industrial Electronic Systems	3
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
TECH 60	Customer Relations for the Technician	2
Total Units		33

## Emergency Medical Technician - Paramedic (EMT-P)

### Technology and Health Division

#### 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.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Demonstrate competence in the assessment, diagnosis and treatment of both medical and trauma patients in accordance with the EMT level Scope of Practice.
- Be employable and seek employment in the field or a related field.
- Demonstrate EMT basic skills competency at a certification level.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

EMS 10	Anatomy and Physiology for Paramedics	3.5
EMS 20	Emergency Cardiac Care for Paramedics	2
EMS 30	Pharmacology for Paramedics	3
EMS 40	Cardiology for Paramedics	3
EMS 50	Paramedic Skills Competency	5.5
EMS 60	EMS Theory for Paramedics	9
EMS 70	Paramedic Clinical Internship	4
EMS 80	Paramedic Field Externship	10
Total Units		40

## Recommended Electives

ADJU 1	The Administration of Justice System	3
FIRE 1	Fire Protection Organization	3
PSYC 1A	Introduction to Psychology	3
or PSYC 1AH	Introduction to Psychology - Honors	
SOC 1	Sociology	3
or SOC 1H	Sociology - Honors	

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%) 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 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 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%2010>) - EMS 60 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%2060>), he/she will be dropped from the program. 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 reenter the Paramedic Program at Mt. SAC.

## 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 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) 274-7500, 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 Assessment of Written English, Math Placement test, and Degrees of Reading Power tests at least 10 working days before the start of the pre-courses EMS 1 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%201>) and EMS 2 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%202>). Placement examinations will be individually assessed to determine eligibility for the pre-courses. The placement tests are administered by the Assessment Center in the Student Services Center.
6. Successful completion of EMS 1 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%201>) Paramedic Fundamentals and Selection and EMS 2 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%202>) Preparation for Paramedic Program .
7. Forward two (2) 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 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  
Health Careers Resource Center, Bldg. 67B, Room 250  
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.

**All applicants are expected 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
- 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
- Exposed to products containing latex

## English Language Skills

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

The Emergency Medical Technician - Paramedic program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

### Contact:

Committee on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 (727) 210-2350 [www.caahep.org](http://www.caahep.org) (<http://www.caahep.org>)

# Emergency Medical Technician EMT 90

## Technology and Health Division Certificate E0378

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 Course Completion Certificate

necessary for many jobs in emergency care and is prerequisite for entry into a Paramedic program or most fire department jobs.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

EMT 90	Emergency Medical Technician	8
EMT 90-A	Introduction to EMS System	2
Total Units		10

## Special Information

To remain in the program, student must maintain a grade of "C" or better in the course. EMT 90-A is a mandatory pre-requisite to EMT 90.

Completion of the required course, which includes both written and practical qualifying examinations, will award the student an EMT Course Completion Certificate. Students are then eligible for certification by taking and passing the National Registry EMT 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

1. Applicant must be 18 years of age upon entrance into the course.
2. High school graduate or equivalent.
3. File a College application and be accepted as a student at Mt. San Antonio College.
4. 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 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 EMT program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

The Emergency Medical Technician EMT 90 program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

#### Contact:

Committee on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 (727)210-2350 [www.caahep.org](http://www.caahep.org) (<http://www.caahep.org>)

## Emergency Medical Technician EMT 95

### Technology and Health Division Certificate E0367

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 Course Completion Certificate necessary for many jobs in emergency care and is prerequisite for entry into a Paramedic program or most fire department jobs.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

EMT 95	EMT for Fire Technology	8
Total Units		8

### Special Information

To remain in the program, student 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 Course Completion Certificate. Students are then eligible for certification by taking and passing the National Registry EMT 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

1. Applicant must be 18 years of age upon entrance into the course.
2. High school graduate or equivalent.
3. File a College application and be accepted as a student at Mt. San Antonio College.

4. A physical examination including drug screen, 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.
5. Advised to take either FIRE 1 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=FIRE%201>) or FIRE 13 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=FIRE%2013>) prior to entry into EMT 95 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMT%2095>).

### 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 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 EMT program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

The Emergency Medical Technician EMT 95 program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

**Contact:**

Committee on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 (727) 210-2350  
www.caahep.org (<http://www.caahep.org>)

## FAA Aircraft Dispatcher

**Technology and Health Division****Certificate E0408**

Mt. San Antonio College maintains a Federal Aviation Administration (FAA) approved Aircraft Dispatcher (AD) Program. This program prepares students to enter employment as a certified aircraft dispatcher in the airline industry, air-medical industry, corporate aircraft operators, and aviation weather service companies. Completion of this program leads to a Certificate. Successful completion of this program enables students to take the FAA written, oral, and practical tests for the FAA Aircraft Dispatcher Certificate.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

AERO 254	Aircraft Dispatcher Operations	4
AERO 258	Multi-Engine Turbine Aircraft Operations	3
Total Units		7

## Fashion Computer Aided Design

**Business Division****Certificate E0383**

The Fashion Computer Aided Design Certificate consists of apparel design courses that offer students a basic understanding of clothing construction, patternmaking, technical design, and patternmaking software. In addition, students become proficient in creating technical drawings and retail planograms using CAD software. Students prepare for careers in apparel manufacturing, production, technical design, and visual merchandising.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Create an apparel collection including textile designs and flats (technical drawings) pursuant to apparel industry standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

FASH 15	Aesthetic Design in Fashion	3
FASH 23	Patternmaking II	3
FASH 24	Fashion Patternmaking by Computer	3
FASH 25	Fashion Computer-Assisted Drawing	3
FASH 66	Visual Merchandising Display	3
Total Units		15

## Fashion Design - Level I

**Business Division****Certificate L1397**

The Fashion Design Level I Certificate consists of basic apparel design courses that prepare students for entry level work in the fields of apparel

manufacturing, production, and technical design. Upon completion of the certificate, students will have a basic understanding of clothing construction and patternmaking. In addition, students will develop CAD skills for technical drawing and computerized patternmaking.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Demonstrate understanding of the fashion industry trend research process.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

FASH 10	Clothing Construction I	3
FASH 12	Clothing Construction II	3
FASH 17	Textiles	3
FASH 21	Patternmaking I	3
FASH 24	Fashion Patternmaking by Computer	3
FASH 25	Fashion Computer-Assisted Drawing	3
Total Units		18

## Fashion Design - Level II

**Business Division****Certificate L0377**

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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Demonstrate their understanding of the fashion industry trend research process.
- Create apparel patterns using CAD patternmaking industry software pursuant to apparel industry standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Fashion Design - Level I coursework	18
PLUS	
Completion of the Fashion Design - Level II coursework	6
Total Units	24

**Fashion Design - Level I Coursework**

FASH 10	Clothing Construction I	3
FASH 12	Clothing Construction II	3
FASH 17	Textiles	3

FASH 21	Patternmaking I	3
FASH 24	Fashion Patternmaking by Computer	3
FASH 25	Fashion Computer-Assisted Drawing	3
Total Units		18

**Fashion Design - Level II Coursework**

FASH 22	Fashion Design By Draping	3
FASH 23	Patternmaking II	3
Total Units		6

## Fashion Merchandising - Level I

**Business Division****Certificate L0314**

The certificate in Fashion Merchandising offers students courses specializing in apparel retailing, advertising, textiles, and CAD technical drawing. The courses emphasize the business of fashion, wholesale merchandise planning, apparel technology, retailing, and fashion branding targeting specific markets. Upon completion of the certificate, students will be able to develop marketing strategies, create promotional campaigns, understand the buying process, and analyze retail businesses.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Demonstrate their understanding of the fashion industry trend research process.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

FASH 8	Introduction to Fashion	3
FASH 17	Textiles	3
FASH 25	Fashion Computer-Assisted Drawing	3
FASH 59	Fashion Retailing	3
FASH 62	Retail Buying and Merchandising	3
FASH 63	Fashion Promotion	3
Total Units		18

## Fashion Merchandising - Level II

**Business Division****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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Demonstrate their understanding of the fashion industry trend research process.
- Analyze the marketing and promotional techniques of fashion and apparel companies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

Completion of the Fashion Merchandising - Level I coursework	18
PLUS	
Completion of the Fashion Merchandising - Level II coursework	12
Total Units	
	30

**Fashion Merchandising - Level I Coursework**

FASH 8	Introduction to Fashion	3
FASH 10	Clothing Construction I	3
FASH 15	Aesthetic Design in Fashion	3
FASH 17	Textiles	3
FASH 25	Fashion Computer-Assisted Drawing	3
FASH 30	Fashion Design and Product Development I	3
Total Units		18

**Fashion Merchandising - Level II Coursework**

FASH 9	History of Costume and Fashion	3
FASH 62	Retail Buying and Merchandising	3
or BUSS 50	Retail Store Management and Merchandising	
FASH 63	Fashion Promotion	3
or BUSS 33	Advertising and Promotion	
FASH 66	Visual Merchandising Display	3
Total Units		12

**Recommended Elective**

FASH 81	Work Experience in Fashion Merchandising and Retail	1
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## Fire Officer Certification

**Technology and Health Division****Certificate E0381**

The Fire Officer Certificate is intended for in-service firefighters preparing for promotion. It meets the prerequisite educational requirements for fire officer promotional exams.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

FIRE 100	Company Officer 2C: Fire Inspections and Investigations	1.5
FIRE 101	Company Officer 2D All Risk Command Operations	1.5
FIRE 102	Company Officer 2B General Administrative Functions	1
FIRE 103	Company Officer 2E : Wildland Incident Operations	1.5
FIRE 104	Instructional Methodology	1.5
FIRE 107	Company Officer 2A: Human Resource Management for Company Officers	1.5

FIRE 108	ICS 300: Advance Incident Command	1
Total Units		9.5

The Fire Officer Certification program is a Regionally Accredited Training Program (ARTP). The Office of the State Fire Marshall (OSFM) has a responsibility for accreditation of ARTP's throughout the State of California. An ARTP shall provide the following delivery components:

1. California Fire Service Training and Education System (CFSTES) 2. California Fire Service Training and Education Program (FSTEP) 3. Fire Incident Command Certification System (CICCS) 4. California Community College Chancellor's Office Standard Fire Technology Degree Core Program

**Contact:**

Office of the State Fire Marshall 1131 S. Street Sacramento, CA 95811 (916) 445-8200 [www.osfm.fire.ca.gov](http://www.osfm.fire.ca.gov) (<http://www.osfm.fire.ca.gov>)

## Fire Technology

### Technology and Health Division

#### 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Define fire department organization, culture, and methods of communication of entry level fire department personnel.
- Analyze and assess firefighter hazards, and demonstrate safe practices by using minimum standard safety procedures.
- Demonstrate knowledge of fire preventions efforts and a resulting reduction of life and property loss.
- Demonstrate knowledge of strategy and tactics required for the proper selection and safe use of firefighting methods, techniques, tools and equipment.
- Identify fire chemistry and behavior for the purpose of predicting fire dynamics and flame spread characteristics.
- Identify components of built-in and portable fire protections systems and alarm and notification devises.
- Demonstrate knowledge of the 5 basic types of construction. Identify the components and hazards related to each type.
- Demonstrate knowledge of Leadership and Management concepts as they relate to emergency and non-emergency situations.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

FIRE 1	Fire Protection Organization	3
FIRE 2	Fire Prevention Technology	3
FIRE 3	Fire Protection Equipment and Systems	3
FIRE 4	Building Construction for Fire Protection	3
FIRE 5	Fire Behavior and Combustion	3
FIRE 13	Principles of Fire and Emergency Services Safety and Survival	3

Choose two courses from the following: 5.5-19

FIRE 6	Hazardous Materials/ICS
FIRE 7	Fire Fighting Tactics and Strategy
FIRE 8	Fire Company Organization and Management
FIRE 9	Fire Hydraulics
FIRE 10	Arson and Fire Investigation
FIRE 11	Fire Apparatus and Equipment
FIRE 12	Wildland Fire Control
FIRE 86	Basic Fire Academy
KINF 53	Physical Training for the Basic Fire Academy

Total Units 23.5-37

The Fire Technology program is a Regionally Accredited Training Program (ARTP). The Office of the State Fire Marshall (OSFM) has a responsibility for accreditation of ARTP's throughout the State of California. An ARTP shall provide the following delivery components:

1. California Fire Service Training and Education System (CFSTES) 2. California Fire Service Training and Education Program (FSTEP) 3. Fire Incident Command Certification System (CICCS) 4. California Community College Chancellor's Office Standard Fire Technology Degree Core Program

**Contact:**

Office of the State Fire Marshall 1131 S. Street Sacramento, CA 95811 (916) 445-8200 [www.osfm.fire.ca.gov](http://www.osfm.fire.ca.gov) (<http://www.osfm.fire.ca.gov>)

## Fitness Specialist/Personal Trainer

### Kinesiology, Athletics and Dance Division

#### 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Design a 6- 12 month exercise program based on clients current fitness level and abilities and their current fitness goals.
- Demonstrate a knowledge of the structure and function of exercising muscle.
- Demonstrate a working knowledge and practical application of General principles of training as applied to, Resistance training programs, Aerobic and anaerobic power training programs.
- Demonstrate the ability to assess muscular strength, aerobic fitness anaerobic power using safe and accepted protocols.
- Describe primary functions and movement patters of muscles joints during specific exercises in order to give appropriate feedback as to the proper execution of an exercise.
- Use appropriate verbal and nonverbal communication to coach and motivate individuals in their exercise program.

- Describe basic nutrition concepts as they relate to performance, sport and a healthy lifestyle.
- Demonstrate the ability to monitor client's safety in a gym environment and respond to potential risks and or hazards.
- Demonstrate a knowledge of ethical and legal issues faced by a personal trainer.
- Demonstrate a knowledge of various types of cardiovascular disease and the pathology it has on the body. Understand how exercise can be used to prevent a disease and obesity to better quality of life for an individual.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

KIN 15	Administration of Fitness Programs	2
KIN 24	Applied Kinesiology	2
KIN 38	Physiology of Exercise for Fitness	3
KIN 39	Techniques of Fitness Testing	2
KIN 40	Techniques of Strength Training and Conditioning	3
KIN 85	Fitness Specialist Internship	1
Choose one course from the following		3
NF 10	Nutrition for Personal Health and Wellness	
NF 12	Sports Nutrition	
NF 25	Introduction to Nutrition Science	
or NF 25H	Introduction to Nutrition Science - Honors	
Total Units		16

## Recommended Elective

DNCE 39A	Alignment and Correctives I	0.5
KINF 25	Core Performance and Foundation Movement	1-2

# Gallery Design/Operation and Art Profession

## Arts Division 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.

## Program Learning Outcomes

Upon the successful completion of this program, a student will:

- Have completed the foundation courses of the major which are the aesthetic base needed for transfer into bachelors programs or independent work as an artist.
- Will be able to apply critical thinking skills to original work.
- Be able to apply the elements and principles of design to original art work.
- Be able to apply visual arts concepts that are basic to many forms and fields of art and design in visual, oral, and written communication.

- Be able to analyze historical, contemporary, peer, and personal visual artwork that range in modes of artistic expression.
- Be able to demonstrate in oral, written and studio work familiarity with the history of western art.
- Be proficient in a variety of visual art techniques and tools using them to explore a range of subjects, media, styles and formats.
- Create independent original work in the area of their focus demonstrating basic professional practices.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARTG 20	Art, Artists and Society	3
ARTG 21A	Introduction to Exhibition Production	3
ARTG 21B	Intermediate Exhibition Production	3
ARTG 22A	Exhibition Design and Art Gallery Operation Work Experience <sup>1</sup>	2
ARTC 100	Graphic Design I	3
AHIS 5	History of Western Art: Renaissance Through Modern	3
or AHIS 6	History of Modern Art	
Total Units		17

<sup>1</sup> Course to be taken twice - once as an off-campus experience and once as an on-campus experience (2 Units)

# Game Programming Development

## Business Division Certificate E0380

This curriculum is designed for returning CIS professionals with several years experience or current students who have completed several CIS courses. This certificate will give students skills that are necessary to obtain jobs in game programming. Students will learn different software packages for developing games as well as general programming skills.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- use OPENGL to animate objects in a program.
- use OPENGL to add light and textures to a program.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 31	Programming in C++	3
CISP 31L	Programming in C++ Laboratory	0.5
CISP 61	Introduction to Game Programming	3
CISP 61L	Introduction to Game Programming Laboratory	0.5
CISP 62	Introduction to OpenGL	3
CISP 62L	Introduction to OpenGL Laboratory	0.5
Total Units		13



## Graphic Design Level I

### Arts Division

#### Certificate E0341

This multi-level certificate program is designed to prepare students for careers in the Graphic Design field of Communication Art. Students are given creative design and technology skills necessary to develop successful graphic design for print, web, and other media. This Graphic Design Level I certificate offers the essential skills required for entry-level employment opportunities as a production or layout artist, interface or content designer, publication artist, print advertising artist, or desktop publisher. The production software reflects industry standards and course content is driven by industry needs.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ARTC 100	Graphic Design I	3
ARTC 120	Graphic Design II	3
ARTC 140	Graphic Design III	3
ARTC 200	Web Design	3
PHOT 5	Digital Cameras and Composition	1
ARTD 20	Design: Two-Dimensional	3
Total Units		16

## Graphic Design Level II

### Arts Division

#### Certificate T0369

This multi-level certificate program is designed to prepare students for careers in the Graphic Design field of Communication Art. Students are given a balanced blend of creative, design, and technology skills necessary to develop successful graphic design for print, web, and other media channels. This Graphic Design Level II certificate offers additional expertise necessary for employment opportunities in the field of Graphic Design. The production software reflects industry standards and course content is driven by industry needs.

### Program Learning Outcomes:

*Upon successful completion of this program, a student will be able to:*

- Research and interpret information necessary to develop an effective message(s) and strategy for a commercial art assignment.
- Develop and communicate creative, visual solutions for a commercial art assignment.
- Design commercial art products that effectively utilize principles and elements of design.
- Select and use appropriate, industry standard tools and technology to produce commercial art products.
- Present their commercial art products, explaining and defending their strategic choices, creative ideas and design decisions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Graphic Design Level I coursework	16
PLUS	

Completion of the Graphic Design Level II coursework	18
Total Units	34

### Graphic Design Level I Coursework

ARTC 100	Graphic Design I	3
ARTC 120	Graphic Design II	3
ARTC 140	Graphic Design III	3
ARTC 200	Web Design	3
ARTD 20	Design: Two-Dimensional	3
PHOT 5	Digital Cameras and Composition	1
Total Units		16

### Graphic Design Level II Coursework

<b>Core Courses</b>		
ARTC 160	Typography	3
ARTC 290	Portfolio	3
ARTC 220	Graphic Design IV	3
ARTC 272	Motion Graphics, Compositing and Visual Effects	3
ARTC 280	Commercial Art Studio	3
<b>Required Electives</b>		
Choose one course from the following:		
ANIM 104	Drawing Fundamentals	3
ANIM 130	Introduction to 3D Modeling	
ARTD 21	Design: Color and Composition	
ARTD 15A	Drawing: Beginning	
ARTC 165	Illustration	
Total Units		18

### Recommended Elective

ARTC 299	Work Experience in Graphic Design	1
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## Horse Ranch Management - Level I

### Natural Sciences Division

#### Certificate E0361

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

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGAN 2	Animal Nutrition	3
AGLI 16	Horse Production and Management	4
AGLI 18	Horse Ranch Management	4
Total Units		11

## Horse Ranch Management - Level II

### Natural Sciences Division

#### Certificate L0376

The Horse Ranch Management - Level II certificate will provide students with intermediate skills that will lead to a career in the equine industry.

These courses will concentrate on care and maintenance, basic anatomy and physiology of horses, and breeding procedures. This certificate may aid in the student's search for an entry level position at a horse facility.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Horse Ranch Management - Level I coursework	11
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### PLUS

Completion of the Horse Ranch Management - Level II coursework	7
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<b>Total Units</b>	<b>18</b>
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Horse Ranch Management - Level I coursework

AGAN 2	Animal Nutrition	3
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AGLI 16	Horse Production and Management	4
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AGLI 18	Horse Ranch Management	4
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<b>Total Units</b>	<b>11</b>
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Horse Ranch Management - Level II coursework

AGAG 59	Work Experience in Agriculture	1
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AGAN 94	Animal Breeding	3
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AGLI 96	Animal Sanitation and Disease Control	3
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<b>Total Units</b>	<b>7</b>
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## Horticulture Science

### Natural Sciences Division

#### Certificate L0394

This certificate is designed to give students basic knowledge and skills pertaining to horticulture science.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 1	Horticultural Science	3
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AGOR 24	Integrated Pest Management	3
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AGOR 29	Ornamental Plants - Herbaceous	3
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AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
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AGOR 39	Turf Grass Production and Management	3
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AGOR 50	Soil Science and Management	3
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<b>Total Units</b>	<b>18</b>
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## Hospitality: Event Planning and Catering

### Business Division

#### Certificate E0379

The Catering Certificate prepares students for entry-level positions in catering companies, banquets facilities, hotels, convention centers, fair grounds and event planning companies. Students gain practical and management training in: food safety and sanitation, food production, menu development, developing catering business plans, client meeting techniques, contract creation and banquet event order development.

Students who successfully complete the requirements for this certificate will also earn the Food Protection Manager Certification from the National Restaurant Association upon passing the ServSafe Exam.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Develop a business plan for a catering business and understand the enormity of planning for and opening a small business.
- Plan a food production schedule and assemble the tools, equipment, and ingredients required to produce a recipe in an organized and efficient manner.
- Analyze the popularity and profitability of a menu.
- Meet with prospective clients and plan all elements of a special event.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

HRM 52	Food Safety and Sanitation	1.5
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HRM 54	Basic Cooking Techniques	3
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HRM 61	Menu Planning	3
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HRM 62	Event Planning and Catering	3
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<b>Total Units</b>	<b>10.5</b>
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## Hospitality: Food Services

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Utilize acquired classroom knowledge and skills to explore job opportunities in the hospitality industry and develop a career portfolio.
- Identify and Determine the presence of foodborne-illnesses causing outbreaks.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

HRM 51	Introduction to Hospitality	3
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HRM 52	Food Safety and Sanitation	1.5
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HRM 53	Dining Room Service Management	3
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<b>Total Units</b>	<b>7.5</b>
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## Hospitality: Hospitality Management - Level I

### Business Division

#### Certificate E1332

The Hospitality: Hospitality Management - Level I Certificate prepares students for entry-level positions in the hospitality industry. Students receive training in dining room service management and lodging operations. Students who successfully complete the requirements for this certificate will also be required to complete a minimum of 60 non-paid or 75 paid hours of work experience in the hospitality industry.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Utilize acquired classroom knowledge and skills to explore job opportunities in the hospitality industry and develop a career portfolio.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).
- Identify staffing needs for a hotel Front Desk based on occupancy, level of activity, and budget constraints.
- Establish room rates based on desired profits using the Hubbart formula.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

HRM 51	Introduction to Hospitality	3
HRM 53	Dining Room Service Management	3
HRM 70	Introduction to Lodging	3
HRM 91	Hospitality Work Experience	1
Total Units		10

## Hospitality: Hospitality Management - Level II

### Business Division Certificate L1325

The Hospitality Management - Level II Certificate prepares students for mid-level or Manager-In-Training positions in the hospitality industry. Students gain practical and management training in: dining room service management, supervision, financial accounting, lodging management, and hospitality law. Students who successfully complete the requirements for this certificate will also be required to complete a minimum of 60 non-paid or 75 paid hours of work experience in the hospitality industry.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Utilize acquired classroom knowledge and skills to explore job opportunities in the hospitality industry and develop a career portfolio.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).
- Identify staffing needs for a hotel Front Desk based on occupancy, level of activity, and budget constraints.
- Establish room rates based on desired profits using the Hubbart formula.

- Conduct an employee: interview, performance evaluation, and apply effective discipline techniques.
- Develop an Income (P&L) Statement for a hospitality operation.
- Analyze a civil case related to the hospitality industry and determine the facts, elements of negligence, possible consequences and outcomes.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Hospitality: Hospitality Management - Level I coursework	10
<b>PLUS</b>	
Completion of the Hospitality: Hospitality Management - Level II coursework	9
Total Units	19

#### Hospitality: Hospitality Management - Level I Coursework

HRM 51	Introduction to Hospitality	3
HRM 53	Dining Room Service Management	3
HRM 70	Introduction to Lodging	3
HRM 91	Hospitality Work Experience	1
Total Units		10

#### Hospitality: Hospitality Management - Level II Coursework

HRM 56	Hospitality Supervision	3
HRM 64	Hospitality Financial Accounting	3
HRM 66	Hospitality Law	3
Total Units		9

## Hospitality: Restaurant Management - Level I

### Business Division Certificate E1333

The Hospitality: Restaurant Management - Level I Certificate prepares the holder for an entry-level position within a restaurant.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Utilize acquired classroom knowledge and skills to explore job opportunities in the hospitality industry and develop a career portfolio.
- Identify and Determine the presence of foodborne-illnesses causing outbreaks.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).
- Develop measurable skill-based learning objectives, which student will attain at the end of their work experience period.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

HRM 51	Introduction to Hospitality	3
HRM 52	Food Safety and Sanitation	1.5
HRM 53	Dining Room Service Management	3
HRM 91	Hospitality Work Experience	1
Total Units		8.5

## Hospitality: Restaurant Management - Level II

### Business Division Certificate E0343

The Restaurant Management - Level II Certificate prepares students for mid-level or Manager-In-Training positions in restaurants, catering, hotel food and beverage outlets, theme parks and other food service businesses. Students gain practical and management training in: food safety and sanitation, food production, dining room service management, menu development and cost volume analysis. Students who successfully complete the requirements for this certificate will also earn the Food Protection Manager Certification from the National Restaurant Association upon passing the ServSafe Exam.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Utilize acquired classroom knowledge and skills to explore job opportunities in the hospitality industry and develop a career portfolio.
- Identify and Determine the presence of foodborne-illnesses causing outbreaks.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).
- Develop measurable skill-based learning objectives, which student will attain at the end of their work experience period.
- Plan a food production schedule and assemble the tools, equipment, and ingredients required to produce a recipe in an organized and efficient manner.
- Analyze the popularity and profitability of a menu.
- Conduct break-even analysis on a food & beverage facility and conduct cost volume analysis to determine number of customers required to attain desired profits.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Hospitality: Restaurant Management - Level I coursework	8.5
PLUS	
Completion of the Hospitality: Restaurant Management - Level II coursework	9
Total Units	17.5

### Hospitality: Restaurant Management - Level I Coursework

HRM 51	Introduction to Hospitality	3
HRM 52	Food Safety and Sanitation	1.5
HRM 53	Dining Room Service Management	3

HRM 91	Hospitality Work Experience	1
Total Units		8.5

### Hospitality: Restaurant Management - Level II Coursework

HRM 54	Basic Cooking Techniques	3
HRM 57	Hospitality Cost Control	3
HRM 61	Menu Planning	3
Total Units		9

## Industrial Design Engineering - Level I

### Technology and Health Division Certificate L0327

This program is designed to prepare the student for a career in a wide range of industries including product and industrial design firms and fabrication and manufacturing companies. Students are introduced to product development from design through prototyping and fabrication for manufacturing. Portfolio or prototype development is required on each of the semester levels.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

IDE 110	Design Foundation-Visual Literacy	3
IDE 120	Introduction to CAD	3
IDE 130	Shop Processes	3
IDE 150	Design Foundations	3
IDE 160	Intermediate CAD	3
IDE 170	Introduction to Prototyping	3
Total Units		18

## Recommended Electives

ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 81	Laboratory Studies in Electronics Technology	1-2
MATH 51	Elementary Algebra	4
PHYS 1	Physics	4
WELD 30	Metal Sculpture	2
WELD 40	Introduction to Welding	2

## Industrial Design Engineering - Level II

### Technology and Health Division Certificate L0329

This program is designed to prepare the student for a career in a wide range of industries including product and industrial design firms and fabrication and manufacturing companies. Students are introduced to product development from design through prototyping and fabrication for manufacturing. Portfolio or prototype development is required on each of the semester levels.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Industrial Design Engineering - Level I coursework	18
PLUS	
Completion of the Industrial Design Engineering - Level II coursework	9
Total Units	27

### Industrial Design Engineering - Level I Coursework

IDE 110	Design Foundation-Visual Literacy	3
IDE 120	Introduction to CAD	3
IDE 130	Shop Processes	3
IDE 150	Design Foundations	3
IDE 160	Intermediate CAD	3
IDE 170	Introduction to Prototyping	3
Total Units		18

### Industrial Design Engineering - Level II Coursework

IDE 210	Advanced Media	3
IDE 220	Advanced CAD	3
IDE 230	Introduction to Mechanical Principles	3
Total Units		9

## Recommended Electives

ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 81	Laboratory Studies in Electronics Technology	1-2
MATH 51	Elementary Algebra	4
PHYS 1	Physics	4
WELD 30	Metal Sculpture	2
WELD 40	Introduction to Welding	2

# Industrial Design Engineering - Level III

## Technology and Health Division

### Certificate T0328

This program is designed to prepare the student for a career in a wide range of industries including product and industrial design firms and fabrication and manufacturing companies. Students are introduced to product development from design through prototyping and fabrication for manufacturing. Portfolio or prototype development is required on each of the semester levels. In the Level Three certificate, this will culminate in a final "senior project," which is a portfolio that includes two and three-dimensional design, documentation (accountability measures), presentation, and fabrication. This project will demonstrate the student's mastery of the concepts and methodologies learned during the program.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Industrial Design Engineering - Level I coursework	18
PLUS	

Completion of the Industrial Design Engineering - Level II coursework	9
PLUS	
Completion of the Industrial Design Engineering - Level III coursework	9
Total Units	36

### Industrial Design Engineering - Level I Coursework

IDE 110	Design Foundation-Visual Literacy	3
IDE 120	Introduction to CAD	3
IDE 130	Shop Processes	3
IDE 150	Design Foundations	3
IDE 160	Intermediate CAD	3
IDE 170	Introduction to Prototyping	3
Total Units		18

### Industrial Design Engineering - Level II Coursework

IDE 210	Advanced Media	3
IDE 220	Advanced CAD	3
IDE 230	Introduction to Mechanical Principles	3
Total Units		9

### Industrial Design Engineering - Level III Coursework

IDE 250	Product Design and Viability	6
IDE 270	Manufacturing Processes and Materials	3
Total Units		9

## Recommended Electives

ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 81	Laboratory Studies in Electronics Technology	1-2
MATH 51	Elementary Algebra	4
PHYS 1	Physics	4
WELD 30	Metal Sculpture	2
WELD 40	Introduction to Welding	2

# Infant/Toddler Development

## Business Division

### Certificate T1318

The Infant/Toddler Certificate provides specialized skills and knowledge for working with infants and toddlers. This certificate exceeds Title 22 requirements for a fully qualified teacher of infants/toddlers by including the specified 3 Units related to infant care. With 350 days of experience, the completion of 16 specified G.E. Units in Areas A, B, C, and D and 2 adult supervision Units; this certificate meets Title 5 education requirements for the Master Teacher Level Permit. This permit authorizes the holder to provide service in the care, development and instruction of children and serve as a coordinator of curriculum and staff development.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.

- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
CHLD 73	Infant/Toddler Care and Development <sup>1</sup>	3
CHLD 85	Infants At Risk	3
Choose four from the following:		12
CHLD 50	Teaching in a Diverse Society	
CHLD 61	Language Arts and Art Media for Young Children	
CHLD 62	Music and Motor Development for Young Children	
CHLD 64	Health, Safety and Nutrition of Children	
CHLD 72	Teacher, Parent, and Child Relationships	
Total Units		30

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

# Information and Operating Systems Security

## Business Division Certificate E0731

The Information and Operating Systems Security certificate provides students the skills to analyze security risks to a computer network and select and deploy countermeasures to reduce the network's exposure to such risks. The certificate offers a balanced set of classes that provides students the skills to identify network threats and protect the system against them. Students will demonstrate the ability to create a secure computer system and utilize security tools to protect it from security threats. Although this certificate, by itself, may not qualify a student for a career in network security, it would ideally complement other network security certificates and/or degrees within the CIS program.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- strengthen security of any operating system by installing Firewall.
- install safe and secure wireless network using computers with different operating systems (Windows, Mac etc.).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISS 11	Practical Computer Security	2
CISS 13	Principles of Information Systems Security	4
CISS 15	Operating Systems Security	3
Total Units		9

# Interior Design - Level I

## Business Division Certificate E0364

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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- successfully use critical thinking in the utilization of materials in a space.
- accurately specify materials based on use.
- successfully demonstrate craftsmanship skills in the presentation of materials.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ID 10	Introduction to Interior Design	2
ID 10L	Introduction to Interior Design Laboratory	1
ID 12	Materials and Products for Interior Design	3
ID 14	History of Furniture and Decorative Arts	3
Total Units		9

The Interior Design program is accredited by the Interior Design – National Kitchen and Bath Association NKBA.

## Contact:

Interior Design – National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 <https://www.nkba.org/educators/college/accreditation.aspx>

# Interior Design - Level II

## Business Division 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, and 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- successfully design a space based on a concept.
- successfully meet program requirements.
- successfully demonstrate craftsmanship skills in the presentation of a space.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Interior Design - Level I coursework	9
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PLUS

Completion of the Interior Design - Level II coursework	24
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Total Units	33
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Interior Design - Level I coursework

ID 10	Introduction to Interior Design	2
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ID 10L	Introduction to Interior Design Laboratory	1
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ID 12	Materials and Products for Interior Design	3
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ID 14	History of Furniture and Decorative Arts	3
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Total Units	9
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Interior Design - Level II coursework

ID 20	Color and Design Theory I	3
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ID 21	Color and Design Theory II	3
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ID 22	Design Drawing for Interior Design	3
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ID 23	Computer Aided Drawing for Interior Design I	3
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ID 25	Space Planning for Interior Design I	3
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ID 26	Space Planning for Interior Design II	3
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ID 27	Rapid Visualization	3
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ID 29	Interior Design Studio I	3
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Total Units	24
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## Recommended Electives

ID 50	Interior Design Specialized Studio	3
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ID 99	Special Projects in Interior Design	1-3
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The Interior Design program is accredited by the Interior Design – National Kitchen and Bath Association NKBA.

### Contact:

Interior Design – National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 <https://www.nkba.org/educators/college/accreditation.aspx>

## Interior Design - Level III

### Business Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- successfully design a space based on a concept.
- successfully meet program requirements.
- successfully demonstrate craftsmanship skills in the presentation of a space.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Interior Design - Level I coursework	9
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PLUS

Completion of the Interior Design - Level II coursework	24
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PLUS

Completion of the Interior Design - Level III coursework	17
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Total Units	50
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Interior Design - Level I coursework

ID 10	Introduction to Interior Design	2
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ID 10L	Introduction to Interior Design Laboratory	1
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ID 12	Materials and Products for Interior Design	3
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ID 14	History of Furniture and Decorative Arts	3
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Total Units	9
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Interior Design - Level II coursework

ID 20	Color and Design Theory I	3
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ID 21	Color and Design Theory II	3
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ID 22	Design Drawing for Interior Design	3
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ID 23	Computer Aided Drawing for Interior Design I	3
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ID 25	Space Planning for Interior Design I	3
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ID 26	Space Planning for Interior Design II	3
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ID 27	Rapid Visualization	3
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ID 29	Interior Design Studio I	3
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Total Units	24
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Interior Design - Level III coursework

ID 31	Building Systems for Interior Design	3
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ID 32	Lighting Design and Theory for Interior Design	3
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ID 34	Computer Aided Drawing for Interior Design II	3
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ID 36	Portfolio Development for Interior Design	3
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or ID 37	Business Practices for Interior Design	3
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ID 38	Internship in Interior Design	2
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ID 39	Interior Design Studio II	3
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Total Units	17
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## Recommended Electives

ID 50	Interior Design Specialized Studio	3
ID 99	Special Projects in Interior Design	1-3

The Interior Design program is accredited by the Interior Design – National Kitchen and Bath Association NKBA.

### Contact:

Interior Design – National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 <https://www.nkba.org/educators/college/accreditation.aspx>

## Interior Design Kitchen and Bath Specialization

### Business Division

#### 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 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Successfully design a kitchen based NKBA standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Interior Design - Level I coursework	9	
PLUS		
Completion of the Interior Design - Level II coursework	24	
PLUS		
Completion of the Interior Design - Level III coursework	17	
PLUS		
Completion of Kitchen and Bath Specialization coursework	9	
<b>Total Units</b>	<b>59</b>	
Interior Design - Level I coursework		
ID 10	Introduction to Interior Design	2
ID 10L	Introduction to Interior Design Laboratory	1
ID 12	Materials and Products for Interior Design	3
ID 14	History of Furniture and Decorative Arts	3
<b>Total Units</b>	<b>9</b>	
Interior Design - Level II coursework		
ID 20	Color and Design Theory I	3
ID 21	Color and Design Theory II	3
ID 22	Design Drawing for Interior Design	3

ID 23	Computer Aided Drawing for Interior Design I	3
ID 25	Space Planning for Interior Design I	3
ID 26	Space Planning for Interior Design II	3
ID 27	Rapid Visualization	3
ID 29	Interior Design Studio I	3
<b>Total Units</b>		<b>24</b>

#### Interior Design - Level III coursework

ID 31	Building Systems for Interior Design	3
ID 32	Lighting Design and Theory for Interior Design	3
ID 34	Computer Aided Drawing for Interior Design II	3
ID 36	Portfolio Development for Interior Design	3
or ID 37	Business Practices for Interior Design	
ID 38	Internship in Interior Design	2
ID 39	Interior Design Studio II	3
<b>Total Units</b>		<b>17</b>

#### Kitchen and Bath Specialization coursework

ID 40	Kitchen and Bath Studio I	3
ID 41	Kitchen and Bath Studio II	3
ID 48	Internship in Kitchen and Bath	3
<b>Total Units</b>		<b>9</b>

#### Recommended Electives

ID 50	Interior Design Specialized Studio	3
ID 99	Special Projects in Interior Design	1-3

The Interior Design Kitchen and Bath Specialization program is accredited by the Interior Design – National Kitchen and Bath Association NKBA.

### Contact:

Interior Design – National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 <https://www.nkba.org/educators/college/accreditation.aspx>

## Interior Landscaping

### Natural Sciences Division

#### 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 in Ornamental Horticulture, Parks and Sports Turf Management, and Integrated Pest Management.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- demonstrate professional conduct in the industry.
- demonstrate competency in one on one customer relations.
- give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.



## Required Courses

AGOR 1	Horticultural Science	3
AGOR 15	Interior Landscaping	3
AGOR 24	Integrated Pest Management	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 32	Landscaping and Nursery Management	3
AGOR 64	Irrigation - Drip and Low Volume	3
Total Units		18

# Introduction to Computer Information Technology

## Business Division

### Certificate E0712

The Introduction to Computer Information Technology certificate is designed to prepare students for careers that require the understanding and use of computer technology. The certificate offers a balanced set of classes that enables students to become proficient with business software such as Word, Excel and Access; implement security techniques to protect computer systems from malware, maintain a computer using utility programs, and create web sites. Emphasis is placed on developing formatted documents using spreadsheets to enter, calculate and graph data; using a database to store and retrieve data and to create forms, reports and queries; protecting a computer's hardware and software, and using HTML and web page editors to create and publish multimedia web sites. Students will demonstrate the ability to use software to solve business problems and create commercial web sites. Although the completion of this certificate may not qualify a student for a job in the computer industry, it would complement a degree such as business or engineering that requires computer skills.

## Program Learning Objectives

Upon successful completion of this program, a student will:

- Know the four primary operations of a computer and the hardware that performs these operations.
- Be able to define the following internet terms: Internet, World Wide Web, browser, IP address, URL.
- Be able to identify five ways to protect a computer from harmful attacks.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	3.5
Total Units		7

# iOS Programming

## Business Division

### Certificate E0410

This curriculum is designed for returning CIS professionals with several years experience or current students who have completed CIS courses. The iOS Programming certificate will give students skills that are necessary to obtain jobs in the area of mobile programming, that is used more and more in the industry. Students will learn different

software packages for developing iOS applications as well as general programming skills.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- create an application for an iOS phone.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISP 10	Principles of Object-Oriented Design	2.5
CISP 31	Programming in C++	3
CISP 31L	Programming in C++ Laboratory	0.5
CISP 52	Mobile Device Programming	3
CISP 52L	Mobile Device Programming Laboratory	0.5
CISP 53	iOS Programming	3
CISP 53L	iOS Programming Laboratory	0.5
Total Units		13

# Landscape and Park Maintenance

## Natural Sciences Division

### Certificate L0357

This certificate program is designed to give students basic skills in the maintenance and landscape of parks. All courses are applicable for degree requirements in Ornamental Horticulture, Parks and Sports Turf Management, and Integrated Pest Management.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- formulate and implement a complete Integrated Pest Management program for a specific site.
- demonstrate professional conduct in the industry.
- give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 1	Horticultural Science	3
AGOR 24	Integrated Pest Management	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 63	Irrigation Systems Management	3
AGOR 75	Urban Arboriculture	3
Total Units		18

# Landscape Construction

## Natural Sciences Division

### Certificate L0393

This certificate is designed to give students the necessary skills to be proficient in landscape construction. Students will learn about irrigation

systems, construction fundamentals and hardscape applications as well as landscape contract law.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3
AGOR 71	Construction Fundamentals	3
AGOR 72	Landscape Hardscape Applications	3
AGOR 73	Landscaping Laws, Contracting, and Estimating	3
Total Units		18

## Landscape Design - Level I

### Natural Sciences Division

#### Certificate L0368

This certificate program is designed to give students basic skills needed as a landscape designer. All courses are applicable for degrees in Ornamental Horticulture, Parks and Sports Turf Management, and Integrated Pest Management.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- evaluate a site and develop a functional design that meets client criteria
- identify and correctly use the proper tool needed for landscape projects.
- explain the binomial method of plant nomenclature.
- give a professional quality oral presentation
- evaluate the soil conditions at an existing site and make specific recommendations for the immediate and long-term correction of all problems

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 1	Horticultural Science	3
AGOR 13	Landscape Design	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 50	Soil Science and Management	3
AGOR 71	Construction Fundamentals	3
Total Units		18

## Landscape Design - Level II

### Natural Sciences Division

#### Certificate T0396

This certificate is designed to give students advanced skills in landscape design, including computer aided drafting and advanced horticultural knowledge. Landscape Design 1 Certificate requirements must be met

prior to obtaining this certificate. The courses in Landscape Design II 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 options. This certificate is part of the comprehensive agricultural sciences program. The 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.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- evaluate a site and develop a functional design that meets client criteria.
- identify and correctly use the proper tool needed for landscape projects.
- explain the binomial method of plant nomenclature.
- give a professional quality oral presentation.
- evaluate the soil conditions at an existing site and make specific recommendations for the immediate and long-term correction of all problems.
- make a professional landscape design presentation to a customer.
- be technically proficient at computer aided design (cad).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Landscape Design - Level I coursework	18
PLUS	
Landscape Design - Level II coursework	18
Total Units	36

### Landscape Design - Level I Coursework

AGOR 1	Horticultural Science	3
AGOR 13	Landscape Design	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 50	Soil Science and Management	3
AGOR 71	Construction Fundamentals	3
Total Units		18

### Landscape Design - Level II Coursework

AGOR 14	Advanced Landscape Design	3
AGOR 24	Integrated Pest Management	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 62	Irrigation Principles and Design	3
AGOR 72	Landscape Hardscape Applications	3
AGOR 73	Landscaping Laws, Contracting, and Estimating	3

Total Units	18
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# Landscape Equipment Technology

## Natural Sciences Division

### Certificate L0358

This certificate program is designed to give students basic skills to seek employment in equipment repair at golf courses, rental yards, and small equipment repair shops. All courses are applicable to the Equipment Technology Degree.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- learn engine disassembly, evaluation of components, and reassembly of small air-cooled gasoline engine.
- demonstrate professional conduct in the industry.
- give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGOR 52	Hydraulics	3
AGOR 53	Small Engine Repair I	3
AGOR 54	Small Engine Repair II	3
AGOR 55	Diesel Engine Repair	3
AGOR 56	Engine Diagnostics	3
AGOR 57	Power Train Repair	3
Total Units		18

# Landscape Irrigation

## Natural Sciences Division

### 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 in Ornamental Horticulture, Parks and Sports, Turf Management, and Integrated Pest Management.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGOR 1	Horticultural Science	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3
AGOR 64	Irrigation - Drip and Low Volume	3
AGOR 71	Construction Fundamentals	3
Total Units		18

# Livestock Production Management

## Natural Sciences Division

### Certificate E0363

This certificate program is designed to give students basic skills in livestock production management for employment opportunities on

farms, ranches, and agriculture sales and services. All courses are applicable for degree requirements.

### Program Learning Outcomes

Upon successful completion of this course, a student will:

- be technically proficient.
- be able to design a comprehensive production/business plan for various livestock species.
- address animals welfare requirement when designing and implementing a livestock management system.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGLI 14	Swine Production	3
AGLI 17	Sheep Production	3
AGLI 30	Beef Production	3
AGLI 34	Livestock Judging and Selection	2
AGLI 97	Artificial Insemination of Livestock	2
Total Units		13

# LVN 30-Unit Option – Career Mobility Track

## Technology and Health Division

### 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 of 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- be technically competent
- be employed or seeking employment in the field or a related field
- demonstrate effective geriatric patient education for a neurological / endocrine patient.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Prerequisite Courses

Human Anatomy, including a laboratory component.	4
Human Physiology, including a laboratory component.	4
Microbiology, including a laboratory component.	4

## 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 current, active 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 Healthcare Provider CPR certification
8. Criminal background check and drug screening must be completed prior to any patient contact
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.)

## Required Courses

NURS 5	Psychiatric Nursing <sup>1</sup>	3
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/Regulation	4
NURS 11	Preceptorship in Nursing	2
Total Units		15

<sup>1</sup> PSYC 1A must be completed prior to entrance into NURS 5.

## Selection Process

Students applying for admission to the Nursing Program are 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 and the Admission Assessment Test has been passed, students will enter on a first come first served basis.

1. Once a student has completed all course prerequisites, they may request an appointment with a counselor or educational advisor.
2. Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:
  - a. Official transcripts of all college work completed at all colleges.
  - b. If the prerequisite courses were completed at another college, a course description and a copy of the course syllabus.
  - c. 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 & Records Office).

- d. Due to specific college deadlines for International Student application, please inform the Counseling/Educational Advisor that this applies to you.
- e. All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States.

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

(may be corrected with adaptive device)

- Color vision: ability to distinguish and identify colors
- 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 judgment/action which could result in death of a patient
- 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.

### 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 offender 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](http://www.rn.ca.gov) (<http://www.rn.ca.gov>).

### Contact:

California Board of Registered Nursing 1747 North Market Boulevard, Suite 150 Sacramento, CA 95834 (916) 322-3350 [www.rn.ca.gov](http://www.rn.ca.gov) (<http://www.rn.ca.gov>)

## Machine Operator

### Technology and Health Division

#### Certificate E0956

This certificate provides a foundation of basic skills for employment in a variety of entry-level manufacturing positions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

MFG 10	Mathematics and Blueprint Reading for Manufacturing	3
MFG 11	Manufacturing Processes I	2
MFG 12	Manufacturing Processes II	2
MFG 38	MasterCAM I	2
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2
Total Units		11

## Mammography

### Technology and Health Division

#### Certificate E0398

The Mammography certificate program at Mt. SAC is a two semester certificate program available to current Mt. SAC Radiologic Technology (RT) program students. The program provides a complete educational experience for those RT students who wish to expand their skills into the study in the theory and practice of mammography. Students will have the opportunity to learn and develop competence in patient care, communication skills, critical thinking, and technical skills that will prepare the student to become a competent entry level Mammographer. The program curriculum is designed to meet the mammography educational training requirements set forth by the FDA Mammography Quality Standards Act (MQSA), the California Department of Public Health Services- Radiologic Health Branch (RHB), and the American Registry of Radiologic Technologists (ARRT). The educational standards established by the American Society of Radiologic Technologists (ASRT) are also

incorporated into the curriculum. Educational activities include lecture, laboratory activities, and hands-on clinical training at a clinical site.

The program includes:

- MQSA and RHB 40 hours of documented training specific to mammography requirement
- ARRT 16 hour structured education requirement
- Eight hours of digital mammography training
- MQSA hands-on clinical experience requirements (25 supervised mammograms)
- Course work in breast anatomy/physiology, patient care, mammography procedures, positioning, compression, interventional procedures, imaging of patients with breast implants, pathology, image evaluation, instrumentation, technique, physics, and quality assurance/quality control

All didactic courses will be offered on campus. Clinical training will be conducted at affiliated healthcare institutions (days and times will vary depending on clinical education site).

Upon completion of the program, the student receives a certificate of completion from Mt. San Antonio College. Current Diagnostic CA Radiologic Technologists (CRT's) will be eligible to sit for the CA state certification in Mammographic Radiologic Technology examination. In addition, the program will prepare the student for the ARRT Mammography certification exam.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- develop workforce readiness skills
- apply accurate positioning skills and provide appropriate patient care
- select optimal technical factors
- utilize appropriate radiation protection and ALARA principles
- demonstrate academic and technical competence as an entry-level Mammographer
- communicate effectively with patients, clinical staff and peers
- demonstrate effective written and verbal communication skills in didactic and clinical settings
- use critical thinking skills in both routine and non-routine clinical situations
- adapt standard procedures for non-routine patients
- analyze images to determine diagnostic quality and make modifications as needed
- exhibit professional work ethic, behavior and attitude
- abide by the ASRT code of ethics
- provide compassionate patient care
- use professional judgment when working with patients and others
- identify the advantage of belonging to professional organizations
- understand the need for continued professional development and growth
- participate in professional development activities
- pass the California state certification exam in Mammographic Radiologic Technology
- secure employment as a Mammographer within one year of program completion

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

RAD 3C	Clinical Experience 3C	7.5
RAD 4	Clinical Experience 4	4.5
RAD 40	Mammography Principles and Procedures	3
Total Units		15

## Admission Requirements

The Mammography Certificate Program has special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements below are met, and all documents are submitted on time.

1. Applicant must be currently enrolled as a second year student in Mt. SAC's Radiologic Technology (RT) Program.

- If a student withdraws from the RT program for any reason, the student cannot continue in the Mammography program. State law forbids clinical practice in mammography for students who are not currently enrolled in a Diagnostic RT program.

2. Complete and submit a Mammography Program Application. Applications are available on the Mt. SAC Mammography Program website and in the Technology & Health Division Office, Bldg 28A, Room 101E.

3. Provide a current copy of Cardiopulmonary Resuscitation (CPR) certification with program application

- CPR card must be American Heart Association: BLS Healthcare Provider, valid 2 years
- Students must maintain current CPR certification throughout program

4. Submit a copy of RT competency ruler providing evidence of the following with application:

- Competency in 30/40 mandatory procedures
- Competency in 4/9 elective procedures

5. Complete all other clinical site requirements if applicable and submit documentation

6. Deliver your completed application, copy of CPR card, copy of RT ruler, and clinical requirements to the Technology & Health Division Office, Bldg 28A Room 101E or the Radiologic Technology Department, Bldg 67A Room 127A by application deadline. Only complete applications will be considered.

7. Attend a mandatory orientation meeting with the Radiologic Technology Department. You will be contacted with date and time of orientation once you have been admitted.

## Selection

Selection of applicants is based upon the completion of admission requirements and the date of application. Only completed applications will be considered for admission.

## Program Completion Requirements

All students in the Mammography Program MUST complete all the program course requirements before a certificate documenting completion will be awarded. Applicants must follow program curriculum as defined at the time of acceptance to the program. Once the graduate is certified as a Diagnostic CRT, the graduate will be eligible to sit for the CA state certification in Mammographic Radiologic Technology examination. In addition, the program will prepare the student for the ARRT Mammography certification exam.

## 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 agent, 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
- May be required to 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

1. Transport, move, lift, or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed.
2. Lift arms above the head to move the x-ray tube assembly.
3. Move, adjust, and manipulate portable and fluoroscopic equipment according to established procedures and standards of speed and accuracy while conducting radiographic examinations.
4. Maneuver well enough to physically protect himself or herself from injury caused by patients exhibiting aggressive behaviors.
5. Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.
6. 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.
7. Function adequately under stressful situations related to technical and procedural standards of patient care situations.
8. 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.
9. Speak English clearly enough to explain and direct procedural information to patients, and to communicate with physicians, technical staff, and faculty.
10. 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.
11. View and evaluate the recorded images of a radiograph for the purpose of identifying proper 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.

## Manufacturing Technology

### Technology and Health Division

#### 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

EDT 16	Basic CAD and Computer Applications	4
EDT 18	Engineering CAD Applications	4
MFG 10	Mathematics and Blueprint Reading for Manufacturing	3
MFG 11	Manufacturing Processes I	2
MFG 12	Manufacturing Processes II	2
MFG 38	MasterCAM I	2
MFG 38B	MasterCAM II	2
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2
WELD 40	Introduction to Welding	2
Total Units		23

## Marketing Management

### Business Division

#### Certificate L0510

Students completing this Marketing Management certificate will have gained practical world business knowledge and experience. In addition, completers of the certificate will have learned to use some of the latest business computer software.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- List the characteristics of a successful salesperson.
- Have developed a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSS 35	Professional Selling	3
BUSS 36	Principles of Marketing	3

BUSS 50	Retail Store Management and Merchandising	3
BUSS 79	Work Experience in Marketing Management	1
BUSS 85	Special Issues in Marketing	2
CISB 15	Microcomputer Applications	3.5
Total Units		21.5

## MasterCAM

### Technology and Health Division

#### 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

MFG 11	Manufacturing Processes I	2
MFG 38	MasterCAM I	2
MFG 38B	MasterCAM II	2
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2
Total Units		8

## Mental Health Technology - Psychiatric Technician

### Technology and Health Division

#### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the ability to provide client care, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate nursing skills, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to successfully intervene at all levels of client escalation/de-escalation, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to support client efforts to achieve and maintain optimal mental health, within scope of practice, to successfully practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to safely administer medications, with scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to participate in all areas of treatment plan development, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.

- Demonstrate the ability to develop and achieve entry-level professional goals.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

MENT 40	Introduction to Interviewing and Counseling	3
MENT 56	Medical-Surgical Nursing for Psychiatric Technicians	9
MENT 56L	Medical-Surgical Clinical Experience	4
MENT 58D	Advanced Medical-Surgical Nursing and Pharmacology for PT	4
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
MENT 72	Nursing Care of the Developmentally Disabled Person	7
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
PSYC 1A	Introduction to Psychology	3
or PSYC 1AH	Introduction to Psychology - Honors	
Total Units		52

## 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:

1. 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.)
2. Be 18 years of age.
3. File a college application and be accepted as a student at Mt. San Antonio College.
4. Submit an application for the Mental Health/Psychiatric Technician Program to the Health Careers Resource Center (909) 274-4788. All applications are dated upon receipt in the Health Careers Resource Center. A program begins each fall and spring semester.
5. Take the required English Placement Test (AWE). Eligibility for ENGL 68 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=ENGL%2068>) 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 Health Careers Resource Center. (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) 274-7500, ext.4265.

6. 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 Health Careers Resource Center and the other to the Admissions and Records Office.
7. 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 Health Careers Resource Center and the other to the Admissions and Records Office. NOTE: Concerning Entrance Requirements ‘e’ and ‘f’, if the courses 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 Health Careers Resource Center.

### EXAMPLE:

Mt. San Antonio College  
Health Careers Resource Center, Bldg. 67A, Room 250  
Psychiatric Technician Program  
1100 North Grand Avenue  
Walnut, CA 91789-1399

1. 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 insure 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.
2. Certain convictions may prevent a candidate from being licensed as a Psychiatric Technician.
3. 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 heaving 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 device)
- 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 a 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 criterion for admission into the Mental Health Technology - Psychiatric Technician program, students must be able

to speak, write and read English to complete classes successfully and to ensure patient safety.

The Mental Health Technology - Psychiatric Technician program is accredited by the Board of Vocational Nursing and Psychiatric Technicians.

#### Contact:

Board of Vocational Nursing and Psychiatric Technicians, Suite 205 2535 Capital Oaks Drive Sacramento, CA 95833 (916) 263-7800  
bvnt@dca.ca.gov

## Microcomputer Productivity Software

### Business Division

#### Certificate E0336

The Microcomputer Productivity Software certificate is designed to prepare students for careers that require extensive knowledge of business-related productivity software. The certificate offers a balanced set of classes that enables students to maintain and troubleshoot a Windows operating system, learn advanced features of Excel, Access and PowerPoint software; and create commercial Web sites. Emphasis is placed on customizing, optimizing and securing a Windows-based computer; developing spreadsheet pivot tables and macros; using Access to create and maintain database tables, forms, reports and queries; creating and manipulating PowerPoint slide shows with multimedia content; and using HTML and web page editors to create and publish Web sites. Students will demonstrate the ability to use software to store and retrieve data, solve business problems and create commercial Web

sites. Opportunities available after the completion of this certificate include systems analyst, administrative assistant and office manager.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Properly configure Microsoft's operating system to stay secure while interacting with internetworks.
- Effectively use the printer configuration utility to install and test a printing device.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISB 15	Microcomputer Applications	3.5
CISB 21	Microsoft Excel	3
CISB 51	Microsoft PowerPoint	3
CISD 11	Database Management - Microsoft Access	3
CISD 11L	Database Management - Microsoft Access Laboratory	0.5
CISN 21	Windows Operating System	3
Total Units		16

## Nursery Management

### Natural Sciences Division

#### 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 in Ornamental Horticulture, Park and Sports Turf Management, Equipment Technology, and Integrated Pest Management.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to demonstrate professional conduct.
- Be technically proficient.
- Be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGOR 1	Horticultural Science	3
AGOR 2	Plant Propagation/Greenhouse Management	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 32	Landscaping and Nursery Management	3
AGOR 50	Soil Science and Management	3
AGOR 64	Irrigation - Drip and Low Volume	3
Total Units		18

## Nutrition

### Business Division

#### Certificate E0353

This certificate is designed to give students basic knowledge and skills in nutrition science, food science, food preparation, and food safety and sanitation. These core courses provide the necessary skills for those seeking entry-level employment as nutrition assistants or dietary service workers in hospital or school food service or with community agencies such as The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and Head Start.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Demonstrate proficiency in practical skills, such as using kitchen equipment and appropriate technology properly.
- Be able to use acquired knowledge and skills to evaluate potential transfer and internship sites.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

HRM 52	Food Safety and Sanitation	1.5
NF 1	Introduction to Nutrition as a Career	1.5
NF 20	Principles of Food with Laboratory	3
NF 25 or NF 25H	Introduction to Nutrition Science Introduction to Nutrition Science - Honors	3
Total Units		9

## Recommended Elective

NF 91	Work Experience in Nutrition and Dietetics	1-3
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## Park Management

### Natural Sciences Division Certificate L0365

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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 4	Park Management	3
AGOR 5	Park Facilities	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3
AGOR 75	Urban Arboriculture	3
Total Units		18

## Pet Science

### Natural Sciences Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be able to identify the common species & breeds of livestock.
- Be able to identify common breeds of small animals.
- Be able to address animal welfare requirements when designing and implementing an animal management system.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGAN 1	Animal Science	3
AGAN 2	Animal Nutrition	3
AGAN 51	Animal Handling and Restraint	3
AGAN 94	Animal Breeding	3
AGLI 96	Animal Sanitation and Disease Control	3
AGPE 70	Pet Shop Management	3
AGPE 71	Canine Management	3
AGPE 72	Feline Management	3
AGPE 73	Tropical and Coldwater Fish Management	2
AGPE 74	Reptile Management	2
AGPE 76	Aviculture - Cage and Aviary Birds	3
BUSM 66	Small Business Management	3
Total Units		34

## Photography - Level I

### Arts Division Certificate L0348

This multi-level certificate program is designed to prepare students for employment in the field of photography. The Photography Level I offers the core skills necessary for employment as an entry-level Photography Assistant.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARTC 100	Graphic Design I	3
or PHOT 9	Digital Image Editing for Photographers	
PHOT 10	Basic Digital and Film Photography	3
PHOT 11	Intermediate Photography	4
PHOT 14	Commercial Lighting	3
Choose one from the following:		3
PHOT 12	Photographic Alternatives	
PHOT 16	Fashion Photography	
PHOT 18	Portraiture and Wedding Photography	
PHOT 20	Color Photography	3
Total Units		19

## Photography - Level II

### Arts Division Certificate T0349

This multi-level certificate program is designed to prepare students for employment in the field of photography. This Photography Level II

certificate offers additional expertise for students to develop specific skills needed for employment in photography, art, cinema/animation, communications, industrial arts, graphics, and journalism.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Photography - Level I coursework	19
PLUS	
Completion of the Photography - Level II coursework	16
Total Units	35

#### Photography - Level I Coursework

ARTC 100	Graphic Design I	3
or PHOT 9	Digital Image Editing for Photographers	
PHOT 10	Basic Digital and Film Photography	3
PHOT 11	Intermediate Photography	4
PHOT 14	Commercial Lighting	3
Choose one from the following:		3
PHOT 12	Photographic Alternatives	
PHOT 16	Fashion Photography	
PHOT 18	Portraiture and Wedding Photography	
PHOT 20	Color Photography	3
Total Units		19

#### Photography - Level II Coursework

Choose one from the following:		1
PHOT 1A	Laboratory Studies: Beginning Black and White Photography	
PHOT 1B	Laboratory Studies: Advanced Black and White Photography	
PHOT 1C	Laboratory Studies: Studio Photography	
PHOT 1D	Laboratory Studies: Computer Applications in Photography	
PHOT 17	Photocommunication	3
or PHOT 26	Video for Photographers	
PHOT 19	Digital Color Management	3
or PHOT 24	Advanced Digital Image Editing for Photographers	
PHOT 28	Photography Portfolio Development	3
or ARTC 290	Portfolio	
PHOT 29	Studio Business Practices for Commercial Artists	3
PHOT 30	Advertising Photography	3
Total Units		16

### Recommended Electives

AHIS 1	Understanding the Visual Arts	3
or ARTB 1	Understanding the Visual Arts	
PHOT 15	History of Photography	3

## Photography Digital Technician

Arts Division  
Certificate L0351

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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ARTC 100	Graphic Design I	3
or PHOT 9	Digital Image Editing for Photographers	
PHOT 10	Basic Digital and Film Photography	3
PHOT 11	Intermediate Photography	4
PHOT 14	Commercial Lighting	3
PHOT 19	Digital Color Management	3
PHOT 20	Color Photography	3
PHOT 24	Advanced Digital Image Editing for Photographers	3
Total Units		22

### Recommended Elective

PHOT 29	Studio Business Practices for Commercial Artists	3
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## Pilates Professional Teacher Training: Mat and Reformer

### Kinesiology, Athletics and Dance Division 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Develop a portfolio of lesson plans, a teaching resume and a personal Pilates brand.
- Teach, with attention to alignment, Pilates exercises while incorporating the Pilates concepts and principles.
- Develop a logue of the Pilates mat and Reformer exercises that includes muscular analysis, objectives, cueing and modifications (approximately 150 exercises).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

DN-T 27	Theory and Principles of Pilates	3
DN-T 28	Functional Anatomy for Pilates	2
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
KIN 24	Applied Kinesiology	2

DNCE 39A	Alignment and Correctives I	0.5
DNCE 41	Pilates I	1
Choose two courses. Must take 1 unit from each course selected		2
DNCE 40	Conditioning Through Dance	
DNCE 42	Pilates II	
DNCE 43	Pilates III	
Total Units		16.5

## Pilates Professional Teacher Training: Cadillac, Chair, Auxiliary

### Kinesiology, Athletics and Dance Division

#### Certificate E0399

The certificate prepares students for careers as Pilates 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 curriculum meets the industry standards for a comprehensive Pilates teacher training technique course. The program covers Pilates theory, anatomy, pedagogy and the exercise repertoire for the Mat, Reformer, Cadillac, Wunda Chair, Barrels, Ped-a-Pul and accessory equipment. The certificate includes lecture, self-study and practice teaching hours and after completing the certificate, students will be qualified to teach all levels of the Pilates exercise repertoire in Mat and apparatus, including special populations and remedial programs.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

DNCE 39A	Alignment and Correctives I	0.5
DN-T 27	Theory and Principles of Pilates	3
DN-T 28	Functional Anatomy for Pilates	2
DN-T 29	Teaching Pilates Mat Repertoire	1.5
DN-T 30	Teaching Pilates Reformer Repertoire	1.5
DN-T 32	Teaching Pilates Cadillac and Wunda Chair Repertoire	1.5
DN-T 33	Teaching Pilates Ped-a-Pul, Barrels and Auxiliary Equipment Repertoire	1.5
DN-T 34	Pilates Teaching-Cadillac, Wunda Chair & Auxiliary Equipment	3
Choose two courses. Must take 1 unit from each course selected		2
DNCE 41	Pilates I	
DNCE 42	Pilates II	
DNCE 43	Pilates III	
Total Units		16.5

## Programming In C++

### Business Division

#### Certificate L0794

The Programming in C++ Certificate prepares students for a career in computer programming. The certificate offers a balanced set of classes that provides students the skills to create business-oriented applications in C++, maintain a Microsoft Access database, and learn the tools and techniques required of a systems analyst. Emphasis is placed on object-

oriented programming techniques, creating database tables, forms, reports and queries, and implementing a computer system using the system development life cycle methodology. Students will demonstrate the ability to create business applications, write effective program documentation, demonstrate program troubleshooting skills, and build a computer system using the steps of the system development life cycle. Career opportunities after the completion of this certificate include programmer and systems analyst.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Create event-driven program, using Windows Forms.
- Connect C++ program to the database and incorporate SQL statements into C++ code.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

CISB 11	Computer Information Systems	3.5
CISD 11	Database Management - Microsoft Access	3
CISD 11L	Database Management - Microsoft Access Laboratory	0.5
CISM 11	Systems Analysis and Design	3.5
CISN 21	Windows Operating System	3
CISP 31	Programming in C++	3
CISP 31L	Programming in C++ Laboratory	0.5
CISP 34	Advanced C++ Programming	3
CISP 34L	Advanced C++ Programming Laboratory	0.5
Total Units		20.5

## Programming In Visual Basic

### Business Division

#### Certificate E0335

The Programming in Visual Basic Certificate is designed to prepare students for a career in computer programming. The certificate offers a balanced set of classes that provides students the client, server and database programming skills required by industry. Emphasis is placed on object-oriented programming applications, web based applications, and implementing ASP.NET, ADO.NET and .NET Framework for reusable software components. Students will demonstrate the ability to design and implement a Visual Basic application that contains the client interface, the server implementation and the database. Opportunities available after the completion of this certificate include programming for systems, mobile applications, integration of systems and web applications.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Display data from related database tables.
- Update a SQL Server database.
- Create a web site that accesses data from a database.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISB 11	Computer Information Systems	3.5
CISD 11	Database Management - Microsoft Access	3
CISD 11L	Database Management - Microsoft Access Laboratory	0.5
CISM 11	Systems Analysis and Design	3.5
CISP 11	Programming in Visual Basic	3
CISP 11L	Programming in Visual Basic Laboratory	0.5
CISP 14	Advanced Visual Basic .NET	3
CISP 14L	Advanced Visual Basic.NET Laboratory	0.5
Total Units		17.5

## Public Works/Landscape Management

### Natural Sciences Division 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..

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Offered at Citrus College:

PUB 150	Public Works I	3
PUB 158	Municipal and Urban Tree Care	3

Offered at Mt. San Antonio College:

AGOR 1	Horticultural Science	3
AGOR 39	Turf Grass Production and Management	3

Total Units 12

## Radio Broadcasting: Behind-the-Scenes

### Arts Division Certificate L0391

The Radio Broadcasting Behind-the-Scenes Certificate of Achievement provides expertise in a variety of behind-the-scenes specialties. Students gain practical hands-on-experience in the broadcasting industry through an off-campus internship at a radio station, production studio or other broadcasting facility.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

<b>Core Courses</b>		
R-TV 01	Introduction to Electronic Media	3
R-TV 10	Radio Programming and Producer Techniques	3
R-TV 11A	Beginning Radio Production	3
R-TV 11B	Advanced Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
R-TV 96A	Campus Radio Station Lab: Studio Procedures and Equipment Operations	1
R-TV 96B	Campus Radio Station Lab: Disc Jockey & News Anchor/Reporter Skills	1
R-TV 96C	Campus Radio Station Lab: Hosting and Management Skills	1
R-TV 97A	Radio/Entertainment Industry Seminar	1
R-TV 97B	Radio/Entertainment Industry Work Experience	1

### Required Electives

Choose three units from the following:		3
R-TV 05	Radio-TV Newswriting	
R-TV 09	Broadcast Sales and Promotion	
R-TV 17	Internet Radio and Podcasting	
R-TV 31	History of Radio DJs	
R-TV 32	Radio - TV Internet Applications	
R-TV 35	Pop Culture in the Media	
R-TV 99	Radio/TV Special Projects	
R-TV 101	Work Experience in Broadcast Entertainment	

Total Units 23

## Radio Broadcasting: Behind-the-Scenes - Level I

### Arts Division Certificate E0372

This multi-level certificate program prepares students to enter the field of broadcasting in a behind-the-scenes capacity. The Level I Radio Broadcasting Behind-the-Scenes Certificate provides an overview of the fundamental skills essential to the field as well as the business and legal aspects of the industry.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- feel they have the skills required to either transfer to a 4-year program or obtain an entry-level behind-the-scenes job in the entertainment industry.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

R-TV 01	Introduction to Electronic Media	3
R-TV 09	Broadcast Sales and Promotion	3
R-TV 10	Radio Programming and Producer Techniques	3

R-TV 11A	Beginning Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
Total Units		15

## Radio Broadcasting: On-Air

### Arts Division

#### Certificate L0402

The Radio Broadcasting On-Air Certificate of Achievement provides additional expertise in a selected variety of on-air specialties. Students gain practical hands-on experience in the industry through an off-campus internship at a station, studio or other broadcasting facility.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

R-TV 01	Introduction to Electronic Media	3
R-TV 02	On-Air Personality Development	3
R-TV 05	Radio-TV Newswriting	3
R-TV 07A	Beginning Commercial Voice-Overs	3
R-TV 11A	Beginning Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
R-TV 96A	Campus Radio Station Lab: Studio Procedures and Equipment Operations	1
R-TV 96B	Campus Radio Station Lab: Disc Jockey & News Anchor/Reporter Skills	1
R-TV 96C	Campus Radio Station Lab: Hosting and Management Skills	1
R-TV 97A	Radio/Entertainment Industry Seminar	1
R-TV 97B	Radio/Entertainment Industry Work Experience	1
Choose 3 units from the following:		3
R-TV 03	Sportscasting and Reporting	
R-TV 04	Broadcast News Field Reporting	
R-TV 06	Broadcast Traffic Reporting	
R-TV 09	Broadcast Sales and Promotion	
R-TV 10	Radio Programming and Producer Techniques	
R-TV 11B	Advanced Radio Production	
R-TV 17	Internet Radio and Podcasting	
R-TV 31	History of Radio DJs	
R-TV 32	Radio - TV Internet Applications	
R-TV 35	Pop Culture in the Media	
R-TV 99	Radio/TV Special Projects	
R-TV 101	Work Experience in Broadcast Entertainment	
Total Units		26

## Radio Broadcasting: On-Air - Level I

### Arts Division

#### Certificate E0371

This multi-level certificate program prepares students to enter the field of on-air radio broadcasting and related areas. The Level I Radio Broadcasting On-Air Certificate provides an overview of fundamental

skills essential to the field as well as the business and legal aspects of the industry.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- feel they have the skills required to either transfer to a 4-year program or obtain an entry-level behind-the-scenes job in the entertainment industry.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

R-TV 01	Introduction to Electronic Media	3
R-TV 02	On-Air Personality Development	3
R-TV 05	Radio-TV Newswriting	3
R-TV 11A	Beginning Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
Total Units		15

## Real Estate Broker Certificate

### Business Division

#### Certificate L0352

Prior to taking the California Real Estate Broker's License Exam, the applicant must have completed five (5) required courses: BUSR 51, BUSR 52, BUSR 53, BUSR 81 and either BUSR 55 or BUSA 11. In addition, the applicant must take three (3) additional courses approved by the California Department of Real Estate: BUSR 50, BUSR 57, BUSR 59, BUSR 60, BUSR 62, BUSR 76, BUSL 18, PLGL 40, BUSR 55 if not taken in the mandatory category above or BUSA 11 if not taken in the mandatory category above for a total of eight (8) courses. The Real Estate Broker Certificate contains all eight courses necessary to satisfy the educational requirements to take the California Real Estate Broker Examination.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Have the requisite knowledge to pass the California Real Estate Brokers Exam.
- Meet or exceed the state average for success or passage on the state licensing exam.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSR 51	Legal Aspects of Real Estate	3
BUSR 52	Real Estate Practice	3
BUSR 53	Real Estate Finance	3
Choose one from the following:		3-3.5
BUSR 55	Real Estate Economics	
BUSR 81	Appraisal: Principles and Procedures	
BUSA 11	Fundamentals of Accounting	
Choose three courses from the following:		9
BUSL 18	Business Law	
	or BUSL 18HBusiness Law - Honors	
BUSR 50	Real Estate Principles	

BUSR 57	Income Tax Aspects of Real Estate Investments	
BUSR 59	Real Estate Property Management	
BUSR 60	Real Estate Investment Planning	
BUSR 62	Mortgage Loan Brokering and Lending	
BUSR 76	Escrow Procedures I	
PLGL 40	Landlord-Tenant Law	
Choose any of the following courses if not taken above:		
BUSA 11	Fundamentals of Accounting	
BUSR 55	Real Estate Economics	
Total Units		21-21.5

## Real Estate Sales

### Business Division

#### Certificate E0342

Prior to taking the California Real Estate Salespersons Examination, an applicant must complete three (3) college level courses specified by the California Department of Real Estate. Two of these classes are mandated: BUSR 50 and BUSR 52. The third class may be any real estate or real estate related course specified by The California Department of Real Estate. The Real Estate Sales Certificate includes these three classes for a total of 9 units needed to apply for the California Real Estate Salesperson's Examination.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Have the requisite knowledge to pass the California Real Estate Sales Exam.
- Meet or exceed the state average for success or passage on the state licensing exam.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSR 50	Real Estate Principles	3
BUSR 52	Real Estate Practice	3
Choose one course from the following:		3-5
BUSA 7	Principles of Accounting - Financial	
BUSA 11	Fundamentals of Accounting	
BUSC 1A	Principles of Economics - Macroeconomics	
BUSL 18	Business Law	
BUSR 51	Legal Aspects of Real Estate	
BUSR 53	Real Estate Finance	
BUSR 55	Real Estate Economics	
BUSR 57	Income Tax Aspects of Real Estate Investments	
BUSR 59	Real Estate Property Management	
BUSR 60	Real Estate Investment Planning	
BUSR 62	Mortgage Loan Brokering and Lending	
BUSR 76	Escrow Procedures I	
BUSR 81	Appraisal: Principles and Procedures	
PLGL 40	Landlord-Tenant Law	
Total Units		9-11

## School Age Child - Specialization

### Business Division

#### Certificate T1314

The School Age Child-Specialization Certificate provides specialized skills and knowledge for working with school age children. This certificate exceeds the Title 22 requirements for a fully qualified teacher in school age programs. This skill set also prepares the student for positions as elementary tutors or classroom aides in public school districts.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Use a wide array of developmentally appropriate approaches within the school-age care setting and understand the effects on the social, emotional, physical, cognitive and cultural development, of the school a child.
- Be able to evaluate School Age Program regulations, standards, and policies.
- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with school age children and support their school assignments.
- Analyze principles of human development theories as they specifically relate to the school-age child's growth and development.
- Understand the importance of developmental domains and academic content areas. Students will use their knowledge and other resources to design, implement, and evaluate schools age activities and curriculum.
- Be grounded in Child Development knowledge (theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each school age child.
- Be able to explore and evaluate community support services and agencies that are available to families, develop referral skills that help children and families access empowering community resources and analyze effective advocacy skills that establish effectual public policies pertaining to children and families.
- Understand theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

#### Core Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
Choose one from the following:		3
CHLD 10	Child Growth and Lifespan Development	
CHLD 10H	Child Growth and Lifespan Development-Honors	
CHLD 11	Child and Adolescent Development	
CHLD 50	Teaching in a Diverse Society	3
CHLD 51	Early Literacy in Child Development	3

CHLD 62	Music and Motor Development for Young Children	3
CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 74	Program Planning for the School Age Child	3
<b>Required Electives</b>		
LERN 49	Math Skills Review	3
or MATH 50	Pre-Algebra	
Choose one from the following:		1-3
ENGL 64	Writing Effective Sentences	
ENGL 65	Grammar Review	
LIT 40	Children's Literature	
Total Units		31-33

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at [www.mtac.edu/cdc/immunization/](http://www.mtac.edu/cdc/immunization/) (<http://mtsac.edu/cdc/immunization/>)

## Sign Language/Interpreting

### Humanities and Social Sciences Division 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, (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](http://www.rid.org) (<http://www.rid.org>).

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Apply Demand Control Schema (DC-S) Theory to the field of Sign Language Interpreting.
- Given an English narrative, successfully give a functional equivalent message in ASL in a simultaneous mode.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

SIGN 105	American Sign Language 5	4
SIGN 108	Fingerspelling	2
SIGN 201	Introduction to Deaf Studies	3
SIGN 202	American Deaf Culture	3
SIGN 210	American Sign Language Structure	3
SIGN 220	Translation: American Sign Language/English	3
SIGN 223	Principles of Interpreting	3
SIGN 225	Ethical Decision Making for Interpreters	2
SIGN 227	Cognitive Processing for Interpreters	4
SIGN 231	Interpreting	4
SIGN 232	Advanced Interpreting	4
SIGN 239	Applied Interpreting	2

### Required Electives

Choose three courses from the following:		5-5.5
SIGN 240	Vocabulary Building for Interpreters	
SIGN 250	Interpreting with Classifiers	
SIGN 260	Video Interpreting	
SIGN 299	Special Projects in Sign Language/Interpreting	

Total Units 42-42.5

## Sports Turf Management

### Natural Sciences Division 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 in Ornamental Horticulture, Park and Sports Turf Management, Equipment Technology, and Integrated Pest Management.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to formulate and propose an all-inclusive management program for a sports turf area.
- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGOR 24	Integrated Pest Management	3
AGOR 39	Turf Grass Production and Management	3
AGOR 40	Sports Turf Management	3
AGOR 50	Soil Science and Management	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3

Total Units 18



## Television Crew

### Arts Division

#### Certificate L0354

The Certificate of Achievement in Television Crew will provide students with experience in a variety of production roles and technologies. This course of study is designed to prepare students for entry level jobs in a variety of areas.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Feel that they have an increased possession of the skills required for entry-level work in the entertainment industry.
- Function in three types of production: Narrative (film-style), TV Studio, and live Remote Multicamera production in any role.
- Use communication, artistic and technical skills to collaboratively create programs as part of a team in any role, from writer to editor.
- Use Avid Media Composer to the level necessary for an editing internship.
- Present an ePortfolio containing video and written work to prospective employers, universities and scholarship committees.
- Apply aesthetic and technical skills in telling a story visually.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

R-TV 19A	Beginning Video Production	3
Choose 16 units from the following:		16
R-TV 19B	Advanced Video Production	
R-TV 20	Television News Production	
R-TV 21	Remote Multicamera Production	
R-TV 22	Editing for Film and Television	
R-TV 23	Reality Show Production	
R-TV 100	Work Experience in Film and Television	
Total Units		19

## Tree Care and Maintenance

### Natural Sciences Division

#### 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 in Ornamental Horticulture, Park and Sports Turf Management, Equipment Technology, and Integrated Pest Management.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be able to identify common landscape trees and woody shrubs.
- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGOR 1	Horticultural Science	3
AGOR 24	Integrated Pest Management	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 50	Soil Science and Management	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 75	Urban Arboriculture	3
Total Units		18

## Web Design

### Arts Division

#### 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.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Research and interpret information necessary to develop an effective message(s) and strategy for a commercial art assignment.
- Develop and communicate creative, visual solutions for a commercial art assignment.
- Design commercial art products that effectively utilize principles and elements of design.
- Select and use appropriate, industry standard tools and technology to produce commercial art products.
- Present their commercial art products, explaining and defending their strategic choices, creative ideas and design decisions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ANIM 172	Motion Graphics, Compositing and Visual Effects	3
ARTC 100	Graphic Design I	3
ARTC 120	Graphic Design II	3
ARTC 160	Typography	3
ARTC 200	Web Design	3
ARTC 220	Graphic Design IV	3
ARTD 20	Design: Two-Dimensional	3
Total Units		21

## Welder - Automotive Welding, Cutting & Modification

### Technology and Health Division

#### 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- be employed or seeking employment in the field or a related field.
- be technically competent.
- be able to perform the required practical projects used in GMAW welding and cutting.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

WELD 40	Introduction to Welding <sup>1</sup>	2
WELD 50	Oxyacetylene Welding	2
WELD 51	Basic Electric Arc Welding	2
WELD 53A	Welding Metallurgy	3
WELD 60	Print Reading and Computations for Welders	3
WELD 70A	Beginning Arc Welding	3
WELD 70B	Intermediate Arc Welding	3
WELD 70C	Certification for Welders	3
WELD 80	Construction Fabrication and Welding	3
WELD 81	Pipe and Tube Welding	3
WELD 91	Automotive Welding, Cutting and Modification	1
Total Units		28

<sup>1</sup> Note: Any higher level welding courses may be substituted for WELD 40.

## Welder - Gas Tungsten Arc Welding

### Technology and Health Division 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be technically competent.
- Be employed or seeking employment in their area or a related area.
- Solve problems as related to preparing materials prior to welding.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

WELD 40	Introduction to Welding <sup>1</sup>	2
WELD 50	Oxyacetylene Welding	2
WELD 51	Basic Electric Arc Welding	2
WELD 53A	Welding Metallurgy	3
WELD 60	Print Reading and Computations for Welders	3
WELD 70A	Beginning Arc Welding	3

WELD 70B	Intermediate Arc Welding	3
WELD 70C	Certification for Welders	3
WELD 80	Construction Fabrication and Welding	3
WELD 81	Pipe and Tube Welding	3
WELD 90A	Gas Tungsten Arc Welding	3
Total Units		30

<sup>1</sup> Note: Any higher level welding courses may be substituted for WELD 40.

## Welder - Licensed

### Technology and Health Division

#### 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 hand-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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be technically competent.
- Be employed or seeking employment in their area or a related area.
- Identify print views, lines and dimensioning methods.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

WELD 40	Introduction to Welding <sup>1</sup>	2
WELD 50	Oxyacetylene Welding	2
WELD 51	Basic Electric Arc Welding	2
WELD 53A	Welding Metallurgy	3
WELD 60	Print Reading and Computations for Welders	3
WELD 70A	Beginning Arc Welding	3
WELD 70B	Intermediate Arc Welding	3
WELD 70C	Certification for Welders	3
WELD 80	Construction Fabrication and Welding	3
WELD 81	Pipe and Tube Welding	3
Total Units		27

<sup>1</sup> Note: Any higher level welding courses may be substituted for WELD 40.

## Welding

### Technology and Health Division

#### 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 nonstudents 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be prepared to pass the Los Angeles City Structural Steel Exam.
- Be employed or seeking employment in their area or a related area.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

WELD 40	Introduction to Welding	2
WELD 70A	Beginning Arc Welding <sup>1</sup>	3
WELD 70B	Intermediate Arc Welding	3
Total Units		8

<sup>1</sup> Note: Any higher level welding courses may be substituted for WELD 70A.

## Recommended Electives

WELD 60	Print Reading and Computations for Welders	3
WELD 70C	Certification for Welders	3

# Welding – Semiautomatic Arc Welding

## Technology and Health Division 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.

## Program Learning Outcomes

- Students will be employed or seeking employment in the area of study or a related area.
- Students will be technically competent.
- Students will demonstrate safe operation of welding equipment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

WELD 40	Introduction to Welding <sup>1</sup>	2
WELD 50	Oxyacetylene Welding	2
WELD 51	Basic Electric Arc Welding	2
WELD 53A	Welding Metallurgy	3

WELD 60	Print Reading and Computations for Welders	3
WELD 70A	Beginning Arc Welding	3
WELD 70B	Intermediate Arc Welding	3
WELD 70C	Certification for Welders	3
WELD 80	Construction Fabrication and Welding	3
WELD 81	Pipe and Tube Welding	3
WELD 90B	Semiautomatic Arc Welding Process	3
Total Units		30

<sup>1</sup> Note: Any higher level welding courses may be substituted for WELD 40.

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Animation .....	128
Applied Laboratory Science Technology (ALST) .....	129
Architectural Design Concentration .....	129
Architectural Technology Concentration .....	130
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## Accounting, AS

### Business Division

#### Degree S0502

The Accounting Program provides many opportunities for students to design a plan for their individual goals through certificate and degree achievements. The associate degree in accounting is intended to prepare students for employment following graduation. The student will learn basic accounting skills combined with an in-depth training in a variety of accounting concepts, preparing the student for entry-level positions, professional advancement in their current job or transfer to a university to pursue a bachelor's degree in accounting.

Earning an Accounting Associate of Science degree will provide the knowledge and skills necessary for accounting jobs in general accounting, cost accounting, payroll, inventory management, asset management, accounts receivable, accounts payable, budgets and forecasting, financial analysis, etc. Students who wish to transfer and obtain a bachelor's degree should consult with a counselor or advisor to discuss transferability of courses.

### Required Courses

BUSA 7	Principles of Accounting - Financial	5
BUSA 8	Principles of Accounting - Managerial	5
BUSA 21	Cost Accounting	3-4.5
or BUSA 58	Federal Income Tax Law	
BUSA 52	Intermediate Accounting	3
BUSA 75	Using Microcomputers in Financial Accounting	1
BUSA 76	Using Microcomputers in Managerial Accounting	1
BUSM 20	Principles of Business	3
Total Units		21-22.5

## Administration of Justice, AS

### Technology and Health Division

#### Degree S0404

The A.S. Degree in Administration of Justice program is intended to prepare students for entry-level employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or adviser to discuss transfer of courses.

The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus. Entry-level employment opportunities available after completion of this program may include law enforcement as peace officers, corrections officers, custodial officers, non-sworn security and investigations, other non-sworn positions in law enforcement and public service.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the principals involved in documenting the investigation of criminal activity.
- Identify and apply legal precedents in field work.
- Demonstrate familiarity with the social factors related to police interaction with communities.

- Demonstrate understanding of how criminal codes are used and how statutory law is practically applied.
- Demonstrate the ability to use technology and other resources to research social and legal aspects of the criminal justice system.
- Demonstrate the ability to present information in diverse circumstances, with various cultures and communities, involving public and media issues.
- Understand professional skills related to court testimony, interview, interrogation, and law enforcement nomenclature.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ADJU 1	The Administration of Justice System	3
ADJU 2	Principles and Procedures of the Justice System	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations	3
ADJU 68	Administration of Justice Report Writing	3
Choose four from the following:		12
ADJU 6	Concepts of Enforcement Services	
ADJU 10	Introduction to Correctional Sciences	
ADJU 13	Concepts of Traffic Services	
ADJU 20	Principles of Investigation	
ADJU 38	Narcotics Investigation	
ADJU 59	Gangs and Corrections	
ADJU 74	Vice Control	
SOC 1	Sociology	
or SOC 1H	Sociology - Honors	
SOC 5	Introduction to Criminology	
or SOC 5H	Introduction to Criminology - Honors	
Total Units		30

Apply (<http://www.mtsac.edu/admissions/apply-now.html>) Visit Campus (<http://www.mtsac.edu/about/getting-around/tours.html>) Contact Mt. SAC (<http://www.mtsac.edu/about/overview/contacts.html>)

Find Events (<http://mtsac.lwcal.com/#view/all>)

## Administrative Assistant, AS

### Business Division

#### Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Create and present a visual slide presentation to include text, graphic objects, design theme, slide transition, and object animation.

- Create a document in which text, paragraphs, and layout are formatted effectively and efficiently using word processing software (Word).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSO 25	Business Communications	3
BUSO 26	Oral Communications for Business	3
CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 16	Macintosh Applications	2
CISB 21	Microsoft Excel	3
CISB 31	Microsoft Word	3
CISB 51	Microsoft PowerPoint	3
Choose one from the following:		2-3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISN 21	Windows Operating System	
CISS 11	Practical Computer Security	
CISW 15	Web Site Development	
Total Units		25.5-27

## Agri-Technology, AS

### Natural Sciences Division Degree 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 students a combination of practical skills and technical knowledge.

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 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 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to demonstrate an understanding of the interdependence of world agriculture systems.
- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3
AGAG 91	Agricultural Calculations	3
AGAN 1	Animal Science	3
AGOR 1	Horticultural Science	3
AGOR 32	Landscaping and Nursery Management	3
AGOR 56	Engine Diagnostics	3
AGOR 71	Construction Fundamentals	3
Choose three from the following:		9-10
AGLI 14	Swine Production	
AGLI 16	Horse Production and Management	
AGLI 17	Sheep Production	
AGLI 30	Beef Production	
AGOR 24	Integrated Pest Management	
AGOR 62	Irrigation Principles and Design	
AGPE 70	Pet Shop Management	
AGPE 71	Canine Management	
Total Units		30-31

## Air Conditioning and Refrigeration, AS

### Technology and Health Division Degree S0909

The Air Conditioning and Refrigeration (AIRC) Degree Program prepares students for entry level employment or for advancement of existing skills/knowledge without requiring any prior knowledge or experience. In addition to exposing students to core topics such as mechanical and electrical fundamentals, the Program includes coursework in heat loads, advanced electrical and mechanical, welding, math, codes and standards, and air properties. Hands-on labs throughout the program expose students to a cross-section of systems and equipment used in the industry.

The 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, repairs and controls. There are no prerequisites and/or enrollment limitations.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Properly handle refrigerants based on Section 608 of the clean air act.
- Evaluate, troubleshoot, and modify the electrical, mechanical and air side operation of an air conditioning or refrigeration system.
- Perform a residential heat load calculation, select the equipment, and size the ductwork based on ACCA's Manual J8 and Manual D.
- Select equipment and components for commercial refrigeration systems.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration	2
AIRC 11	Welding for Air Conditioning and Refrigeration	2
AIRC 12	Air Conditioning Codes and Standards	3
AIRC 20	Refrigeration Fundamentals	4
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5
AIRC 26	Gas Heating Fundamentals	2
AIRC 30	Heat Load Calculations and Design	4
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4
AIRC 32A	Air Properties and Measurement	1.5
AIRC 34	Advanced Mechanical Refrigeration	4
Total Units		31.5

The Air Conditioning and Refrigeration program is accredited by the Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA).

### Contact:

Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA)

2111 Wilson Blvd., Suite 500

Arlington, VA 22201-3001

(703) 524-8800

Contacts:

Warren Lupson (AHRI)

Wanda Wilkinson (AHRI)

# Airframe and Aircraft Powerplant Maintenance Technology - Day, AS

## Technology and Health Division

### Degree 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 or evening 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 AIRM 65B are equivalent to evening program courses AIRM 95A, AIRM 95B, AIRM 96A, AIRM 96B, AIRM 97A, AIRM 97B, AIRM 98A, and AIRM 98B. Day program courses AIRM 66A and AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AIRM 65A	Aircraft Powerplant Maintenance Technology	13
AIRM 65B	Aircraft Powerplant Maintenance Technology: Reciprocating & Turbine	13
AIRM 66A	Aircraft Airframe Maintenance Structures	13
AIRM 66B	Airframe Maintenance Technology	13
AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6
AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
Total Units		67

## Recommended Electives

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Airframe and Aircraft Powerplant Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

### Contact:

Federal Aviation Administration (FAA)

800 Independence Avenue, SW

Washington, DC 20591

1(800) 835-5322

[www.faa.gov](http://www.faa.gov)

# Airframe and Aircraft Powerplant Maintenance Technology - Evening, AS

## Technology and Health Division Degree 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 or evening 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 AIRM 65B are equivalent to evening program courses AIRM 95A, AIRM 95B, AIRM 96A, AIRM 96B, AIRM 97A, AIRM 97B, AIRM 98A, and AIRM 98B. Day program courses AIRM 66A and AIRM 66B are equivalent to evening program courses AIRM 90A, AIRM 90B, AIRM 91A, AIRM 91B, AIRM 92A, AIRM 92B, AIRM 93A, and AIRM 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Connect learned theory with real-world problems and develop a logical solution to the problem.
- Locate, interpret and apply technical data from industry manuals and apply that technical data to a maintenance situation.
- Determine several possible solutions for dealing with a given situation and then decide which solution(s) are ethical and which are not.
- Demonstrate proper use of aircraft repair equipment.
- Apply knowledge of aeronautics, aircraft maintenance, and aviation regulations.
- Inspect an aircraft/aircraft component and determine if the unit conforms to industry established standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AIRM 70A	Aircraft Maintenance Electricity and Electronics	3
AIRM 70B	Aircraft Maintenance Electricity and Electronics	3
AIRM 71	Aviation Maintenance Science	6

AIRM 72	Aircraft Materials and Processes	1.5
AIRM 73	Aircraft Welding	1.5
AIRM 90A	Airframe Maintenance Technology	3
AIRM 90B	Airframe Maintenance Technology: Structure and Design	3
AIRM 91A	Airframe Maintenance Technology	3
AIRM 91B	Airframe Maintenance Technology: Aluminum Repair	3
AIRM 92A	Airframe Maintenance Technology: Hydraulics & Pneu	3
AIRM 92B	Airframe Maintenance Systems 2	3
AIRM 93A	Airframe Maintenance Technology: Systems	3
AIRM 93B	Airframe Maintenance Technology: Fire Suppression	3
AIRM 95A	Aircraft Powerplant Maintenance Technology	3
AIRM 95B	Aircraft Powerplant Maintenance Technology: Reciprocating Engines	3
AIRM 96A	Aircraft Powerplant Maintenance Technology: Turbine Engines	3
AIRM 96B	Aircraft Powerplant Maintenance Technology: Propellers	3
AIRM 97A	Aircraft Powerplant Maintenance Technology: Instrumentation	3
AIRM 97B	Aircraft Powerplant Maintenance Technology: Fuel Meter Systems	3
AIRM 98A	Aircraft Powerplant Maintenance Technology: Ignition Systems	3
AIRM 98B	Aircraft Powerplant Maintenance Technology: Lubricating Systems	3
Total Units		63

## Recommended Electives

AIRM 74	Aircraft Maintenance Technology - Work Experience	2
AIRM 80	Laboratory Studies in Aircraft Maintenance Technology	0.5
PHYS 1	Physics	4

The Airframe and Aircraft Powerplant Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

### Contact:

Federal Aviation Administration (FAA) 800 Independence Avenue, SW Washington, DC 20591 1(800) 835-5322 [www.faa.gov](http://www.faa.gov) (<http://www.faa.gov>)

# Alcohol/Drug Counseling, AS

## Technology and Health Division Degree 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-dependent settings.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be technically competent to safely practice as an entry-level alcohol & drug counselor.
- Demonstrate an understanding of ethical & legal requirements for alcohol & drug counselors.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate the ability to develop and achieve entry-level professional goals.
- Demonstrate competency in basic counseling skills commensurate with an entry level practitioner in the addictions counseling field.
- Demonstrate the ability to assess, intervene, and refer clients with co-occurring mental health and substance abuse disorder to appropriate resources.
- Students completing the certificate/associates degree program will demonstrate the ability to prepare and develop professional treatment plans and other clinical documentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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

### Skill Courses

AD 8	Group Process and Leadership	3
AD 9	Family Counseling	3
AD 10	Client Record and Documentation	1.5
AD 11	Techniques of Intervention and Referral	3

### Field Work Courses

AD 13	Internship/Seminar	4
AD 14	Advanced Internship/Seminar	4

### Select two from the following:

CHLD 10	Child Growth and Lifespan Development or CHLD 10H Child Growth and Lifespan Development- Honors	6
PSYC 1A	Introduction to Psychology or PSYC 1AH Introduction to Psychology - Honors	
PSYC 19	Abnormal Psychology	
SOC 1	Sociology or SOC 1H Sociology - Honors	
SOC 14	Marriage and the Family	
SOC 15	Child Development	

Total Units 41

## 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

1. Restricted Electives must be taken prior to enrollment in Field Experience
2. Restricted Electives can be taken in conjunction with core and skills courses
3. Refer to Schedule of Credit Classes for sequence of courses
4. For questions, call the division office at (909) 274-7500, 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
- Exposed to highly charged emotional environment which can be stressful intense

## English Language Skills

Although proficiency in English is not a criterion 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.

The Alcohol and Drug Counseling program is accredited by the California Association for Alcohol/Drug Educators.

### Contact:

California Association for Alcohol/Drug Educators 5230 Clark Avenue, Suite 3 Lakewood, CA 90712 (707) 722-2331 [www.caade.org](http://www.caade.org) (<http://www.caade.org>)

# Animation, AS

### Arts Division

#### Degree 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 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. This Animation AS Degree provides expertise leading to employment

opportunities as junior animators, character designers, storyboard artists, 3D modelers and game designers.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be able to plan, produce, collaborate on, and create 2D art and animation assets for use in games and animation productions.
- Be able to plan, produce, collaborate on, and create 3D models of objects and environments that can be used in games, and animation productions.
- Be able to plan, develop, and collaborate on storyboards for short animation and game productions.
- Be able to design, collaborate on, work with external developers and produce board games, and digital games.
- Create a portfolio demonstrating a clear understanding of selecting and organizing to present their art portfolio to animation and game studios.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

ANIM 100	Digital Paint and Ink	3
or ARTC 100	Graphic Design I	
ANIM 101A	Drawing - Gesture and Figure	3
ANIM 104	Drawing Fundamentals	3
or ARTD 15A	Drawing: Beginning	
ANIM 108	Principles of Animation	3
ANIM 115	Storyboarding	3
ANIM 116	Character Development	1.5
ANIM 130	Introduction to 3D Modeling	3
ANIM 131	Introduction to Gaming	3
ANIM 148	Demo Reel	3
or ARTC 290	Portfolio	
ARTD 17A	Drawing: Life	3
<b>Required Electives</b>		
Choose one from the following:		3
ANIM 109	Advanced Principles of Animation	
ANIM 132	Intermediate 3D Modeling	
ANIM 141	2D Game Level Design	
ANIM 151	Game Prototype Production	
ANIM 172	Motion Graphics, Compositing and Visual Effects	
ANIM 175	Digital Animation	
ARTD 16	Drawing: Perspective	
Total Units		31.5

## Recommended Electives

AHIS 4	History of Western Art: Prehistoric Through Gothic	3
AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	3
AHIS 5	History of Western Art: Renaissance Through Modern	3

AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	3
ANIM 111A	Animal Drawing	1.5
ANIM 111B	Animal Drawing	1.5
ARTD 20	Design: Two-Dimensional	3

## Applied Laboratory Science Technology (ALST), AS

### Natural Sciences Division

#### Degree 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 troubleshooting of experimental designs and outcomes.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- use critical thinking to analyze and solve problems.
- troubleshoot experimental designs and outcomes.
- perform entry-level chemical technician duties such as chemical quality control, chemical process control, water quality and R&D.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSM 10	Principles of Continuous Quality Improvement	3
CHEM 20	Introductory Organic and Biochemistry	5
CHEM 50	General Chemistry I	5
or CHEM 50H	General Chemistry I - Honors	
CHEM 51	General Chemistry II	5
Choose six or seven units from the following:		6-7
MICR 22	Microbiology	
PHIL 12	Introduction to Ethics	
or PHIL 12H	Introduction to Ethics - Honors	
SPCH 26	Interpersonal Communication	
or SPCH 26H	Interpersonal Communication - Honors	

Total Units

24-25

## Architectural Design Concentration, AS

### Technology and Health Division

#### Degree S0390

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 a professional school of architecture. 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Successfully transfer to a four year university in a related major.
- Be employed or seeking employment in the field or in a related area.
- Present and evaluate the pros and cons of particular architectural design alternative solution.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARCH 101	Design I - Elements of Design	4
ARCH 102	Design II - Architectural Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 122	Architectural Presentations	4
ARCH 141	Design Drawing and Communication	4
ARCH 142	Architectural Materials and Specifications	4
ARCH 201	Design III - Environmental Design	4
ARCH 202	Design IV - Advanced Project	4
ARCH 221	Architectural Illustration	3
ARCH 222	Advanced Digital Design, Illustration and Animation	3
ARCH 250	World Architecture I	3
ARCH 251	World Architecture II	3
Total Units		44

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 Concentration, AS

## Technology and Health Division Degree S0392

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 a professional school of architecture. 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be employed or actively seeking employment in the field or a related field.
- Create design development and working drawing sets reflecting refined job skills in architectural CAD.
- Transfer to a 4 year university in a related major.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARCH 101	Design I - Elements of Design	4
ARCH 121	CADD and Digital Design Media Level I	4
ARCH 141	Design Drawing and Communication	4
ARCH 142	Architectural Materials and Specifications	4
ARCH 145	Building and Zoning Codes	3
ARCH 146	Architectural Drawings and Fabrications	3
ARCH 147	Architectural CAD and BIM	3
ARCH 247	Architectural CAD Working Drawings	3
INSP 70	Elements of Construction	3
INSP 71	Construction Estimating	3
EDT 26	Civil Engineering Technology and CAD	3
Total Units		37

An advanced MATH course and PHYS 2AG typically are required for transfer to a professional school of architecture. Verify all requirements with the transfer institution.

# Aviation Science, AS

## Technology and Health Division Degree S0910

This curriculum meets the requirements of the Federal Aviation Administration Air Traffic Collegiate Training Initiative (AT-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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AERO 100	Primary Pilot Ground School	4
AERO 102	Aviation Weather	3
AERO 104	Federal Aviation Regulations	2
AERO 152	Air Transportation	3
AERO 200	Aviation Safety and Human Factors	3
AERO 250	Navigation	3
AERO 252	Instrument Ground School	3
AIRT 151	Aircraft Recognition and Performance	3
AIRT 201	Terminal Air Traffic Control	3
AIRT 203	Enroute Air Traffic Control	3
AIRT 251	Air Traffic Control Team Skills	1.5
Total Units		31.5

## Recommended Electives

AERO 150	Commercial Pilot Ground School	3
AERO 202	Aircraft and Engines	3
BUSM 60	Human Relations in Business	3

# Building Automation, AS

## Technology and Health Division

**Degree 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 courses.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Identify the startup and operational sequence of a chiller plant.
- Understand the purpose and function of chiller plant economizers.
- Demonstrate the use and application of controlled devices.
- Develop programming strategies for a chiller plant.
- Evaluate the energy usage of a multi-story commercial building.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

AIRC 20	Refrigeration Fundamentals	4
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5
AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4
AIRC 34	Advanced Mechanical Refrigeration	4
AIRC 61	Building Automation Fundamentals	2.5
AIRC 65	Building Automation Networks and Programming	3
AIRC 67	Energy Management	4
ELEC 11	Technical Applications in Microcomputers	3
CISW 41	XML Secure Programming	3
CNET 56	Computer Networks	4
Total Units		36.5

**Business: Management, AS****Business Division****Degree 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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Identify how governments influence trade.
- Apply management concepts and functions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

BUSA 7	Principles of Accounting - Financial	5
BUSM 10	Principles of Continuous Quality Improvement	3
BUSM 20	Principles of Business	3

BUSM 51	Principles of International Business	3
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSS 36	Principles of Marketing	3
CISB 15	Microcomputer Applications	3.5
Total Units		29.5

**Recommended Electives**

BUSM 81	Work Experience in Business	1-4
BUSM 85	Special Issues in Business	2
BUSS 85	Special Issues in Marketing	2

**Business: Retail Management, AS****Business Division****Degree 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.

**Program Learning Outcomes**

Upon successful completion of this program, a student will be able to:

- Define organizational culture, socialization and mentoring.
- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses**

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSA 11	Fundamentals of Accounting	3
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSO 25	Business Communications	3
BUSO 26	Oral Communications for Business	3
BUSS 36	Principles of Marketing	3
CISB 15	Microcomputer Applications	3.5
FASH 62	Retail Buying and Merchandising	3
or BUSS 50	Retail Store Management and Merchandising	
Total Units		32.5

**Child Development, AS****Business Division****Degree S1315**

This program provides a theoretical framework and practical experience developing skills necessary to work directly in preschool classrooms. Graduates can be employed at the teacher or master teacher level. The program develops students' skills and abilities in observation and

assessing, planning and executing activities, and classroom management based on developmentally appropriate practices. Degree requirements exceed the identified eight (8) courses for transfer by requiring additional practical experience and curriculum courses.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Understand and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.
- Be able to evaluate Early care and Education Program regulations, standards, policies according to Title 22 California.
- Be grounded in Child Development knowledge(theory) and use their understanding of young children and their needs to create environments that are healthy, respectful, supportive and challenging for each child.
- Understand that successful programs depend upon partnerships with children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.
- Understand that child observation, documentation and other forms of assessment are central to the practices of all early childhood professionals. Students use systematic observations, documentation, and other effective assessment strategies to positively influence the development of every child.
- Understand the importance of developmental domains and academic content areas. Students use their knowledge and other resources to design, implement, and evaluate meaningful challenging curriculum.
- Be able to identify and conduct themselves as members of the early childhood profession. They know ethical guidelines and other professional standards related to early childhood practices. They know ethical guidelines and other professional standards related to early childhood education.
- Be able to apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs <sup>1</sup>	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 66	Early Childhood Development Observation and Assessment	2
CHLD 66L	Early Childhood Development Observation and Assessment Laboratory <sup>1</sup>	1
CHLD 67	Early Childhood Education Practicum	2
CHLD 67L	Early Childhood Education Practicum Laboratory <sup>1</sup>	1
CHLD 68	Children With Special Needs	3

CHLD 69	Early Childhood Development Field Work Seminar	2
CHLD 84	Guidance and Discipline in Child Development Settings	1
CHLD 91	Early Childhood Development Field Work <sup>1</sup>	1
Total Units		28

## Recommended Electives

CHLD 50	Teaching in a Diverse Society	3
CHLD 51	Early Literacy in Child Development	3
CHLD 61	Language Arts and Art Media for Young Children	3
CHLD 62	Music and Motor Development for Young Children	3
CHLD 63	Creative Sciencing and Math for Young Children	3
CHLD 71A	Administration of Child Development Programs	3
CHLD 71B	Management/Marketing/Personnel for ECD Programs	3
CHLD 72	Teacher, Parent, and Child Relationships	3
CHLD 73	Infant/Toddler Care and Development <sup>1</sup>	3

Note: These courses are acceptable for the Child Development requirements leading to the Child Development Permit.

<sup>1</sup> Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at Child Development Center (<http://www.mtsac.edu/cdc/immunization>).

# Commercial Flight, AS

## Technology and Health Division Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Recognize and comprehend terms and vocabulary associated with piloting and air traffic control; early federal legislation that was influential in shaping the aviation industry; the function of government in regulating the aviation industry; airline economics and demand; and career planning skills and resources.
- Recognize and comprehend physiology limitations humans experience in flight; comprehend the skills, techniques, and procedures of advanced crew resource management (ACRM), and applying ACRM principles in problem-solving scenarios; analyze

aircraft accident case-studies and identify key factors leading to aircraft accidents.

- Identify and determine the characteristics of North American continental and worldwide weather systems; encode and decode hourly surface weather observations and pilot reports; encode and decode aviation weather forecasts and meteorological advisories; and summarize aviation weather conditions and forecasts using a variety of charts, observations, and forecasts with the goal of demonstrating good decision-making and problem-solving skills.
- Comprehend the skills, techniques, and procedures for safely operating aircraft in primary, instrument, and commercial flight operations. Students will be able to explain the principles of flight and aerodynamics as they relate to airplanes, helicopters, and other high-performance aircraft; analyze aircraft performance data necessary for takeoff and landing and evaluate problem-solving scenarios for "go" and "no-go" decisions; analyze and apply weight and balance principles in problem-solving scenarios.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AERO 100	Primary Pilot Ground School	4
AERO 102	Aviation Weather	3
AERO 104	Federal Aviation Regulations	2
AERO 150	Commercial Pilot Ground School	3
AERO 152	Air Transportation	3
AERO 200	Aviation Safety and Human Factors	3
AERO 202	Aircraft and Engines	3
AERO 250	Navigation	3
AERO 252	Instrument Ground School	3
Total Units		27

### Recommended Electives

AIRT 151	Aircraft Recognition and Performance	3
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Note: 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, AS

### Business Division Degree S0706

The A.S. Degree in Database Management Systems is a two-year program designed to prepare students for careers in database management systems. The degree offers a balanced catalog of classes that prepares students to work with both small and enterprise-level computer databases required by industry. Emphasis is placed on current techniques used in relational database management systems, including creating and maintaining table data, setting appropriate relationships between tables, querying needed information, creating additional objects needed for the dissemination of information from the database and setting properties to help ensure the security of data. In addition, VBA (Visual Basic for Applications) programming is covered. The enterprise level also concentrates in SQL development. In addition, the degree covers

the theory of database design, including normalization and other current database topics. Students wishing a bachelor's degree (transfer program) should meet with a counselor or advisor to discuss transferability of courses. Opportunities that are available after completion of this degree include, but are not limited to, database administrators, designers and developers, and database systems analysts.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply normalization rules to database design.
- Create a program using script and stored procedure.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	3.5
CISD 40	Database Design	3
CISM 11	Systems Analysis and Design	3.5
Choose one from the following:		3-3.5
CISN 21	Windows Operating System	
CISN 31 & 31L	Linux Operating System and Linux Operating System Laboratory	
BUSM 20 or BUSA 7	Principles of Business or Principles of Accounting - Financial	3-5
Choose two lecture-lab combinations from the following:		7
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISD 14 & 14L	VBA for Excel and Access and VBA for Excel and Access Lab	
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory	
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory	
Total Units		26.5-29

## Computer and Networking Technology, AS

### Technology and Health Division Degree S0725

The Computer and Networking Technology program prepares students to become computer and networking service technicians. The program provides foundations in basic 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply knowledge of fundamental electronics principles, including voltage, current, and signal levels, to the analysis and troubleshooting of computers and data-communications networks.
- Apply knowledge of computers and their components to the development and implementation of interconnected systems of computers.
- Apply knowledge of computer technology, with an emphasis on hardware, to the development and deployment of complete computer networks.
- Demonstrate an understanding of the physical and logical characteristics needed to support and secure network and server environments.
- Function effectively as a member of a technical team including documenting work, writing clearly and appropriately in an Information Technology context, respecting user data, and considering the ethical consequences of decisions.
- Articulate knowledge of the CompTIA certification processes, including potential exam content, philosophy, and test taking and study strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

CNET 50	PC Servicing	4
CNET 52	PC Operating Systems	4
CNET 54	PC Troubleshooting	4
CNET 56	Computer Networks	4
CNET 58	Server Systems	4
CNET 60	A+ Certification Preparation	2
CNET 62	Network+ Certification Preparation	2
CNET 64	Server+ Certification Preparation	2
CNET 66	Security+ Certification Preparation	2
ELEC 11 or CISB 15	Technical Applications in Microcomputers Microcomputer Applications	3-3.5
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 56	Digital Electronics	4
TECH 60	Customer Relations for the Technician	2
Total Units		45-45.5

## Recommended Electives

ELEC 51	Semiconductor Devices and Circuits	4
ELEC 74	Microcontroller Systems	4

# Computer Network Administration and Security Management, AS

## Business Division

### Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Configure and install a firewall.
- Implement a secured translation for service hosting through firewall.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

CISN 11	Telecommunications/Networking	3
CISN 11L	Telecommunications/Networking Laboratory	0.5
CISN 24	Window Server Network and Security Administration	3
CISN 24L	Window Server Network and Security Administration Laboratory	0.5
CISN 51	Cisco CCNA Networking and Routing	3
CISN 51L	Cisco CCNA Networking and Routing Laboratory	0.5
CISS 21	Network Vulnerabilities and Countermeasures	3
CISS 21L	Network Vulnerabilities and Countermeasures Laboratory	0.5
CISS 23	Network Analysis, Intrusion Detection/Prevention Systems	3
CISS 23L	Network Analysis, Intrusion Detection/Prevention Systems Laboratory	0.5
CISS 25	Network Security and Firewalls	3
CISS 25L	Network Security and Firewalls Laboratory	0.5
CISS 29	CNASM Service Learning	1

### Required Electives

Choose one lecture or one combination lecture/lab course from the following: 1-4

CISB 11	Computer Information Systems
CISN 21	Windows Operating System
CISN 31 & 31L	Linux Operating System and Linux Operating System Laboratory
CISN 34 & 34L	Linux Networking and Security and Linux Networking and Security Laboratory
CISP 11 & 11L	Programming in Visual Basic and Programming in Visual Basic Laboratory
CISP 21 & 21L	Programming in Java and Programming in Java Laboratory
CISP 31 & 31L	Programming in C++ and Programming in C++ Laboratory
CISP 41 & 41L	Programming in C# and Programming in C# Laboratory
CISS 13	Principles of Information Systems Security
CISS 15	Operating Systems Security
CISS 27	Cyber Defense
Total Units	23-26

## Computer Programming, AS

### Business Division Degree S7302

The A.S. Degree in Computer Programming is designed to prepare students for a career in computer programming. The degree offers a balanced set of classes that provides students with client, server and database programming skills required by the industry. Emphasis is placed on object-oriented programming applications, configuring servers, creating and navigating databases, and reusable software components. Students will demonstrate the ability to design and implement business environment applications that will contain the front end user interface and back end database. Student in this program select one of the following three programming language concentrations: C++, Visual Basic.NET or Java. Career opportunities available after the completion of this degree include programming for systems, mobile devices, device drivers and software engineering. Students wishing a bachelor's degree (transfer program) should meet with a counselor or advisor to discuss transferability of courses.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Display data from related database tables.
- Update a SQL Server database.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

#### Core Courses

CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	3.5
CISM 11	Systems Analysis and Design	3.5
Choose one from the following:		3-3.5
CISN 21	Windows Operating System	

CISN 31 & 31L	Linux Operating System and Linux Operating System Laboratory	
CISP 10	Principles of Object-Oriented Design	2.5
BUSM 20	Principles of Business	3-5
or BUSA 7	Principles of Accounting - Financial	
Choose one from the following combinations:		3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory	
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory	

#### Required Electives

Choose one of the following concentrations: 7

#### C++

CISP 31	Programming in C++
CISP 31L	Programming in C++ Laboratory
CISP 34	Advanced C++ Programming
CISP 34L	Advanced C++ Programming Laboratory

#### Visual Basic

CISP 11	Programming in Visual Basic
CISP 11L	Programming in Visual Basic Laboratory
CISP 14	Advanced Visual Basic .NET
CISP 14L	Advanced Visual Basic.NET Laboratory

#### Java

CISP 21	Programming in Java
CISP 21L	Programming in Java Laboratory
CISP 24	Advanced Java Programming
CISP 24L	Advanced Java Laboratory

Total Units 29.5-32

## Construction Inspection, AS

### Technology and Health Division Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Be technically competent.
- Be employed or seeking employment in the field or a related field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ARCH 142	Architectural Materials and Specifications	4
ARCH 145	Building and Zoning Codes	3
INSP 17	Legal Aspects of Construction	3



INSP 70	Elements of Construction	3
INSP 71	Construction Estimating	3
INSP 87	Fundamentals of Construction Inspection	3
Total Units		19

### Recommended Electives

ARCH 141	Design Drawing and Communication	4
ARCH 146	Architectural Drawings and Fabrications	3
INSP 67	Reading Construction Drawings	3

## Educational Paraprofessional (Instructional Assistant), AS

### Business Division

#### Degree S0375

This degree program prepares paraprofessionals to work with children in a variety of ways that enhance learning. 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" as specified by federal legislation.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Identify a variety of effective teaching strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

#### Core Courses

CHLD 1	Child, Family, School and Community	3
Choose one from the following:		3
CHLD 10	Child Growth and Lifespan Development	
CHLD 10H	Child Growth and Lifespan Development-Honors	
CHLD 11	Child and Adolescent Development	
PSYC 14	Developmental Psychology	
PSYC 15	Introduction to Child Psychology	
CHLD 68	Children With Special Needs	3
EDUC 10	Introduction to Education	3
EDUC 16	Aspects and Issues in Teaching	3

#### Required Electives

Choose one course from the following:		3
CHLD 51	Early Literacy in Child Development	
CHLD 64	Health, Safety and Nutrition of Children	
ENGL 81	Language Acquisition	
KIN 3	First Aid and CPR	
LIT 40	Children's Literature	
Total Units		18

## Electronics and Computer Engineering Technology, AS

### Technology and Health Division

#### Degree S0906

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.).

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply knowledge of electronic principles to the areas of communications, industrial electronics, and microcontrollers.
- Demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- Quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- Communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- In advanced courses, connect concepts learned in introductory courses to more general principles applicable in the employment context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ELEC 11	Technical Applications in Microcomputers	3
ELEC 12	Computer Simulation and Troubleshooting	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 50B	Electronic Circuits (AC)	4
ELEC 51	Semiconductor Devices and Circuits	4
ELEC 53	Communications Systems	4
ELEC 54A	Industrial Electronics	4
ELEC 54B	Industrial Electronic Systems	3
ELEC 55	Microwave Communications	4
ELEC 56	Digital Electronics	4
ELEC 61	Electronic Assembly and Fabrication	3
ELEC 74	Microcontroller Systems	4

TECH 60	Customer Relations for the Technician	2
Total Units		45

### Recommended Electives

CISP 11	Programming in Visual Basic	3
ELEC 62	Advanced Surface Mount Assembly and Rework	2
ELEC 76	FCC General Radiotelephone Operator License Preparation	2
PHYS 2AG	General Physics	4

## Emergency Medical Services, AS

### Technology and Health Division Degree 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 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate competence in the following areas: patient assessment skills, scene management, knowledge of the laws governing Paramedic scope of practice, knowledge of the functions of cells, tissues, organs and organ systems as they relate to paramedic practices and patient care, the ability to utilize appropriate communications skills and demeanor with patients, family members, and field/hospital staff as well as display assertiveness in emergency situations as evidenced by proper assessment and selection of interventions.
- Demonstrate competence in the assessment and treatment of the following: Cardiovascular emergencies, Neurological emergencies, Respiratory emergencies, Abdominal emergencies, Diabetic emergencies, Endocrine/renal emergencies, Behavioral emergencies, Traumatic emergencies, Environmental emergencies, Obstetrical emergencies and Pediatric emergencies.
- Be employable/seeking employment in the field of paramedicine or a related field.
- Have demonstrated skills competency to State & National standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

EMS 10	Anatomy and Physiology for Paramedics	3.5
EMS 20	Emergency Cardiac Care for Paramedics	2
EMS 30	Pharmacology for Paramedics	3
EMS 40	Cardiology for Paramedics	3
EMS 50	Paramedic Skills Competency	5.5

EMS 60	EMS Theory for Paramedics	9
EMS 70	Paramedic Clinical Internship	4
EMS 80	Paramedic Field Externship	10
Total Units		40

### Recommended Electives

ADJU 1	The Administration of Justice System	3
FIRE 1	Fire Protection Organization	3
PSYC 1A	Introduction to Psychology	3
SOC 1	Sociology	3

The Emergency Medical Services faculty recommends 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 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%2010>) - EMS 60 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%2060>), he/she will be dropped from the program. 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 reenter the Paramedic Program at Mt. SAC.

## 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 Health Careers Resource Center, (909)274-4788. All applications are dated upon receipt in the Technology and Health Division Office. The Paramedic Program begins two times per year and runs for 29 weeks.
5. Take the Assessment of Written English, Math Placement test, and Degrees of Reading Power tests at least ten working days before the start of the pre-course EMS 1 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%201>) and EMS 2 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%202>). Placement examinations will be individually assessed to determine eligibility for the pre-courses. The placement tests are administered by the Assessment Center in the Student Services Center.

6. Successful completion of EMS 1 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%201>) Paramedic Fundamentals and Selection and EMS 2 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=EMS%202>) Preparation for Paramedic Program .
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 Health Careers Resource Center, 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 Health Careers Resource Center.  
**Example:**  
 Mt. San Antonio College  
 Health Careers Resource Center, Bldg. 67B, Room 250  
 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.

All applicants are expected 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 criterion 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.

The Emergency Medical Services program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

#### Contact:

Committee on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 (727)210-2350 [www.caahep.org](http://www.caahep.org) (<http://www.caahep.org>)

## Equipment Technology, AS

### Natural Sciences Division

#### Degree 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 Agricultural Sciences. (<http://www.mtsac.edu/agriculture>)

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to demonstrate fundamentals of operating tractors and equipment covered in class.
- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation.
- Be proficient in engine disassembly, evaluation of components, and reassembly of small air-cooled gasoline engine.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3
AGAG 59	Work Experience in Agriculture	1-4
AGOR 51	Tractor and Landscape Equipment Operations	3

AGOR 52	Hydraulics	3
AGOR 53	Small Engine Repair I	3
AGOR 54	Small Engine Repair II	3
AGOR 55	Diesel Engine Repair	3
AGOR 56	Engine Diagnostics	3
AGOR 57	Power Train Repair	3
AGOR 71	Construction Fundamentals	3
AGOR 72	Landscape Hardscape Applications	3
CISB 15	Microcomputer Applications	3.5
Total Units		34.5-37.5

## Fashion Design and Technologies, AS

### Business Division Degree S1320

The Fashion Design and Technologies Degree consists of apparel design courses that prepare students for careers in apparel manufacturing, production, and technical design. This program emphasizes technology used in the apparel industry and technical design. Upon completion of the program, students will be proficient in technical drawing, computer patternmaking, and apparel related software. Students will gain hands-on experience in using industry related software and develop advanced technical design and production skills.

### Student Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Create an apparel collection including textile designs and flats (technical drawings) pursuant to apparel industry standards.
- Demonstrate their understanding of the fashion industry trend research process.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

FASH 8	Introduction to Fashion	3
FASH 10	Clothing Construction I	3
FASH 12	Clothing Construction II	3
FASH 14	Dress, Culture, and Identity	3
FASH 15	Aesthetic Design in Fashion	3
FASH 17	Textiles	3
FASH 21	Patternmaking I	3
FASH 22	Fashion Design By Draping	3
FASH 23	Patternmaking II	3
FASH 24	Fashion Patternmaking by Computer	3
FASH 25	Fashion Computer-Assisted Drawing	3
Total Units		33

## Fashion Merchandising, AS

### Business Division Degree S1308

The A.S. Degree in Fashion Merchandising is designed to prepare students for entry-level careers in the apparel industry in Southern California. This A.S. program also offers students courses specializing in apparel retailing, advertising, textiles, and visual communications.

The courses emphasize the business of fashion, wholesale merchandise planning, and apparel branding targeting specific markets. Upon completion of the program, students will be able to develop marketing strategies, create promotional campaigns, understand the buying process, and analyze retail businesses. Entry-level employment opportunities available after completion of this program may include retail sales, small store merchandising and showroom assisting.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Analyze the marketing and promotional techniques of fashion and apparel companies.
- Demonstrate their understanding of the fashion industry trend research process.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

FASH 8	Introduction to Fashion	3
FASH 10	Clothing Construction I	3
FASH 15	Aesthetic Design in Fashion	3
FASH 17	Textiles	3
FASH 25	Fashion Computer-Assisted Drawing	3
FASH 59	Fashion Retailing	3
FASH 62	Retail Buying and Merchandising	3
FASH 63	Fashion Promotion	3
FASH 66	Visual Merchandising Display	3
Total Units		27

## Fire Technology, AS

### Technology and Health Division Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define fire department organization, culture, and methods of communication of entry level fire department personnel.
- Analyze and assess firefighter hazards, and demonstrate safe practices by using minimum standard safety procedures.
- Demonstrate knowledge of fire preventions efforts and a resulting reduction of life and property loss.
- Demonstrate knowledge of strategy and tactics required for the proper selection and safe use of firefighting methods, techniques, tools and equipment.
- Identify fire chemistry and behavior for the purpose of predicting fire dynamics and flame spread characteristics.
- Identify components of built-in and portable fire protections systems and alarm and notification devices.

- Demonstrate knowledge of the 5 basic types of construction. Identify the components and hazards related to each type.
- Demonstrate knowledge of Leadership and Management concepts as they relate to emergency and non-emergency situations.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

FIRE 1	Fire Protection Organization	3
FIRE 2	Fire Prevention Technology	3
FIRE 3	Fire Protection Equipment and Systems	3
FIRE 4	Building Construction for Fire Protection	3
FIRE 5	Fire Behavior and Combustion	3
FIRE 13	Principles of Fire and Emergency Services Safety and Survival	3

### Required Electives

Choose two courses from the following: 5.5-22.5

EMT 90	Emergency Medical Technician	
FIRE 6	Hazardous Materials/ICS	
FIRE 7	Fire Fighting Tactics and Strategy	
FIRE 8	Fire Company Organization and Management	
FIRE 9	Fire Hydraulics	
FIRE 10	Arson and Fire Investigation	
FIRE 11	Fire Apparatus and Equipment	
FIRE 12	Wildland Fire Control	
FIRE 86	Basic Fire Academy	
KINF 53	Physical Training for the Basic Fire Academy	

Total Units 23.5-40.5

The Fire Technology program is a Regionally Accredited Training Program (ARTP). The Office of the State Fire Marshall (OSFM) has a responsibility for accreditation of ARTP's throughout the State of California. An ARTP shall provide the following delivery components:

1. California Fire Service Training and Education System (CFSTES)
2. California Fire Service Training and Education Program (FSTEP)
3. Fire Incident Command Certification System (CICCS)
4. California Community College Chancellor's Office Standard Fire Technology Degree Core Program

### Contact:

Office of the State Fire Marshall 1131 S. Street Sacramento, CA 95811 (916) 445-8200 [www.osfm.fire.ca.gov](http://www.osfm.fire.ca.gov) (<http://www.osfm.fire.ca.gov>)

## General Business, AS

### Business Division

#### Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Describe the basic accounting system and how it is used to serve business needs.
- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Apply management concepts and functions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSL 18	Business Law	3
or BUSL 18H	Business Law - Honors	
BUSM 10	Principles of Continuous Quality Improvement	3
BUSM 20	Principles of Business	3
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSO 5	Business English	3
BUSO 25	Business Communications	3
BUSS 36	Principles of Marketing	3
CISB 15	Microcomputer Applications	3.5
Choose six units from the following:		6
BUSA	Business: Accounting	1-5
BUSC	Business: Economics	3
BUSL	Business: Law	1-3
BUSM	Business: Management	1-4
BUSS	Business: Sales, Merchandising and Marketing	1-4
CISB	Computer Information Systems Beginning	2-4

Total Units 41.5

## Graphic Design, AS

### Arts Division

#### Degree S0318

This program is designed to provide students with a combination of creative, design, problem solving, and technical skills necessary for entry-level employment as a Graphic Designer in the Commercial Art industry. Students completing this program are eligible for advanced training or transfer to a college or university for further study.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Research and interpret information necessary to develop an effective message(s) and strategy for a commercial art assignment.
- Develop and communicate creative, visual solutions for a commercial art assignment.
- Design commercial art products that effectively utilize principles and elements of design.
- Select and use appropriate, industry standard tools and technology to produce commercial art products.
- Present their commercial art products, explaining and defending their strategic choices, creative ideas and design decisions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARTC 100	Graphic Design I	3
ARTC 120	Graphic Design II	3
ARTC 160	Typography	3
ARTC 165	Illustration	3
ARTC 290	Portfolio	3
ARTD 15A	Drawing: Beginning	3
ARTD 17A	Drawing: Life	3
ARTD 20	Design: Two-Dimensional	3
ARTD 25A	Beginning Painting I	3
Choose one course from the following:		3
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	
Total Units		30

## Recommended Electives

AHIS 4	History of Western Art: Prehistoric Through Gothic	3
ANIM 172	Motion Graphics, Compositing and Visual Effects	3
ANIM 175	Digital Animation	3
ARTC 140	Graphic Design III	3
ARTC 299	Work Experience in Graphic Design	1-3
ARTD 16	Drawing: Perspective	3
ARTD 45A	Printmaking: Introduction to Screenprinting	3
ARTS 22	Design: Three-Dimensional	3
PHOT 10	Basic Digital and Film Photography	3

## Histologic Technician Training, AS

### Natural Sciences Division

#### Degree 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 hybridization. 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Choose one course from the following:		3-5
ANAT 10B	Introductory Human Physiology	
ANAT 36	Human Physiology	
MICR 26	Introduction to Immunology	
ANAT 35	Human Anatomy	5
Choose one course from the following:		5
CHEM 10	Chemistry for Allied Health Majors	
CHEM 40	Introduction to General Chemistry	
CHEM 50	General Chemistry I	
CHEM 50H	General Chemistry I - Honors	
HT 1	Introduction to Histotechnology	1
HT 2	Scientific Basics for Histotechnicians	3
HT 10	Histology	3
HT 12	Beginning Histotechniques	5
HT 14	Advanced Histotechniques	5
HT 16	Histochemistry and Immunohistochemistry	4
HT 17	Work Experience in Histotechnology	4
MICR 1	Principles of Microbiology	4-5
or MICR 22	Microbiology	
Total Units		42-45

The Histologic Technician Training program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

### Contact:

National Accrediting Agency for Clinical Laboratory Sciences 5600 N. River Rd., Suite 720 Rosemont, IL 60018-5119 (773) 714-8880 (773) 714-8886 (fax) [info@naaccls.org](mailto:info@naaccls.org) <http://naaccls.org/>

## Horse Ranch Management, AS

### Natural Sciences Division

#### Degree S0102

Horse Ranch Management offers students a look into the science, breeding, management and training of horses using a hands-on approach. It helps to prepare students for a variety of jobs in the horse industry and is molded around a core of horse science, agriculture, and general education courses. 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.

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to design a comprehensive production/business plan for various horse-related activities.
- Demonstrate professional conduct in the industry.
- Be able to obtain an entry-level position in the horse industry.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGAG 59	Work Experience in Agriculture <sup>1</sup>	3
AGAN 2	Animal Nutrition	3
AGAN 94	Animal Breeding	3

AGLI 16	Horse Production and Management	4
AGLI 18	Horse Ranch Management	4
AGLI 19	Horse Hoof Care	2
AGLI 20	Horse Behavior and Training	2
AGLI 96	Animal Sanitation and Disease Control	3
AGLI 97	Artificial Insemination of Livestock	2
<b>Required Electives</b>		
Choose six units from the following:		6
AGOR 51	Tractor and Landscape Equipment Operations	
AGOR 53	Small Engine Repair I	
AGOR 71	Construction Fundamentals	
BUSM 20	Principles of Business	
BUSM 66	Small Business Management	
WELD 40	Introduction to Welding	
<b>Total Units</b>		<b>32</b>

<sup>1</sup> Complete three units of AGAG 59.

## Hospitality and Restaurant Management, AS

### Business Division

#### Degree S1307

This Associate of Science in Hospitality and Restaurant Management prepares students for mid-level or Manager-In-Training positions in the hospitality industry. Students gain practical and management training in: food safety and sanitation, food production, dining room service management, supervision, cost control, financial accounting, lodging management, and hospitality law. Students who successfully complete the requirements for this degree will also earn the Food Protection Manager Certification from the National Restaurant Association upon passing the ServSafe Exam. This program is designed to articulate with the Collins College of Hospitality Management at Cal Poly Pomona as well as other universities. Students wishing to transfer should consult with Hospitality Management Coordinator to discuss transfer options.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Locate a current hospitality job, write a report on the prospective employer, write a cover letter and resume.
- Identify a recognized hospitality leader and accurately describing type of leadership style adopted by this leader and the characteristics that made them successful.
- Determine the presence of foodborne-illness outbreak.
- Identify foodborne pathogen, their sources, and resulting illnesses, and symptoms.
- Differentiate between the various styles of service including: American (Pre-plated), English (Family), Russian (Platter), French (Gueridon).
- Identify food safety and sanitation practices within a food service establishment.
- Plan a food production schedule and assemble the tools, equipment, and ingredients required to produce a recipe in an organized and efficient manner.

- Recipe knowledge, accuracy and execution: Follow recipe procedures to produce food at the appropriate temperature, consistency, texture, flavor, and in a timely manner.
- Identify leadership styles and recognize successful motivational techniques.
- Analyze the operational and cost control performance of a restaurant.
- Conduct break-even analysis on a food & beverage facility and conduct cost volume analysis to determine number of customers required to attain desired profits.
- Calculate the recipe cost of an entire menu.
- Analyze the popularity and profitability of a menu.
- Develop a business plan for a catering business and understand the enormity of planning for and opening a small business.
- Students will be able to meet with prospective clients and plan all elements of a special event.
- Develop an Income Statement (P&L) for a hospitality operation.
- Develop a Balance Sheet for a hospitality operation.
- Identify and differentiate the four sources of law
- Analyze a hospitality civil case and determine the facts, elements of negligence, possible consequences and outcomes.
- Identify staffing needs for a hotel Front Desk based on occupancy, level of activity, and budget constraints.
- Establish room rates based on desired profits using the Hubbart formula.
- Develop measurable skill-based learning objectives, which they will attain at the end of their work experience period.
- Demonstrate proficiency of skills specified in the measurable objectives.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

HRM 51	Introduction to Hospitality	3
HRM 52	Food Safety and Sanitation	1.5
HRM 53	Dining Room Service Management	3
HRM 54	Basic Cooking Techniques	3
HRM 56	Hospitality Supervision	3
HRM 57	Hospitality Cost Control	3
HRM 64	Hospitality Financial Accounting	3
HRM 66	Hospitality Law	3
HRM 70	Introduction to Lodging	3
Choose one course from the following:		3
HRM 61	Menu Planning	
HRM 62	Event Planning and Catering	
HRM 91	Hospitality Work Experience <sup>1</sup>	

**Total Units** 28.5

<sup>1</sup> This is a variable unit course. Three units are required.

## Human Resource Management, AS

### Business Division

#### Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Apply management concepts and functions
- Explain theory and practical application of Equal Employment Opportunity current employment laws
- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ANTH 22	General Cultural Anthropology	3
BUSA 70	Payroll and Tax Accounting	3
BUSL 19	Advanced Business Law	3
BUSM 20	Principles of Business	3
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
BUSO 25	Business Communications	3
CISB 15	Microcomputer Applications	3.5
Total Units		27.5

## Industrial Design Engineering, AS

### Technology and Health Division

#### Degree S0331

This program is designed to prepare the student for a career in a wide range of industries including product and industrial design firms and fabrication and manufacturing companies. Students are introduced to product development from design through prototyping and fabrication for manufacturing.

Portfolio or prototype development is required on each of the semester levels. In the Level Three certificate and AS Degree course work, this will culminate in a final "senior project," which is a portfolio that includes two and three-dimensional design, documentation (accountability measures), presentation, and fabrication. This project will demonstrate the student's mastery of the concepts and methodologies learned during the program.

Students desiring a Bachelor's Degree should consult with a counselor or an educational advisor to discuss transferability of courses.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

IDE 110	Design Foundation-Visual Literacy	3
IDE 120	Introduction to CAD	3
IDE 130	Shop Processes	3

IDE 150	Design Foundations	3
IDE 160	Intermediate CAD	3
IDE 170	Introduction to Prototyping	3
IDE 210	Advanced Media	3
IDE 220	Advanced CAD	3
IDE 230	Introduction to Mechanical Principles	3
IDE 250	Product Design and Viability	6
IDE 270	Manufacturing Processes and Materials	3
Total Units		36

## Recommended Electives

ELEC 50A	Electronic Circuits - Direct Current (DC)	4
ELEC 81	Laboratory Studies in Electronics Technology	1-2
MATH 51	Elementary Algebra	4
PHYS 1	Physics	4
WELD 30	Metal Sculpture	2
WELD 40	Introduction to Welding	2

## Integrated Pest Management, AS

### Natural Sciences Division

#### Degree 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 1	Horticultural Science	3
AGOR 24	Integrated Pest Management	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 39	Turf Grass Production and Management	3
AGOR 50	Soil Science and Management	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3
AGOR 91	Work Experience in Nursery Operations	3
Choose at least six units from the following:		6
BIOL 1	General Biology	
BIOL 2	Plant and Animal Biology	
BIOL 3	Ecology and Field Biology	



BIOL 4	Biology for Majors	
or 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	
BIOL 50	Biology Basic Skills	
BTNY 3	Plant Structures, Functions, and Diversity	
CHEM 10	Chemistry for Allied Health Majors	
CHEM 20	Introductory Organic and Biochemistry	
CHEM 40	Introduction to General Chemistry	
CHEM 50	General Chemistry I	
or CHEM 50H	General Chemistry I - Honors	
CHEM 51	General Chemistry II	
CHEM 80	Organic Chemistry	
CHEM 81	Organic Chemistry II	
Choose nine units from the following:		9
AGOR 2	Plant Propagation/Greenhouse Management	
AGOR 15	Interior Landscaping	
AGOR 32	Landscaping and Nursery Management	
AGOR 40	Sports Turf Management	
AGOR 75	Urban Arboriculture	
Total Units		42

## Interior Design, AS

### Business Division

#### Degree 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 set necessary to obtain a variety of positions in the design field.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Successfully design a space based on a concept.
- Successfully meet program requirements.
- Successfully demonstrate craftsmanship skills in the presentation of a space.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ID 10	Introduction to Interior Design	2
ID 10L	Introduction to Interior Design Laboratory	1
ID 12	Materials and Products for Interior Design	3
ID 14	History of Furniture and Decorative Arts	3
ID 20	Color and Design Theory I	3
ID 21	Color and Design Theory II	3
ID 22	Design Drawing for Interior Design	3
ID 23	Computer Aided Drawing for Interior Design I	3

ID 25	Space Planning for Interior Design I	3
ID 26	Space Planning for Interior Design II	3
ID 27	Rapid Visualization	3
ID 29	Interior Design Studio I	3
ID 31	Building Systems for Interior Design	3
ID 32	Lighting Design and Theory for Interior Design	3
ID 34	Computer Aided Drawing for Interior Design II	3
ID 36	Portfolio Development for Interior Design	3
or ID 37	Business Practices for Interior Design	
ID 38	Internship in Interior Design	2
ID 39	Interior Design Studio II	3
Total Units		50

### Recommended Electives

AGOR 13	Landscape Design	3
AGOR 15	Interior Landscaping	3
ARCH 122	Architectural Presentations	4
ARTG 20	Art, Artists and Society	3
BUSA 72	Bookkeeping - Accounting	5
ID 50	Interior Design Specialized Studio	3
ID 99	Special Projects in Interior Design	1-3

The Interior Design program is accredited from the Interior Design - National Kitchen and Bath Association NKBA.

### Contact:

Interior Design - National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 [www.nkba.org/educator/college/accreditation.aspx](http://www.nkba.org/educator/college/accreditation.aspx) (<http://www.nkba.org/educator/college/accreditation.aspx>)

## Interior Design - Kitchen and Bath, AS

### Business Division

#### Degree 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.

### Program Learning Outcomes:

Upon successful completion of this program, a student will be able to:

- Successfully design a kitchen based on NKBA standards.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ID 10	Introduction to Interior Design	2
ID 10L	Introduction to Interior Design Laboratory	1
ID 12	Materials and Products for Interior Design	3
ID 14	History of Furniture and Decorative Arts	3
ID 20	Color and Design Theory I	3
ID 21	Color and Design Theory II	3
ID 22	Design Drawing for Interior Design	3
ID 23	Computer Aided Drawing for Interior Design I	3
ID 25	Space Planning for Interior Design I	3
ID 26	Space Planning for Interior Design II	3
ID 27	Rapid Visualization	3
ID 29	Interior Design Studio I	3
ID 31	Building Systems for Interior Design	3
ID 32	Lighting Design and Theory for Interior Design	3
ID 34	Computer Aided Drawing for Interior Design II	3
ID 36 or ID 37	Portfolio Development for Interior Design Business Practices for Interior Design	3
ID 38	Internship in Interior Design	2
ID 39	Interior Design Studio II	3
ID 40	Kitchen and Bath Studio I	3
ID 41	Kitchen and Bath Studio II	3
ID 48	Internship in Kitchen and Bath	3
Total Units		59

## Recommended Electives

ARCH 122	Architectural Presentations	4
BUSA 72	Bookkeeping - Accounting	5
BUSM 66	Small Business Management	3
BUSS 50	Retail Store Management and Merchandising	3
ID 50	Interior Design Specialized Studio	3
ID 99	Special Projects in Interior Design	1-3

The Interior Design - Kitchen and Bath program is accredited by the Interior Design - National Kitchen and Bath Association NKBA.

### Contact:

Interior Design - National Kitchen and Bath Association NKBA 687 Willow Grove St Hackettstown, NJ 07847 1(800) 843-6522 [www.nkba.org/educator/college/accreditation.aspx](http://www.nkba.org/educator/college/accreditation.aspx) (<http://www.nkba.org/educator/college/accreditation.aspx>)

## International Business, AS

### Business Division Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Identify how governments influence trade.
- Explain how a small business can prepare to conduct export operations.
- Describe business planning for small business.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSL 20	International Business Law	3
BUSM 20	Principles of Business	3
BUSM 50	World Culture: A Business Perspective	3
or ANTH 22	General Cultural Anthropology	
BUSM 51	Principles of International Business	3
BUSM 52	Principles of Exporting and Importing	3
BUSM 61	Business Organization and Management	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
Choose one from the following:		4
CHIN 1	Elementary Chinese	
FRCH 1	Elementary French	
GERM 1	Elementary German	
ITAL 1	Elementary Italian	
JAPN 1	Elementary Japanese	
SPAN 1	Elementary Spanish	
Total Units		28

## Recommended Electives

BUSM 81	Work Experience in Business	1-4
BUSM 85	Special Issues in Business	2
BUSS 85	Special Issues in Marketing	2

## Licensed Vocational Nurse to RN, AS

### Technology and Health Division

#### Degree S1201

The Mt. San Antonio College Nursing Program, approved 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 course work 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Successfully complete the Role Transition course to be accepted into the Nursing Program in the second semester.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Prerequisite Courses

Human Anatomy, including a laboratory component.	4
Human Physiology, including a laboratory component.	4
Microbiology, including a laboratory component.	4
ENGL 1A Freshman Composition <sup>1</sup>	4
PSYC 1A Introduction to Psychology <sup>2</sup>	3
CHLD 10 Child Growth and Lifespan Development <sup>3</sup>	3
or PSYC 14 Developmental Psychology	

<sup>1</sup> Minimum grade of C.

<sup>2</sup> PSYC 1A must be completed prior to entrance into NURS 5.

<sup>3</sup> CHLD 10 or PSYC 14 must be completed prior to entrance into NURS 6.

## 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 71 (Preferably MATH 71 or a college level math course completed).
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. Possess a current, active 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 Healthcare Provider CPR certification.
8. Criminal background check and drug screening must be completed prior to any patient contact.
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).

## Required Courses

### Required Nursing Courses

NURS 4	Maternity Nursing	3
NURS 5	Psychiatric Nursing	3
NURS 6	Pediatric Nursing	3
NURS 7	Medical-Surgical Nursing: Nutrition/ Elimination/ Surgical Asepsis	7
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/ Regulation	4

NURS 11 Preceptorship in Nursing 2

### Requirements for the Major

Select one of the following sequences:		8-10
ANAT 35 & ANAT 36	Human Anatomy and Human Physiology	
ANAT 10A & ANAT 10B	Introductory Human Anatomy and Introductory Human Physiology	
MICR 1 or MICR 22	Principles of Microbiology Microbiology	4-5
ENGL 1A or ENGL 1AH	Freshman Composition Freshman Composition - Honors	4
CHLD 10 or CHLD 10H or PSYC 14	Child Growth and Lifespan Development Child Growth and Lifespan Development- Honors Developmental Psychology	3
PSYC 1A or PSYC 1AH	Introduction to Psychology Introduction to Psychology - Honors	3
SPCH 1A or SPCH 1AH or SPCH 2 or SPCH 8 or SPCH 8H	Public Speaking Public Speaking - Honors Fundamentals of Communication Professional and Organizational Speaking Professional and Organizational Speaking - Honors	4

Total Units 54-57

## Selection Process

Students applying for admission to the Nursing Program are 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 and the Admission Assessment Test has been passed, students will enter on a first come first served basis.

## The Eligibility Appointment

1. Once a student has completed all course prerequisites, they may request an appointment with a counselor or educational advisor.
2. Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:
  - a. Official transcripts of all college work completed at all colleges.
  - b. If the prerequisite courses were completed at another college, a course description and a copy of the course syllabus.
  - c. 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 & Records Office).
  - d. Due to specific college deadlines for International Student application, please inform the Counseling/Educational Advisor that this applies to you.
  - e. All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States.

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

(May be corrected with adaptive devices)

- Color vision: ability to distinguish and identify colors
- 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 judgment/action which could result in death of a patient
- Exposed 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.

#### 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 offender 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](http://www.rn.ca.gov) (<http://www.rn.ca.gov>).

#### Contact:

California Board of Registered Nursing 1747 North Market Boulevard, Suite 150 Sacramento, CA 95834 (916) 322-3350 [www.rn.ca.gov](http://www.rn.ca.gov) (<http://www.rn.ca.gov>)

## Livestock Management, AS

#### Natural Sciences Division

#### Degree S0103

This program is designed to give students basic skills in livestock management for employment opportunities on farms, ranches, and agriculture sales and services.

### Program Learning Outcomes

*Upon successful completion of this program, a student:*

- Will be able to design a comprehensive production/business plan for various livestock species
- Can successfully transfer to the CSU and UC system.
- Will address animals welfare requirements when designing and implementing a livestock management system.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3
AGAG 59	Work Experience in Agriculture <sup>1</sup>	1-4
AGAN 1	Animal Science	3
AGAN 2	Animal Nutrition	3
AGAN 94	Animal Breeding	3
AGLI 14	Swine Production	3
AGLI 17	Sheep Production	3
AGLI 30	Beef Production	3
AGLI 34	Livestock Judging and Selection	2
AGLI 96	Animal Sanitation and Disease Control	3
AGLI 97	Artificial Insemination of Livestock	2

#### Required Electives

Agricultural Mechanics/Production

Choose three units from the following: 3

AGOR 53	Small Engine Repair I
AGOR 51	Tractor and Landscape Equipment Operations
WELD 40	Introduction to Welding
AGLI 16	Horse Production and Management

Business Management

Choose three units from the following: 3

BUSM 20	Principles of Business
BUSM 66	Small Business Management
BUSS 35	Professional Selling
BUSS 36	Principles of Marketing

#### Recommended Electives

AGAG 91	Agricultural Calculations
Total Units	35-38

<sup>1</sup> Complete one to four units of AGAG 59.

## Manufacturing Technology, AS

### Technology and Health Division

#### Degree 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 certification 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

EDT 16	Basic CAD and Computer Applications	4
EDT 18	Engineering CAD Applications	4
MFG 10	Mathematics and Blueprint Reading for Manufacturing	3
MFG 11	Manufacturing Processes I	2
MFG 12	Manufacturing Processes II	2
MFG 38	MasterCAM I	2
MFG 38B	MasterCAM II	2
MFG 85	Manual Computerized Numerical Control (CNC) Programming	2
WELD 40	Introduction to Welding	2
Total Units		23

## Marketing Management, AS

### Business Division

#### Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Develop a working knowledge of marketing terminology.
- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- List the characteristics of a successful salesperson.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSA 7	Principles of Accounting - Financial	5
or BUSA 72	Bookkeeping - Accounting	
BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSO 25	Business Communications	3
BUSS 35	Professional Selling	3
BUSS 36	Principles of Marketing	3
BUSS 85	Special Issues in Marketing	2
CISB 15	Microcomputer Applications	3.5
Choose one from the following:		3
BUSC 1A	Principles of Economics - Macroeconomics	
or BUSC 1A+	Principles of Economics - Macroeconomics - Honors	
BUSC 1B	Principles of Economics - Microeconomics	
or BUSC 1B+	Principles of Economics - Microeconomics - Honors	
BUSC 17	Applied Business Statistics	
BUSM 60	Human Relations in Business	
BUSO 5	Business English	
Total Units		28.5

## Mental Health Technology - Psychiatric Technician, AS

### Technology and Health Division

#### Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the ability to provide client care, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate nursing skills, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to successfully intervene at all levels of client escalation/de-escalation, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to support client efforts to achieve and maintain optimal mental health, within scope of practice, to successfully practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to safely administer medications, with scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to participate in all areas of treatment plan development, within scope of practice, to safely practice as an entry-level licensed psychiatric technician.
- Demonstrate the ability to develop and achieve entry-level professional goals.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

MENT 40	Introduction to Interviewing and Counseling	3
MENT 56	Medical-Surgical Nursing for Psychiatric Technicians	9
MENT 56L	Medical-Surgical Clinical Experience	4
MENT 58D	Advanced Medical-Surgical Nursing and Pharmacology for PT	4
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
MENT 72	Nursing Care of the Developmentally Disabled Person	7
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
MENT 82	Work Experience in Mental Health Technology	2
PSYC 1A	Introduction to Psychology	3
or PSYC 1AH	Introduction to Psychology - Honors	
Total Units		54

## Special Information

Additional general education courses needed for completion of the 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:

1. 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.)
2. Be 18 years of age.
3. File a college application and be accepted as a student at Mt. San Antonio College.
4. Submit an application for the Mental Health/Psychiatric Technician Program to the Health Careers Resource Center, (909) 274-4788. All applications are dated upon receipt in the Technology and Health Division Office. A program begins each fall and spring semester.

5. Take the required English Placement Test (AWE). Eligibility for ENGL 68 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=ENGL%2068>) 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 Health Careers Resource Center. (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) 274-7500, ext.4265.
6. 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 Health Careers Resource Center and the other to the Admissions and Records Office.
7. 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 Health Careers Resource Center and the other to the Admissions and Records Office. NOTE: Concerning Entrance Requirements 'e' and 'f', if the courses 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 Health Careers Resource Center.

### EXAMPLE:

Mt. San Antonio College  
Health Careers Resource Center, Bldg. 67B, Room 250  
Psychiatric Technician Program  
1100 North Grand Avenue  
Walnut, CA 91789-1399

1. 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 insure 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.
2. Certain convictions may prevent a candidate from being licensed as a Psychiatric Technician.
3. 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 heaving 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 device)
- 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 a 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 criterion for admission into the Mental Health Technology - Psychiatric Technician program, students must be able

to speak, write and read English to complete classes successfully and to ensure patient safety.

The Mental Health Technology - Psychiatric Technician program is accredited by the Board of Vocational Nursing and Psychiatric Technicians.

### Contact:

Board of Vocational Nursing and Psychiatric Technicians, Suite 205 2535 Capital Oaks Drive Sacramento, CA 95833 (916) 263-7800  
bvnpt@dca.ca.gov

# Nursing, AS

## Technology and Health Division Degree S1203

The Mt. San Antonio College Nursing Program, approved 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 course work 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.

Enrollment in the Mt San Antonio Registered Nursing Program – Generic Option – is open to persons regardless of sex, age, marital status, disability, ethnic group, religion or national origin. Applications are accepted twice a year for the Fall and Spring semesters via on-line application process.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Satisfy employers with the educational preparation of the Mt. SAC Nursing graduates.
- Score above the national average on the comprehensive predictor exam.
- Take the NCLEX exam for the 1st time and will cumulatively score above the national average.
- Deliver safe and competent patient care as newly licensed registered nurses.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## ADN General Education Requirements

All courses below must be completed with a grade of “C” or better. Due to the intensity of the program, students are highly encouraged to complete general education prior to admission into the program.

PSYC 14	Developmental Psychology <sup>1</sup>	3
or CHLD 10	Child Growth and Lifespan Development	
or CHLD 10H	Child Growth and Lifespan Development- Honors	
PSYC 1A	Introduction to Psychology <sup>2</sup>	3
or PSYC 1AH	Introduction to Psychology - Honors	
SPCH 1A	Public Speaking	4
or SPCH 1AH	Public Speaking - Honors	
or SPCH 2	Fundamentals of Communication	
or SPCH 8	Professional and Organizational Speaking	
or SPCH 8H	Professional and Organizational Speaking - Honors	

<sup>1</sup> Must be completed before NURS 6.

<sup>2</sup> Must be completed before NURS 5.

## Additional General Education Required for the Associate Degree

(These requirements are waived for students who have a Bachelor's degree or higher from a regionally accredited institution in the United States.)

<b>History or Political Science</b> <sup>1</sup>	3
Select one History or Political Science course <sup>1</sup>	3
<b>Arts</b>	
Select one course from the Arts area <sup>1</sup>	3
<b>Humanities</b>	
Select one course from the Humanities area <sup>1</sup>	3
<b>Physical Well-Being Requirement</b>	

Select at least one of the physical education activity courses with the following prefixes: DNCE, KINA, KINF, KINI, KINL, KINS, or KINX .5-1

#### Intermediate Algebra

MATH 71	Intermediate Algebra	5
or MATH 71X	Practical Intermediate Algebra	
or MATH 71B	Intermediate Algebra - Second Half	

#### Reading Competency

Complete the requirement.<sup>1</sup>

<sup>1</sup> See Mt. SAC Catalog for applicable courses.

### Requirements for Nursing

Course	Title	Units
<b>Semester 1</b>		
NURS 1A	The Nursing Process I	5
NURS 1B	The Nursing Process II	5
NURS 2	Pharmacology	2
	Units	12
<b>Semester 2</b>		
NURS 3	Medical-Surgical Nursing: Locomotion/ Sensory/Integ/Oncology/Immu	3.5
NURS 4	Maternity Nursing	3
NURS 6	Pediatric Nursing	3
	Units	9.5
<b>Semester 3</b>		
NURS 7	Medical-Surgical Nursing: Nutrition/ Elimination/ Surgical Asepsis	7
NURS 5	Psychiatric Nursing	3
	Units	10
<b>Semester 4</b>		
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/ Regulation	4
NURS 11	Preceptorship in Nursing	2
	Units	12
	Total Units	43.5

### Requests for Equivalency

Request for equivalency for core sciences: courses must meet or exceed the 4.0 unit minimum with a laboratory component, as required by the California Community College Chancellor's office. If you are uncertain whether a course taken inside or outside the California Community College system is equivalent to the Mt. SAC course, please contact the Nursing Educational Advisor Kathleen Clarke (kclarke@mtsac.edu).

### Foreign Course Work

Course work completed in another country may be accepted to satisfy requirements for graduation. Foreign transcripts must be evaluated by a recognized foreign evaluation service. If you are selected as a candidate for the Nursing Program, please submit an official, sealed copy of the foreign evaluation during your counseling appointment.

### High School Education or Equivalent

Applicants must provide proof of graduation from:

1. An accredited high school in the United States by transcripts or diploma or;
2. Documentation of a passing score on the General Education Development (GED) exam or;
3. Associate degree, or Baccalaureate degree from an accredited institution of higher education in the United States or;
4. Official evaluation of international diploma/degree

### Other Program Requirements

1. Meet the minimum physical and mental qualifications to perform essential nursing functions (see Essential Functions).
2. Criminal background check and drug screening must be completed prior to any patient contact.
3. A physical examination, including specific immunization is required of all candidates prior to the beginning of nursing classes.
4. Current Health Care Provider CPR certification

### 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 the Counseling Department at (909) 274-4380 to schedule an appointment.

### Requirements for Nursing

#### Required Nursing Courses

NURS 1A	The Nursing Process I	5
NURS 1B	The Nursing Process II	5
NURS 2	Pharmacology	2
NURS 3	Medical-Surgical Nursing: Locomotion/ Sensory/Integ/Oncology/Immu	3.5
NURS 4	Maternity Nursing	3
NURS 5	Psychiatric Nursing	3
NURS 6	Pediatric Nursing	3
NURS 7	Medical-Surgical Nursing: Nutrition/ Elimination/ Surgical Asepsis	7
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/ Regulation	4
NURS 11	Preceptorship in Nursing	2

#### Required Prerequisite Courses for the Major

Select one of the following sequences:		8-10
ANAT 35 & ANAT 36	Human Anatomy and Human Physiology	
ANAT 10B & ANAT 10A	Introductory Human Physiology and Introductory Human Anatomy	
MICR 1 or MICR 22	Principles of Microbiology Microbiology	4-5
ENGL 1A or ENGL 1AH	Freshman Composition Freshman Composition - Honors	4

#### Other General Education Requirements



CHLD 10	Child Growth and Lifespan Development <sup>1</sup>	3
or CHLD 10H	Child Growth and Lifespan Development- Honors	
or PSYC 14	Developmental Psychology	
PSYC 1A	Introduction to Psychology <sup>2</sup>	3
or PSYC 1AH	Introduction to Psychology - Honors	
SPCH 1A	Public Speaking	4
or SPCH 1AH	Public Speaking - Honors	
or SPCH 2	Fundamentals of Communication	
or SPCH 8	Professional and Organizational Speaking	
or SPCH 8H	Professional and Organizational Speaking - Honors	
Total Units		69.5-72.5

<sup>1</sup> CHLD 10 or PSYC 14 must be completed prior to entrance into NURS 6

<sup>2</sup> PSYC 1A must be completed prior to entrance into NURS 5

NOTE: Applicants planning to continue their education and enter a baccalaureate program in Nursing will need to meet with a counselor or educational adviser to discuss transferability of courses.

## Prerequisite Courses

Human Anatomy, including a laboratory component.	4
Human Physiology, including a laboratory component.	4
Microbiology, including a laboratory component.	4
ENGL 1A Freshman Composition <sup>1</sup>	4

<sup>1</sup> 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 these courses.
2. A cumulative grade point average (GPA) of 2.5 for all college coursework completed.
3. Eligibility for MATH 71 Intermediate Algebra (Preferably MATH 71 or a college level math course completed).
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. A physical examination, including specific immunizations is required of all candidates prior to the beginning of nursing classes.
6. Current Healthcare Provider CPR certification.
7. Criminal background check and drug screening must be completed prior to any patient contact.

## Generic (Registered Nursing) Option Prerequisites Taken Prior to Entry

The following prerequisites must be completed prior to entering the Generic ADN Option. These courses cannot be in progress.

ANAT 35	Human Anatomy	5
ANAT 10A	Introductory Human Anatomy	4
ANAT 36	Human Physiology	5
ANAT 10B	Introductory Human Physiology	4
MICR 1	Principles of Microbiology	5
MICR 22	Microbiology	4

ENGL 1A	Freshman Composition	4
or ENGL 1AH	Freshman Composition - Honors	

## Steps for Applying to the Associate Degree in Nursing (ADN) Generic Program

The application filing period does not begin until the announced application period. Two application periods in a year for enrollment of the Fall and Spring semesters. Applicants can prepare for the filing period by following the seven steps below.

1. Get a Mt. SAC ID number (if you don't already have one.) To do this, go to [www.mtsac.edu/apply/](http://www.mtsac.edu/apply/) (<http://www.mtsac.edu/apply/>) (Apply to Mt. SAC Now!). This can take up to two weeks to process. You need a Mt. SAC ID number in order to apply to the RN program. If you are a current or returning student and already have an ID number you do not need to apply again.
2. Prerequisites and general education requirements. Prerequisites must be completed prior to applying to the Nursing Program. Due to the intensity of the Nursing Program, it is highly recommended that all general education requirements also be completed prior to entry.
3. Review the multi-criteria screening process grid. This will help you determine your eligibility to enter the Nursing Program at Mt. SAC.
4. Take the HESI A2 Assessment Test. Students who have taken the HESI at any location other than Mt.SAC can contact Elsevier Customer Services to request that their official HESI A2 results be sent directly to Mt. SAC's Nursing Program.
5. Gather ALL required documents. Using the multi-criteria screening form, compile all required supporting documentation. Documents need to be in PDF format or you may use an iPhone/iPad to upload pictures of documents.
6. Apply online during the open application filing period. The online link will only be available during the application period. Please check on-line at <http://www.mtsac.edu/nursing> for the application period. Applications will only be accepted during this time frame. You will need to upload your supporting documentation. Before submitting your application, you must review all uploaded documents to verify that the documents are legible and clear. Unreadable or inaccurate documents will result in the rejection of your application.
7. Counseling Appointment: If you are selected as a candidate for the Nursing Program, you will need to make an appointment with a designated Nursing Educational Advisor or Counselor. During this appointment you will need to bring your official sealed transcripts for review.

**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

(May be corrected with adaptive devices)

- Color vision: ability to distinguish and identify colors
- 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 judgment/action which could result in death of a patient
- Exposed 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.

### 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 offender 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](http://www.rn.ca.gov) (<http://www.rn.ca.gov>).

### Contact:

California Board of Registered Nursing 1747 North Market Boulevard, Suite 150 Sacramento, CA 95834 (916) 322-3350 [www.rn.ca.gov](http://www.rn.ca.gov) (<http://www.rn.ca.gov>)

## Ornamental Horticulture, AS

### Natural Sciences Division Degree 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 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.

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 Agricultural Sciences. (<http://www.mtsac.edu/agriculture>)

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be technically proficient.
- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGAG 1	Food Production, Land Use and Politics - A Global Perspective	3
AGOR 1	Horticultural Science	3
AGOR 2	Plant Propagation/Greenhouse Management	3
AGOR 13	Landscape Design	3
AGOR 24	Integrated Pest Management	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 32	Landscaping and Nursery Management	3
AGOR 39	Turf Grass Production and Management	3
AGOR 50	Soil Science and Management	3
AGOR 62	Irrigation Principles and Design	3
AGOR 71	Construction Fundamentals	3
Complete one to four units from the following course:		
AGOR 91	Work Experience in Nursery Operations	1-4
Choose six units from the following:		6
AGOR 15	Interior Landscaping	
AGOR 35	Ornamental Plants for Southwest Climates	
AGOR 40	Sports Turf Management	
AGOR 51	Tractor and Landscape Equipment Operations	
AGOR 53	Small Engine Repair I	
AGOR 63	Irrigation Systems Management	
AGOR 72	Landscape Hardscape Applications	
AGOR 75	Urban Arboriculture	
CISB 15	Microcomputer Applications	

Total Units 43-46

## Paralegal/Legal Assistant, AS

### Business Division Degree 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 nonlawyer. The California Business & Professions Code, Section 6450 et seq, governs paralegals in California.

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Have increased confidence in basic paralegal skills.
- Competently prepare basic legal documents such as motions and discovery, as they would be asked to do under the direction and supervision of a licensed attorney.
- Have earned LexisAdvance certification for paralegals.
- Have earned Westlaw certification for paralegals.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

PLGL 30	Introduction to Paralegal/Legal	3
PLGL 31A	Legal Analysis and Writing	3
PLGL 31B	Advanced Legal Analysis and Writing	3
PLGL 33A	Civil Procedure I	3
PLGL 33B	Civil Procedure II	3
PLGL 35A	Law Office Procedures	3
PLGL 35B	Automated Law Office Procedures	3
PLGL 37	Tort Law	3
PLGL 38	Employment and Ethical Issues in Paralegalism	2
PLGL 39	Contract Law	3
Choose two courses from the following:		6
PLGL 40	Landlord-Tenant Law	
PLGL 41	Property Law	
PLGL 42	Family Law	
PLGL 43	Wills and Trusts	
PLGL 44	Bankruptcy Law	
PLGL 45	Creditors' Rights	
PLGL 48	Criminal Law and Procedures	
PLGL 49	Evidence Law	
PLGL 50	Comparative Law	
BUSL 18	Business Law	
	or BUSL 18H Business Law - Honors	
BUSL 19	Advanced Business Law	
BUSL 20	International Business Law	
Total Units		35

The Paralegal/Legal Assistant program is approved by the American Bar Association.

## Contact:

American Bar Association 321 N. Clark Street, 19<sup>th</sup> Floor Chicago, IL 60654-7598 (312)988-5618  
[www.americanbar.org](http://www.americanbar.org) (<http://www.americanbar.org>)

# Park and Sports Turf Management, AS

## Natural Sciences Division

### Degree 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 hardScape), and properly identify and maintain trees, shrubs and turf grasses. In addition, students will learn about personnel management, budgeting and other management topics.

## Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Demonstrate professional conduct in the industry.
- Be able to give a professional quality oral presentation
- Be able to formulate and propose an all-inclusive management program for a sports turf area
- Be able to demonstrate proper pruning skills for pruning woody trees and shrubs.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

AGOR 4	Park Management	3
AGOR 5	Park Facilities	3
AGOR 13	Landscape Design	3
AGOR 24	Integrated Pest Management	3
AGOR 29	Ornamental Plants - Herbaceous	3
AGOR 30	Ornamental Plants - Trees and Woody Shrubs	3
AGOR 39	Turf Grass Production and Management	3
AGOR 40	Sports Turf Management	3
AGOR 50	Soil Science and Management	3
AGOR 51	Tractor and Landscape Equipment Operations	3
AGOR 62	Irrigation Principles and Design	3
AGOR 63	Irrigation Systems Management	3
AGOR 71	Construction Fundamentals	3

AGOR 73	Landscaping Laws, Contracting, and Estimating	3
AGOR 75	Urban Arboriculture	3
Complete one to four units from the following course:		
AGOR 91	Work Experience in Nursery Operations	1-4
Total Units		46-49

## Pet Science, AS

### Natural Sciences Division

#### Degree 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.

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 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be able to identify the common species & breeds of livestock.
- Be able to identify common breeds of small animals.
- Be able to address animal welfare requirements when designing and implementing an animal management system.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

AGAN 1	Animal Science	3
AGAN 2	Animal Nutrition	3
AGAN 51	Animal Handling and Restraint	3
AGAN 94	Animal Breeding	3
AGLI 96	Animal Sanitation and Disease Control	3
AGPE 70	Pet Shop Management	3
AGPE 71	Canine Management	3
AGPE 72	Feline Management	3
AGPE 73	Tropical and Coldwater Fish Management	2
AGPE 74	Reptile Management	2
AGPE 76	Aviculture - Cage and Aviary Birds	3
Total Units		31

## Photography, AS

### Arts Division

### Degree 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 a counselor/advisor or catalog of the institution they wish to attend regarding transferability of courses.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Use critical thinking skills and be able to analyze and assess photographic situations, solve technical problems, and overcome creative challenges as they arise in the production of high quality still and motion imagery for professional, editorial, commercial or fine art applications.
- Design and construct still and motion imagery that can communicate ideas or narratives effectively for commercial, editorial, or fine art purposes.
- Have the knowledge and skills pertinent to the operation of a freelance photography business and sound business practices in the trade.
- Usefully participate in the collaborative environment of commercial art fields.
- Analyze, discuss, and critique the various technical, aesthetic, conceptual, historical and cultural aspects of a photograph.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Choose one from the following:		1
PHOT 1A	Laboratory Studies: Beginning Black and White Photography	
PHOT 1B	Laboratory Studies: Advanced Black and White Photography	
PHOT 1C	Laboratory Studies: Studio Photography	
PHOT 1D	Laboratory Studies: Computer Applications in Photography	
PLUS		
PHOT 9	Digital Image Editing for Photographers	3
or ARTC 100	Graphic Design I	
PHOT 10	Basic Digital and Film Photography	3
PHOT 11	Intermediate Photography	4
PHOT 14	Commercial Lighting	3
PHOT 15	History of Photography	3
Choose one from the following:		3
PHOT 16	Fashion Photography	
PHOT 18	Portraiture and Wedding Photography	
PHOT 12	Photographic Alternatives	
PHOT 20	Color Photography	3
PHOT 19	Digital Color Management	3
or PHOT 24	Advanced Digital Image Editing for Photographers	
PHOT 28	Photography Portfolio Development	3
or ARTC 290	Portfolio	
PHOT 29	Studio Business Practices for Commercial Artists	3

PHOT 30	Advertising Photography	3
PHOT 17	Photocommunication	3
or PHOT 26	Video for Photographers	
Total Units		38

### Recommended Electives

AHIS 1	Understanding the Visual Arts	3
or ARTB 1	Understanding the Visual Arts	

## Psychiatric Technician to RN, AS

### Technology and Health Division

#### Degree S1209

The Mt. San Antonio College Nursing Program, approved 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 course work 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 Psychiatric Technician is provided career mobility into the Nursing Program to earn an Associate Degree in Nursing.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Complete the Role Transition course to be accepted into the Nursing Program in the second semester.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Requirements for Nursing

Course	Title	Units
<b>Semester 1</b>		
NURS 3	Medical-Surgical Nursing: Locomotion/ Sensory/Integ/Oncology/Immu	3.5
NURS 4	Maternity Nursing	3
NURS 6	Pediatric Nursing	3
Units		9.5
<b>Semester 2</b>		
NURS 7	Medical-Surgical Nursing: Nutrition/ Elimination/ Surgical Asepsis	7
Units		7
<b>Semester 3</b>		
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/ Regulation	4
NURS 11	Preceptorship in Nursing	2
Units		12
Total Units		28.5

### Requirements for the Major

ANAT 35	Human Anatomy	5
ANAT 36	Human Physiology	5
ANAT 10A	Introductory Human Anatomy	4
ANAT 10B	Introductory Human Physiology	4
MICR 1	Principles of Microbiology	5
MICR 22	Microbiology	4
ENGL 1A	Freshman Composition	4
CHLD 10	Child Growth and Lifespan Development	3
or PSYC 14	Developmental Psychology	
PSYC 1A	Introduction to Psychology	3
SPCH 1A	Public Speaking	4
or SPCH 2	Fundamentals of Communication	
or SPCH 8	Professional and Organizational Speaking	

NOTE: Applicants planning to continue their education and enter a baccalaureate program in nursing will need to meet with a counselor or educational advisor to discuss transferability of courses.

### 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 the Counseling Department at (909) 274-4380 to schedule an appointment.

### Requirements for Nursing

Requirements for Nursing		
NURS 3	Medical-Surgical Nursing: Locomotion/ Sensory/Integ/Oncology/Immu	3.5
NURS 4	Maternity Nursing	3
NURS 6	Pediatric Nursing	3
NURS 7	Medical-Surgical Nursing: Nutrition/ Elimination/ Surgical Asepsis	7
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	5
NURS 9	Leadership in Nursing	1
NURS 10	Medical-Surgical Nursing: Integration/ Regulation	4
NURS 11	Preceptorship in Nursing	2
Requirements for Major		
ANAT 35	Human Anatomy	5
& ANAT 36	and Human Physiology	5
or ANAT 10A	Introductory Human Anatomy	
& ANAT 10B	and Introductory Human Physiology	
MICR 1	Principles of Microbiology	4-5
or MICR 22	Microbiology	
ENGL 1A	Freshman Composition	4
or ENGL 1AH	Freshman Composition - Honors	
CHLD 10	Child Growth and Lifespan Development	3
or CHLD 10H	Child Growth and Lifespan Development- Honors	
or PSYC 14	Developmental Psychology	
PSYC 1A	Introduction to Psychology	3
or PSYC 1AH	Introduction to Psychology - Honors	
SPCH 1A	Public Speaking	4
or SPCH 1AH	Public Speaking - Honors	

or SPCH 2	Fundamentals of Communication	
or SPCH 8	Professional and Organizational Speaking	
or SPCH 8H	Professional and Organizational Speaking - Honors	
Total Units		54.5-57.5

## Prerequisite Courses

Human Anatomy, including a laboratory component.	4
Human Physiology, including a laboratory component.	4
Microbiology, including a laboratory component.	4
ENGL 1A Freshman Composition <sup>1</sup>	4
PSYC 1A Introduction to Psychology	3
CHLD 10 Child Growth and Lifespan Development <sup>2</sup>	3
or PSYC 14 Developmental Psychology	

<sup>1</sup> Minimum grade of C.

<sup>2</sup> CHLD 10 or PSYC 14 must be completed prior to entrance into NURS 6.

## 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 71 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=MATH%2071>) (Preferably MATH 71 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=MATH%2071>) or a college level math course completed).
4. High school graduation or GED or academic degree from an accredited college/university in the United States.
5. Possess a current, active California Psychiatric Technician 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 all candidates prior to the beginning of nursing classes.
8. Current Healthcare Provider CPR certification
9. Nursing 70: Role Transition must be completed with a credit grade prior to entrance into the program. (Due to the clinical component of NURS 70 (<http://catalog.mtsac.edu/archive/2016-2017/search/?P=NURS%2070>), 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 Psychiatric Technician License, physical, CPR card, Background Check, and drug testing prior to the start of class.)

## Selection Process

Students applying for admission to the Nursing Program are 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 and the Admission Assessment Test has been passed, students will enter on a first come first served basis.

## The Eligibility Appointment

1. Once a student has completed all course prerequisites, they may request an appointment with a counselor or educational advisor.
2. Students who have completed coursework at other colleges must bring the following information to their eligibility appointment:
  - a. Official transcripts of all college work completed at all colleges.
  - b. If the prerequisite courses were completed at another college, a course description and a copy of the course syllabus.
  - c. 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 & Records Office).
  - d. Due to specific college deadlines for International Student application, please inform the Counseling/Educational Advisor that this applies to you.
  - e. All students will need to bring official proof of high school graduation, GED, or college graduation from an accredited institution in the United States. 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

(May be corrected with adaptive devices)

- Color vision: ability to distinguish and identify colors
- 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 judgment/action which could result in death of a patient
- Exposed 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.

### 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 offender 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](http://www.rn.ca.gov).

### Contact:

California Board of Registered Nursing 1747 North Market Boulevard, Suite 150 Sacramento, CA 95834 (916) 322-3350 [www.rn.ca.gov/](http://www.rn.ca.gov/) (<http://www.rn.ca.gov/>)

# Radio Broadcasting: Behind the Scenes, AS

Arts Division  
Degree 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 prepares students for entry-level jobs 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 courses. Practical hands-on experience is available at the campus radio stations.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Work in production, programming or a variety of other behind-the-scenes positions at a commercial radio station.
- Use studio equipment to record and edit a pre-recorded piece.
- Operate the studio equipment required to produce a live broadcast.
- Use social media during a live radio show to engage with the audience.
- Develop and implement ideas for a radio show.
- Develop a format for a radio station.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

R-TV 01	Introduction to Electronic Media	3
R-TV 09	Broadcast Sales and Promotion	3
R-TV 10	Radio Programming and Producer Techniques	3
R-TV 11A	Beginning Radio Production	3
R-TV 11B	Advanced Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
R-TV 96A	Campus Radio Station Lab: Studio Procedures and Equipment Operations	1
R-TV 96B	Campus Radio Station Lab: Disc Jockey & News Anchor/Reporter Skills	1
R-TV 96C	Campus Radio Station Lab: Hosting and Management Skills	1
R-TV 97A	Radio/Entertainment Industry Seminar	1
R-TV 97B	Radio/Entertainment Industry Work Experience	1
Choose six units from the following:		6
R-TV 05	Radio-TV Newswriting	
R-TV 06	Broadcast Traffic Reporting	
R-TV 17	Internet Radio and Podcasting	
R-TV 31	History of Radio DJs	
R-TV 32	Radio - TV Internet Applications	
R-TV 35	Pop Culture in the Media	
R-TV 99	Radio/TV Special Projects	
R-TV 101	Work Experience in Broadcast Entertainment	
Total Units		29

# Radio Broadcasting: On the Air, AS

Arts Division  
Degree S0605

The Radio Broadcasting On-The-Air degree is designed to prepare students for an entry-level job in 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 courses.

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Work as a DJ or newscaster on a commercial radio station.
- Use the studio equipment to record and edit a pre-recorded piece.
- Plan, set-up and perform a radio station remote as an on-air personality.
- Use social media during a live radio show to engage with the audience.
- Operate the studio equipment required for a live radio broadcast.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

R-TV 01	Introduction to Electronic Media	3
R-TV 02	On-Air Personality Development	3

R-TV 05	Radio-TV Newswriting	3
R-TV 07A	Beginning Commercial Voice-Overs	3
R-TV 11A	Beginning Radio Production	3
R-TV 15	Broadcast Law and Business Practices	3
R-TV 17	Internet Radio and Podcasting	3
R-TV 96A	Campus Radio Station Lab: Studio Procedures and Equipment Operations	1
R-TV 96B	Campus Radio Station Lab: Disc Jockey & News Anchor/Reporter Skills	1
R-TV 96C	Campus Radio Station Lab: Hosting and Management Skills	1
R-TV 97A	Radio/Entertainment Industry Seminar	1
R-TV 97B	Radio/Entertainment Industry Work Experience	1
Choose six units from the following:		6
R-TV 03	Sportscasting and Reporting	
R-TV 04	Broadcast News Field Reporting	
R-TV 06	Broadcast Traffic Reporting	
R-TV 09	Broadcast Sales and Promotion	
R-TV 10	Radio Programming and Producer Techniques	
R-TV 11B	Advanced Radio Production	
R-TV 31	History of Radio DJs	
R-TV 32	Radio - TV Internet Applications	
R-TV 35	Pop Culture in the Media	
R-TV 99	Radio/TV Special Projects	
R-TV 101	Work Experience in Broadcast Entertainment	
Total Units		32

## Radiologic Technology, AS

### Technology and Health Division

#### Degree S1206

The Radiologic Technology program, which is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), is designed to prepare students to function as 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 Sciences degree in Radiologic Technology, graduates are eligible to apply for the registry examination through the American Registry of Radiologic Technologist 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

RAD 1A	Clinical Experience 1A	5
RAD 1B	Clinical Experience 1B	3
RAD 2A	Clinical Experience 2A	5
RAD 2B	Clinical Experience 2B	3
RAD 3A	Clinical Experience 3A	7.5
RAD 3B	Clinical Experience 3B	3
RAD 3C	Clinical Experience 3C	7.5
RAD 4	Clinical Experience 4	4.5
RAD 30	Radiographic Pathology	1.5
RAD 31	Fluoroscopy and Radiobiology	4
RAD 32	Digital Imaging in Radiology	2
RAD 50	Introduction to Radiologic Science and Health Care	3
RAD 61A	Theory of Radiologic Technology	4
RAD 61B	Radiographic Procedures I	3
RAD 61C	Radiographic Procedures I Laboratory	1.5
RAD 62A	Theory of Radiologic Technology	4
RAD 62B	Radiographic Procedures II	3
RAD 62C	Radiographic Procedures II Laboratory	1.5
RAD 63	Theory of Radiologic Technology	4
RAD 64	Theory of Radiologic Technology	4
RAD 91	Patient Care in Radiologic Sciences	3
Total Units		77

## 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:

1. File a college application and be accepted as a student at Mt. San Antonio College.
2. 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 Health Careers Resource Center. (If you were tested at Mt. San Antonio College, the Health Careers Resource Center will obtain the test scores as long as an "Application for Admission" is on file with the Admission 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) 274-7500 ext. 4265. 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 Health Careers Resource Center and the other to Admission 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  
 Health Careers Resource Center, Bldg. 67B, Room 250  
 Radiologic Technology Program  
 1100 North Grand Avenue  
 Walnut CA 91789-1299



- Forward two official transcripts of all coursework completed (high school, and other than Mt. San Antonio College courses). One transcript must be sent to the Health Careers Resource Center and the other to Admission and Records.
- Submit an application for the Radiologic Technology Program to the Health Careers Resource Center (909) 274-4788. All applications are dated upon receipt in the Health Careers Resource Center. A program begins each summer intersession.
- Applicant must be 18 years of age upon entrance into the program.
- High school graduate or equivalent. Please provide copy of diploma as proof of high school completion.
- 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.
- Complete all AS degree General Education requirements to include program prerequisites listed below (i) before admission to the program. Students are required to make an appointment with an educational advisor to review general education requirements for graduation.
- Complete the following prerequisite courses with a minimum grade of "C" in each course. Students must complete prerequisite courses before admission to the program. Students may seek variances for courses completed at other institutions. Course must be an equivalent course or higher to the courses listed below and transcripts/course outlines must be reviewed by the Department Chair of the appropriate department to seek approval.

ANAT 10A	Introductory Human Anatomy	4
or ANAT 35	Human Anatomy	
ANAT 10B	Introductory Human Physiology	4
or ANAT 36	Human Physiology	
PHYS 1	Physics	4
MEDI 90	Medical Terminology	3

## Acceptance Requirements

- 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.
- A physical examination, including certain immunization 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.
- 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 the acceptance by mail no less than one month prior to beginning of a program.

## Program Completion Requirements

- All students entering the Radiologic Technology 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 Radiologic

Technology will be given. This certificate will permit the student to apply for the registry exam through the American Registry of Radiologic Technologist and the California Certification of Radiologic Technology.

- 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.
- 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 agent, 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 functions to be able to:

- Transport, move, lift, or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed.
- Lift arms above the head to move the x-ray tube assembly.
- Move, adjust, and manipulate portable and fluoroscopic equipment according to established procedures and standards of speed and accuracy while conducting radiographic examinations.
- Maneuver well enough to physically protect himself or herself from injury caused by patients exhibiting aggressive behaviors.
- Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.
- 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.
- Function adequately under stressful situations related to technical and procedural standards of patient care situations.
- 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.
- 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.

10. 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.
11. View and evaluate the recorded images of a radiograph for the purpose of identifying proper 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.

The Radiologic Technology program is accredited by The Joint Review Committee in Radiologic Technology (JRCERT).

### Contact:

The Joint Review Committee in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 (312)704-5300  
<http://www.jrcert.org/>

## Real Estate, AS

### Business Division

#### Degree 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Have the requisite knowledge to pass both the California Real Estate Sales and Broker's Exams.
- Meet or exceed the state average for success or passage on the state licensing exam.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSR 50	Real Estate Principles	3
BUSR 51	Legal Aspects of Real Estate	3
BUSR 52	Real Estate Practice	3
or BUSR 52D	Real Estate Practice Work Experience	
BUSR 53	Real Estate Finance	3
BUSR 55	Real Estate Economics	3
BUSR 81	Appraisal: Principles and Procedures	3.5
CISB 15	Microcomputer Applications	3.5

#### Group A

Choose two, three, or four courses from the following: 6-12

BUSR 57	Income Tax Aspects of Real Estate Investments	
BUSR 59	Real Estate Property Management	

BUSR 60	Real Estate Investment Planning	
BUSR 62	Mortgage Loan Brokering and Lending	
BUSR 76	Escrow Procedures I	
<b>Group B</b>		
Choose zero, one, or two courses from the following:		0-10
BUSA 7	Principles of Accounting - Financial	
BUSA 11	Fundamentals of Accounting	
BUSA 72	Bookkeeping - Accounting	
BUSL 18	Business Law	
	or BUSL 18H Business Law - Honors	
BUSM 20	Principles of Business	
BUSM 60	Human Relations in Business	
BUSM 66	Small Business Management	
BUSO 5	Business English	
BUSO 25	Business Communications	
BUSO 26	Oral Communications for Business	
BUSS 35	Professional Selling	
BUSS 36	Principles of Marketing	
PSYC 1A	Introduction to Psychology	
	or PSYC 1AH Introduction to Psychology - Honors	
Total Units		28-44

## Registered Veterinary Technology, AS

### Natural Sciences Division

#### Degree S0105

The Registered Veterinary Technology Program, which is accredited by the American Veterinary Medical Association, 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.

These programs are intended to prepare students for employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with the Program Director, 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 appropriate licensing exam to become a Registered Veterinary Technician.

Students wishing to be admitted into the second-year courses will need to meet with the Program Director one semester prior to fill out application and to make sure all program requirements have been met.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Be able to successfully perform all of the skills on the AVMA Task List.

- Be able to successfully obtain an entry level position as a veterinary technician.
- Be able to successfully pass the Veterinary Technician's National Exam (VTNE).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Required Courses, 1st year

AGAN 1	Animal Science	3
AGAN 2	Animal Nutrition	3
AGAN 51	Animal Handling and Restraint	3
AGHE 54	Veterinary Office Procedures	3
AGHE 64	Veterinary Pharmacology	3
AGHE 79	Laboratory Animal Medicine and Care	3
AGHE 86	Anatomy and Physiology of Domestic Animals	4
AGLI 96	Animal Sanitation and Disease Control	3

### Required Courses, 2nd year

AGHE 60	Medical Nursing and Animal Care	4
AGHE 61	Surgical Nursing	4
AGHE 62A	Clinical Pathology	4
AGHE 62B	Clinical Pathology	4
AGHE 65	Veterinary Radiography	2
AGHE 84B	Applied Animal Health Procedures	1
AGHE 85	Seminar in Registered Veterinary Technology	1
AGHE 83A	Work Experience in Animal Health <sup>1</sup>	4

### Required Electives

Choose six units from the following:		6
AGAN 94	Animal Breeding	
AGLI 12	Exotic Animal Management	
AGLI 14	Swine Production	
AGLI 16	Horse Production and Management	
AGLI 17	Sheep Production	
AGLI 18	Horse Ranch Management	
AGLI 19	Horse Hoof Care	
AGLI 30	Beef Production	
AGPE 70	Pet Shop Management	
AGPE 71	Canine Management	
AGPE 72	Feline Management	
AGPE 73	Tropical and Coldwater Fish Management	
AGPE 74	Reptile Management	
AGPE 76	Aviculture - Cage and Aviary Birds	
Total Units		55

<sup>1</sup> Complete four units of AGHE 83A.

The Registered Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA).

### Contact:

Julie Horvath CVTEA Program Coordinator – Accreditation American Veterinary Medical Association 1931 N. Meacham Road Schaumburg, IL 60173 (800) 248-2862 ext. 6624 [jhorvath@avma.org](mailto:jhorvath@avma.org)

# Respiratory Therapy, AS

## Technology and Health Division

### Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Achieve the CRT and RRT credential.
- Demonstrate in the laboratory and clinical setting, the correct procedures for basic Respiratory Therapy treatment modalities.
- Demonstrate in the laboratory and clinical setting, the correct procedures for advanced Respiratory Therapy procedures to include manual and mechanical ventilator.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

RESD 50	Theory and Principles of Respiratory Therapy	2
RESD 51A	Respiratory Therapy Science	4
RESD 51B	Respiratory Therapy Science	4
RESD 52	Pulmonary Anatomy and Physiology	3
RESD 53	Cardiopulmonary Pathophysiology	3
RESD 55	Adult Respiratory Intensive Care	3
RESD 56A	Techniques of Respiratory Therapy	2.5
RESD 56B	Techniques of Respiratory Therapy	6
RESD 56C	Techniques of Respiratory Therapy	2.5
RESD 56D	Techniques of Respiratory Therapy	6
RESD 57B	Special Procedures for Respiratory Care	1.5
RESD 58	Neonatal Intensive Care	3
RESD 59	Respiratory Therapeutic Modalities	3
RESD 60	Comprehensive Pulmonary Assessment	2
RESD 61	Current Issues in Respiratory Care	3
RESD 62	Pharmacology for Respiratory Care	1.5
Total Units		50

## 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. Applicants 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) 274-7500, 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 Admission 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  
Health Careers Resource Center  
Respiratory Therapy Program  
1100 North Grand Avenue  
Walnut CA 91789-1389

4. Submit an application for the Respiratory Therapy Program to the Health Careers Resource Center, Bldg. 67B, Room 250, (909) 274-4788.

All applications are dated upon receipt.

## 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 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, CHEM 10, MATH 51 and MEDI 90 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 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
- Posses 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 relationship
- Near vision: ability to se 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 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 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.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).

### Contact:

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Hardwood Road Bedford, TX 76021-4244 (817) 283-2835  
[www.coarc.com/13.html](http://www.coarc.com/13.html) (<http://www.coarc.com/13.html>)

## Sign Language/Interpreting, AS

### Humanities and Social Sciences Division Degree 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, (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](http://www.rid.org) (<http://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.

## Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Apply Demand Control Schema (DC-S) Theory to the field of Sign Language Interpreting.

- Given an English narrative, successfully give a functional equivalent message in ASL in a simultaneous mode.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

SIGN 105	American Sign Language 5	4
SIGN 108	Fingerspelling	2
SIGN 201	Introduction to Deaf Studies	3
SIGN 202	American Deaf Culture	3
SIGN 210	American Sign Language Structure	3
SIGN 220	Translation: American Sign Language/ English	3
SIGN 223	Principles of Interpreting	3
SIGN 225	Ethical Decision Making for Interpreters	2
SIGN 227	Cognitive Processing for Interpreters	4
SIGN 231	Interpreting	4
SIGN 232	Advanced Interpreting	4
SIGN 239	Applied Interpreting	2

### Required Electives

Choose three courses from the following:		5-5.5
SIGN 240	Vocabulary Building for Interpreters	
SIGN 250	Interpreting with Classifiers	
SIGN 260	Video Interpreting	
SIGN 299	Special Projects in Sign Language/ Interpreting	

Total Units 42-42.5

## Small Business Management, AS

### Business Division

#### Degree 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define and outline the key principles of continuous quality management.
- Describe business planning for small business.
- Develop a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

BUSA 7	Principles of Accounting - Financial	5
BUSM 10	Principles of Continuous Quality Improvement	3
BUSM 20	Principles of Business	3
BUSM 60	Human Relations in Business	3
BUSM 61	Business Organization and Management	3

BUSM 62	Human Resource Management	3
BUSM 66	Small Business Management	3
BUSS 36	Principles of Marketing	3
CISB 15	Microcomputer Applications	3.5
Total Units		29.5

## Recommended Electives

BUSM 81	Work Experience in Business	1-4
BUSM 85	Special Issues in Business	2
BUSS 85	Special Issues in Marketing	2

The Small Business Management faculty recommends 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, AS

### Arts Division Degree S0602

The Associate in Science degree in Television Production is designed to prepare students for entry-level jobs in the Television industry in a variety of areas including narrative, remote and studio production, writing, preproduction, editing, and finance.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Feel that they have an increased possession of the skills required for entry-level work in the entertainment industry.
- Function in three types of production: Narrative (film-style), TV Studio, and live Remote Multicamera production in any role.
- Use communication, artistic and technical skills to collaboratively create programs as part of a team in any role, from writer to editor.
- Use Avid Media Composer to the level necessary for an editing internship.
- Present an ePortfolio containing video and written work to prospective employers, universities and scholarship committees.
- Apply aesthetic and technical skills in telling a story visually.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Choose two courses from the following: 6

R-TV 01	Introduction to Electronic Media
R-TV 14	Media Aesthetics
R-TV 28	Introduction to Writing for Electronic Media

Choose 12 units from the following courses, or any of the above courses not taken: 12

PHOT 10	Basic Digital and Film Photography
R-TV 18	Introduction to Screenwriting
R-TV 19A	Beginning Video Production
R-TV 19B	Advanced Video Production
R-TV 20	Television News Production
R-TV 21	Remote Multicamera Production
R-TV 22	Editing for Film and Television

R-TV 23	Reality Show Production	
R-TV 24	American Film History	
R-TV 25	World Cinema	
R-TV 100	Work Experience in Film and Television	
Total Units		18

## Welding, AS

### Technology and Health Division Degree 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- Be prepared to pass the Los Angeles City Structural Steel Exam.
- Be employed or seeking employment in their area or a related area.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

WELD 40	Introduction to Welding	2
WELD 50	Oxyacetylene Welding	2
WELD 51	Basic Electric Arc Welding	2
WELD 53A	Welding Metallurgy	3
WELD 70A	Beginning Arc Welding	3
WELD 70B	Intermediate Arc Welding	3
WELD 70C	Certification for Welders	3
WELD 80	Construction Fabrication and Welding	3
Total Units		21

### Recommended Electives

BUSM 61	Business Organization and Management	3
WELD 30	Metal Sculpture	2
WELD 60	Print Reading and Computations for Welders	3
WELD 81	Pipe and Tube Welding	3

# Associate in Arts Degrees (AA) with Emphases

Liberal Arts and Sciences with area of  
emphasis in one of the following:

Business .....	167
Communication .....	167
Environmental Studies .....	168
Fine Arts .....	169
Humanities .....	170
Information Technology .....	171
Kinesiology and Wellness .....	172
Language Arts .....	173
Mathematics .....	174
Music .....	174
Natural Sciences .....	175
Social & Behavioral Sciences .....	176

## Business Emphasis, AA Liberal Arts and Sciences

### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Describe the basic accounting system and how it is used to serve business needs.
- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BUSC 1A	Principles of Economics - Macroeconomics	3
or BUSC 1AH	Principles of Economics - Macroeconomics - Honors	
BUSC 1B	Principles of Economics - Microeconomics	3
or BUSC 1BH	Principles of Economics - Microeconomics - Honors	
CISB 15	Microcomputer Applications	3.5
or CISB 11	Computer Information Systems	
Choose a minimum of 3 courses from the following which should be selected in consultation with a counselor or educational advisor:		9-13
BUSA 7	Principles of Accounting - Financial	
BUSA 8	Principles of Accounting - Managerial	
BUSC 17	Applied Business Statistics	
BUSL 18	Business Law	
or BUSL 18H	Business Law - Honors	
BUSM 20	Principles of Business	
BUSO 25	Business Communications	
Total Units		18.5-22.5

## Communication Emphasis, AA Liberal Arts and Sciences

### 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.

### Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- perform basic speech delivery skills.
- critically analyze information and arguments.
- select and research an appropriate topic and thesis.

- logically organize supporting materials into a well-crafted presentation.
- demonstrate effective verbal and non-verbal delivery skills to present a message to a live audience in a confident manner.
- formulate communication solutions to problems in a range of contexts.
- create messages appropriate for diverse audiences and listener.
- develop an improved understanding of themselves as communicators.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Required Core		7
SPCH 1A	Public Speaking (Required course)	
or SPCH 1AH	Public Speaking - Honors	
or SPCH 2	Fundamentals of Communication	
SPCH 26	Interpersonal Communication	
or SPCH 26H	Interpersonal Communication - Honors	
Choose eleven units from the following:		11
SPCH 1A	Public Speaking	
or SPCH 1AH	Public Speaking - Honors	
SPCH 2	Fundamentals of Communication	
SPCH 3	Voice and Diction	
SPCH 4	Performance of Literature	
SPCH 6	Group Communication	
SPCH 7	Intercultural Communication	
or SPCH 7H	Intercultural Communication - Honors	
SPCH 8	Professional and Organizational Speaking	
or SPCH 8H	Professional and Organizational Speaking - Honors	
SPCH 15	Forensics: Fundamentals of Contest Speech and Debate	
SPCH 16	Forensics: Individual Event Team	
SPCH 17	Forensics: Debate Team	
SPCH 18	Forensics: Reader's Theater Team	
SPCH 20	Argumentation and Debate	
or SPCH 20H	Argumentation and Debate - Honors	
SPCH 30	Gateway to Communication Studies	
SPCH 99	Special Projects in Speech	
JOUR 100	Introduction to Mass Media	
JOUR 101	Beginning Newswriting	
JOUR 102	Intermediate Newswriting	
JOUR 111	Writing Broadcast and Web News	
PHOT 10	Basic Digital and Film Photography	
R-TV 01	Introduction to Electronic Media	
R-TV 11A	Beginning Radio Production	
R-TV 19A	Beginning Video Production	
R-TV 99	Radio/TV Special Projects	

### For Area of Emphasis

Total Units 18



# Environmental Studies Emphasis, AA Liberal Arts and Sciences

Humanities and Social Sciences Division  
Degree A0411

An emphasis in Environmental Studies is an interdisciplinary course of study that provides students with an integrated and critical understanding of the natural environment and human interactions with it. The coursework is designed to examine the interplay between natural and social systems and the ideological foundations of humanity's attitudes and behaviors in relation to its ever-changing environment. This program is designed to prepare students to research, analyze, and propose solutions to the myriad environmental challenges facing the world today through a well-rounded curriculum combining classroom, laboratory, and field study instruction. Students who are interested in an Environmental Science major are advised to follow the AA in Liberal Arts with an emphasis in natural sciences and to work with a counselor to select major courses appropriate to their intended transfer institution.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate critical thinking skills in relation to environmental issues
- Demonstrate an ability to integrate the many disciplines and fields that intersect with environmental concerns
- Demonstrate an awareness, knowledge, and appreciation of ecological processes and their relationship they have with human communities
- Demonstrate an ability to integrate environmental issues within the concept of sustainability

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Choose a combination of any 3 courses 9-11

BIOL 6	Humans and the Environment
BIOL 6L	Humans and the Environment Laboratory
GEOL 9	Environmental Geology
BUSC 1A	Principles of Economics - Macroeconomics
	or BUSC 1AH Principles of Economics - Macroeconomics - Honors
POLI 10	Environmental Politics

### Scientific Inquiry and Quantitative Reasoning

Choose a minimum of three units from the following: 3-5

BIOL 1	General Biology
BIOL 3	Ecology and Field Biology
BIOL 4	Biology for Majors
	or BIOL 4H Biology for Majors - Honors
BIOL 20	Marine Biology
BIOL 21	Marine Biology Laboratory
BIOL 25	Conservation Biology
BTNY 3	Plant Structures, Functions, and Diversity
CHEM 10	Chemistry for Allied Health Majors
CHEM 40	Introduction to General Chemistry
CHEM 50	General Chemistry I
	or CHEM 50H General Chemistry I - Honors

GEOG 1	Elements of Physical Geography
	or GEOG 1H Elements of Physical Geography - Honors
GEOG 1L	Physical Geography Laboratory
	or GEOG 1LH Physical Geography Laboratory - Honors
GEOG 10	Introduction to Geographic Information Systems
GEOL 1	Physical Geology
GEOL 8	Earth Science
	or GEOL 8H Earth Science - Honors
GEOL 8L	Earth Science Laboratory
MATH 110	Elementary Statistics
	or MATH 110H Elementary Statistics - Honors
MATH 140	Calculus for Business
MATH 160	Precalculus Mathematics
MATH 180	Calculus and Analytic Geometry
METO 3	Weather and the Atmospheric Environment
METO 3L	Weather and Atmospheric Environment Laboratory
BIOL 99A	Special Projects in Biology
OCEA 10	Introduction to Oceanography
	or OCEA 10H Introduction to Oceanography - Honors
OCEA 10L	Introduction to Oceanography Laboratory
PHYS 1	Physics
PHYS 2AG	General Physics
PHYS 4A	Engineering Physics
PHSC 3	Energy Science
PHSC 9	Physical Science
PSYC 10	Statistics for the Behavioral Sciences
<b>Social Science</b>	
Choose two of the following options: 6	
ANTH 5	Principles of Cultural Anthropology
BUSC 1B	Principles of Economics - Microeconomics
	or BUSC 1BH Principles of Economics - Microeconomics - Honors
GEOG 2	Human Geography
	or GEOG 2H Human Geography - Honors
GEOG 5	World Regional Geography
GEOG 30	Geography of California
	or GEOG 30H Geography of California - Honors
PHIL 12	Introduction to Ethics
	or PHIL 12H Introduction to Ethics - Honors
POLI 1	Political Science
	or POLI 1H Political Science - Honors
SOC 2	Contemporary Social Problems
	or SOC 2H Contemporary Social Problems - Honors
<b>Recommended Electives</b>	
GEOL 24	Geologic Field Studies: Central California
GEOL 25	Geologic Field Studies: Southern California
GEOL 29	Special Topics in Field Geology
HIST 1	History of the United States
HIST 4	World History: Early Modern to the Present
HIST 39	California History
Total Units	18-22

# Fine Arts Emphasis, AA Liberal Arts and Sciences

## 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 12 Units from the list of approved electives.

## Program Learning Outcomes

Upon successful completion of this program, a student will:

- Have completed the foundation courses of the major which are the aesthetic base needed for transfer into bachelors programs or independent work as an artist.
- Be able to apply critical thinking skills to original work.
- Be able to apply the elements and principles of design to original art work.
- Be able to apply visual arts concepts that are basic to many forms and fields of art and design in visual, oral, and written communication
- Be able to analyze historical, contemporary, peer, and personal visual artwork that range in modes of artistic expression.
- Be able to demonstrate in oral, written and studio work familiarity with the history of western art.
- Be proficient in a variety of visual art techniques and tools using them to explore a range of subjects, media, styles and formats.
- Create independent original work in the area of their focus demonstrating basic professional practices.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

ARTD 15A	Drawing: Beginning	3
ARTD 17A	Drawing: Life	3
ARTD 20	Design: Two-Dimensional	3
ARTD 21	Design: Color and Composition	3
ARTD 25A	Beginning Painting I	3
ARTS 22	Design: Three-Dimensional	3
AHIS 4	History of Western Art: Prehistoric Through Gothic	3
or AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	
AHIS 5	History of Western Art: Renaissance Through Modern	3
or AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	
Choose twelve units from one of the following art categories:		12
<b>Ceramics</b>		
ARTS 30A	Ceramics: Beginning I	
ARTS 30B	Ceramics: Beginning II	
ARTS 31	Ceramics: Advanced Studio	
ARTS 33	Ceramics: Hand Construction	
ARTS 34	The Sculptural Vessel	
<b>Sculpture</b>		

ARTS 40A	Sculpture: Beginning
ARTS 40B	Sculpture: Intermediate
ARTS 40C	Sculpture: Carving
ARTS 41A	Sculpture: Life
ARTS 41B	Sculpture: Intermediate Life
ARTS 42	Sculpture: Mold Making
ARTS 46A	Sculpture: Special Effects Makeup
ARTS 46B	Sculpture: Special Effects Makeup
<b>Drawing</b>	
ANIM 101A	Drawing - Gesture and Figure
ARTD 16	Drawing: Perspective
ARTD 17B	Drawing: Life-Advanced
ARTD 23A	Drawing: Heads and Hands
ARTD 23B	Drawing: Advanced Heads and Hands
ARTD 23C	Drawing: Expressive Heads and Hands
ANIM 101C	Figure Gesture Expressive Design
ANIM 107	Figure in Motion
ANIM 111A	Animal Drawing
ANIM 111B	Animal Drawing
ARTD 15B	Drawing: Intermediate
ANIM 101B	Figure Gesture - Design
<b>Illustration</b>	
ARTC 100	Graphic Design I
ARTC 163	Dynamic Sketching
ARTC 165	Illustration
ARTC 167	Visual Development
ARTC 169	Contemporary Illustration
ARTC 290	Portfolio
ARTD 19A	Figure Painting
<b>Figure</b>	
ANIM 101A	Drawing - Gesture and Figure
ANIM 101B	Figure Gesture - Design
ANIM 101C	Figure Gesture Expressive Design
ANIM 107	Figure in Motion
ANIM 111A	Animal Drawing
ANIM 111B	Animal Drawing
ARTD 17B	Drawing: Life-Advanced
ARTD 19A	Figure Painting
ARTD 23A	Drawing: Heads and Hands
ARTD 23B	Drawing: Advanced Heads and Hands
ARTD 23C	Drawing: Expressive Heads and Hands
ARTS 41A	Sculpture: Life
ARTS 41B	Sculpture: Intermediate Life
<b>Painting</b>	
ARTD 19A	Figure Painting
ARTD 25B	Beginning Painting II
ARTD 26A	Intermediate Painting I
ARTD 26B	Intermediate Painting II
ARTD 27	Painting: Watercolor
<b>Printmaking</b>	
ARTD 43A	Introduction to Printmaking

ARTD 43B	Intermediate Printmaking in Intaglio and Relief
ARTD 44A	Printmaking: Introduction to Lithography I
ARTD 44B	Printmaking: Intermediate Lithography
ARTD 45A	Printmaking: Introduction to Screenprinting
ARTD 45B	Printmaking: Intermediate Screenprinting
ARTD 46A	Printmaking: Introduction to Monotype
ARTD 46B	Intermediate Painterly Printmaking
ARTD 47A	Printmaking: Photo and Alternative Processes
<b>Gallery</b>	
ARTC 100	Graphic Design I
ARTG 20	Art, Artists and Society
ARTG 21A	Introduction to Exhibition Production
ARTG 21B	Intermediate Exhibition Production
<b>Photography</b>	
PHOT 10	Basic Digital and Film Photography
PHOT 12	Photographic Alternatives
PHOT 20	Color Photography
PHOT 9	Digital Image Editing for Photographers
	or PHOT 17 Photocommunication
	or ARTC 100 Graphic Design I
<b>Graphic Design</b>	
ARTC 100	Graphic Design I
ARTC 120	Graphic Design II
ARTC 140	Graphic Design III
ARTC 160	Typography
ARTC 200	Web Design
ARTC 220	Graphic Design IV
Total Units	36

## Humanities Emphasis, AA Liberal Arts and Sciences

### 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Students must select a total of 18 to 20 units choosing courses from at least 5 of the following 7 categories:

### Required Courses

Select a total of 18 to 20 units choosing courses from at least 5 of the 7 categories: 18-20

<b>Music</b>	
MUS 11A	Music Literature Survey
MUS 11B	Music Literature Survey
MUS 12	History of Jazz
MUS 13	Introduction to Music Appreciation

	or MUS 13H Introduction to Music Appreciation - Honors
MUS 14A	World Music
MUS 14B	American Folk Music
MUS 15	Rock Music History and Appreciation
<b>Art History</b>	
AHIS 3	History of Women and Gender in Art
	or AHIS 3H History of Women and Gender in Art - Honors
AHIS 4	History of Western Art: Prehistoric Through Gothic
	or AHIS 4H History of Western Art: Prehistoric Through Gothic - Honors
AHIS 5	History of Western Art: Renaissance Through Modern
	or AHIS 5H History of Western Art: Renaissance Through Modern - Honors
AHIS 6	History of Modern Art
	or AHIS 6H History of Modern Art - Honors
AHIS 9	History of Asian Art and Architecture
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 and Architecture
	or AHIS 12H History of Precolumbian Art and Architecture - Honors
ARCH 250	World Architecture I
	or ARCH 251 World Architecture II

### Philosophy and Political Sciences

PHIL 12	Introduction to Ethics
	or PHIL 12H Introduction to Ethics - Honors
PHIL 20A	History of Ancient Philosophy
	or PHIL 20AH History of Ancient Philosophy - Honors
PHIL 20B	History of Modern Philosophy
	or PHIL 20BH History of Modern Philosophy - Honors
POLI 5	Political Theory I - Ancient to Contemporary
POLI 9	Introduction to International Relations

### English and Dramatic Arts Literature

FRCH 60	French Culture Through Cinema
ITAL 60	Italian Culture Through Cinema
LIT 10	Survey of Shakespeare
LIT 11A	World Literature to 1650
LIT 11B	World Literature from 1650
LIT 15	Introduction to Cinema
SPCH 4	Performance of Literature
THTR 10	History of Theater Arts

### Religion and Literature

LIT 36	Introduction to Mythology
LIT 46	The Bible As Literature: Old Testament
LIT 47	The Bible as Literature: New Testament
PHIL 15	Major World Religions
	or PHIL 15H Major World Religions - Honors

### History

HIST 3	World History: Prehistoric to Early Modern
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or HIST 3H	World History: Prehistoric to Early Modern - Honors
HIST 4	World History: Early Modern to the Present
or HIST 4H	World History: Early Modern to the Present - Honors
HIST 10	History of Premodern Asia
HIST 11	History of Modern Asia
HIST 16	The Wild West - A History, 1800-1890
HIST 19	History of Mexico
HIST 35	History of Africa
HIST 44	History of Native Americans

**Foreign Languages**

ARAB 2	Continuing Elementary Arabic
CHIN 2	Continuing Elementary Chinese
CHIN 3	Intermediate Chinese
FRCH 2	Continuing Elementary French
FRCH 3	Intermediate French
GERM 2	Continuing Elementary German
GERM 3	Intermediate German
ITAL 2	Continuing Elementary Italian
ITAL 3	Intermediate Italian
JAPN 2	Continuing Elementary Japanese
JAPN 3	Intermediate Japanese
SPAN 2	Continuing Elementary Spanish
SPAN 3	Intermediate Spanish
SPAN 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking
SIGN 101	American Sign Language 1
SIGN 102	American Sign Language 2

**For Area of Emphasis**

Total Units 18-20

## Information Technology Emphasis, AA Liberal Arts and Sciences

**Degree A8985**

The A.A. Degree in Liberal Arts and Sciences with an emphasis in Information Technology is designed to prepare students for a career in Information Technology. The degree offers a balanced set of classes that enables students to maintain and secure a computer, create and modify computer applications and databases, create customized reports, and use productivity software to solve business problems. Emphasis is placed on developing object-oriented, business-related applications, creating and maintaining a database, and utilizing operating system utilities to optimize, maintain and secure a computer. Career opportunities available after the completion of this degree include technical support and systems analyst. Students wishing a bachelor's degree (transfer program) should meet with a counselor or advisor to discuss transferability of course.

**Program Learning Outcomes**

Upon successful completion of this program, a student will:

- Know the four primary operations of a computer and the hardware that performs these operations.
- Be able to create effective queries that answer needed questions.

- Be able to identify four types of common transmission media and be able to describe the basic characteristics of each.
- Be able to use decision making statements and loops in order to create a business application.
- Be able to understand the "need for security."

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses****Information Technology Basics**

CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	3.5

**Software Development**

Choose one of the following sequences: 3.5

CISP 11 & 11L	Programming in Visual Basic and Programming in Visual Basic Laboratory
CISP 21 & 21L	Programming in Java and Programming in Java Laboratory
CISP 31 & 31L	Programming in C++ and Programming in C++ Laboratory
CISP 41 & 41L	Programming in C# and Programming in C# Laboratory
CISW 21 & 21L	Secure Web Programming with ASP.NET and Secure Web Programming with ASP.NET Laboratory
CISP 52 & 52L	Mobile Device Programming and Mobile Device Programming Laboratory
CISW 24 & 24L	Secure Server Side Web Programming and Secure Server Side Web Programming Laboratory

**Database Technology**

Choose one of the following sequences: 3.5

CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory
CISD 21 & 21L	Database Management - Microsoft SQL Server and Database Management - Microsoft SQL Server Laboratory
CISD 31 & 31L	Database Management - Oracle and Database Management - Oracle Laboratory

**Operating Systems and Networking**

Choose one of the following options: 3-3.5

CISN 11 & 11L	Telecommunications/Networking and Telecommunications/Networking Laboratory
CISN 21	Windows Operating System
CISN 31 & 31L	Linux Operating System and Linux Operating System Laboratory
CISN 61	Virtualization Technology

**Security**

Choose one of the following options: 3-4

CISS 13	Principles of Information Systems Security
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CISS 15	Operating Systems Security	
CISS 21 & 21L	Network Vulnerabilities and Countermeasures and Network Vulnerabilities and Countermeasures Laboratory	
Total Units		20-21.5

## Recommended Electives

BUSA 7	Principles of Accounting - Financial	5
BUSM 20	Principles of Business	3
BUSM 60	Human Relations in Business	3
BUSO 25	Business Communications	3
BUSS 36	Principles of Marketing	3
CISB 31	Microsoft Word	3
CISB 51	Microsoft PowerPoint	3
CISM 11	Systems Analysis and Design	3.5
R-TV 17	Internet Radio and Podcasting	3
SPCH 26 or SPCH 26H	Interpersonal Communication Interpersonal Communication - Honors	3

# Kinesiology and Wellness Emphasis, AA Liberal Arts and Sciences

## Degree A8986

An emphasis in Kinesiology and Wellness provides the student with an understanding of kinesiology, 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 behavioral development and diversity cluster.

## Program Learning Objectives

Upon successful completion of this program, a student will:

- Have an understanding of kinesiology, health promotion, and the mechanics of human bodily movement.
- Have an understanding of Anatomy, Nutrition as well as Behavior Development as it applies to Kinesiology.
- Be able to demonstrate competence in several activities.
- Be provided with an opportunity to prepare for transfer or a career in the field of human movement and wellness.
- Be able to examine personal health-related behavioral patterns, select goals and formulate appropriate health and fitness strategies.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Cluster 1: Kinesiology, Movement, and Health Promotion

Choose six to eight units from the following: 6-8

DN-T 18	Introduction to Dance	
DN-T 20	History and Appreciation of Dance	
KIN 3 or KIN 5	First Aid and CPR Advanced First Aid/CPR/Emergency Response	
KIN 13	Sports Officiating	
KIN 19	Introduction to Care/Prevention of Activity/ Sports -Related Injuries	

KIN 34	Fitness for Living	
KIN 39	Techniques of Fitness Testing	
KIN 44	Theory of Coaching	
KIN 17	Introduction to Kinesiology	

### Cluster 2: Scientific and Nutrition Background

Choose a minimum of three to five units from the following: 3-5

ANAT 10A or ANAT 35	Introductory Human Anatomy Human Anatomy	
ANAT 10B or ANAT 36	Introductory Human Physiology Human Physiology	
ANAT 35	Human Anatomy	
ANAT 36	Human Physiology	
BIOL 1	General Biology	
BIOL 4 or BIOL 4H	Biology for Majors Biology for Majors - Honors	
BIOL 5	Contemporary Health Issues	
BIOL 13	Human Reproduction, Development and Aging	
CHEM 10	Chemistry for Allied Health Majors	
CHEM 40	Introduction to General Chemistry	
CHEM 50 or CHEM 50H	General Chemistry I General Chemistry I - Honors	
MICR 1	Principles of Microbiology	
MICR 22	Microbiology	
NF 10 or NF 12	Nutrition for Personal Health and Wellness Sports Nutrition	
NF 25 or NF 25H	Introduction to Nutrition Science Introduction to Nutrition Science - Honors	
PHYS 1	Physics	
PHYS 2AG	General Physics	
PSYC 1B	Biological Psychology	

### Cluster 3: Behavioral Development and Diversity

Choose a minimum of three to four units from the following: 3-4

ANTH 5	Principles of Cultural Anthropology	
ANTH 22	General Cultural Anthropology	
CHLD 1	Child, Family, School and Community	
CHLD 10 or CHLD 10H	Child Growth and Lifespan Development Child Growth and Lifespan Development- Honors	
CHLD 11	Child and Adolescent Development	
COUN 2	College Success Strategies	
COUN 5	Career and Life Planning	
PSYC 1A or PSYC 1AH	Introduction to Psychology Introduction to Psychology - Honors	
PSYC 3	Introduction to Research Methods in Psychology	
PSYC 14	Developmental Psychology	
PSYC 15	Introduction to Child Psychology	
PSYC 17	Introduction to Human Services	
PSYC 26	Psychology of Sexuality	
PSYC 33	Psychology for Effective Living	
SOC 1 or SOC 1H	Sociology Sociology - Honors	

SOC 2	Contemporary Social Problems
or SOC 2H	Contemporary Social Problems - Honors
SOC 15	Child Development
SOC 20	Sociology of Ethnic Relations
or SOC 20H	Sociology of Ethnic Relations - Honors

**Activity Courses**

Choose a minimum of two courses from the following: 1

DNCE 1	Ballet Fundamentals
DNCE 10	Modern Fundamentals
DNCE 17	Jazz Fundamentals
DNCE 28	Theater Dance I
DNCE 41	Pilates I
KINA 8A	Swimming - Beginning
KINF 10A	Weight Training - Beginning
KINF 34A	Cardiorespiratory Training Beginning
KINF 36A	Circuit Training Beginning
KINF 38A	Aerobics-Beginning
KINI 4A	Badminton - Beginning
KINI 18A	Golf - Beginning
KINI 29	Self Defense and Martial Arts
KINI 33A	Kickboxing Beginning
KINI 50A	Yoga
KINS 2A	Basketball Beginning
KINS 10A	Beginning Soccer
KINS 24A	Volleyball - Beginning
KINX 88	Pre-Season Athletics
KINX 99	Off-Season Athletics
KINL 2	Physical Fitness for the Physically Limited
KINL 18	Weight Training for the Physically Limited

Must complete at least 18 units. Remaining units must be taken from clusters 1 – 3 if not already taken. 0-5

**For Area of Emphasis**

Total Units 13-23

## Language Arts Emphasis, AA Liberal Arts and Sciences

**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 with a diverse environment. In addition to the foundational language acquisition courses, students select personal options that will strengthen their individual interest and goals within Language Arts.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses****Language Acquisition**

Choose a minimum of nine units from the following: 9

CHLD 51	Early Literacy in Child Development
ENGL 1C	Critical Thinking and Writing
or ENGL 1CH	Critical Thinking and Writing - Honors

or PHIL 9	Critical Thinking and Writing
ENGL 81	Language Acquisition
READ 100	Analysis and Critical Reading
SIGN 210	American Sign Language Structure
STDY 100	University-level Academic Success Strategies

**Language Arts Diversity**

Choose a minimum of six units from the following: 6

SPAN 1	Elementary Spanish
SPAN 2	Continuing Elementary Spanish
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish
SPAN 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking
SPAN 53	Conversational Spanish
SPAN 54	Continuing Conversational Spanish
FRCH 1	Elementary French
FRCH 2	Continuing Elementary French
FRCH 3	Intermediate French
FRCH 4	Continuing Intermediate French
FRCH 53	Intermediate Conversational French
FRCH 54	Continuing Intermediate Conversational French
ITAL 1	Elementary Italian
ITAL 2	Continuing Elementary Italian
ITAL 3	Intermediate Italian
ITAL 4	Continuing Intermediate Italian
ITAL 52	Conversational Italian
ITAL 53	Continuing Conversational Italian
ITAL 54	Advanced Conversational Italian
GERM 1	Elementary German
GERM 2	Continuing Elementary German
GERM 3	Intermediate German
CHIN 1	Elementary Chinese
CHIN 2	Continuing Elementary Chinese
CHIN 3	Intermediate Chinese
CHIN 4	Continuing Intermediate Chinese
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
ARAB 1	Elementary Arabic
ARAB 2	Continuing Elementary Arabic
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 105	American Sign Language 5
LIT 3	Multicultural American Literature

LIT 11A	World Literature to 1650	
or LIT 11B	World Literature from 1650	
LIT 20	African American Literature	
LIT 25	Contemporary Mexican American Literature	
CHLD 50	Teaching in a Diverse Society	
JOUR 100	Introduction to Mass Media	
JOUR 107	Race, Culture, Sex, and Mass Media Images	
R-TV 01	Introduction to Electronic Media	
<b>Personal Options</b>		
Choose a minimum of three units from the following:		3
BUSO 25	Business Communications	
CHLD 61	Language Arts and Art Media for Young Children	
ENGL 1B	English - Introduction to Literary Types	
or ENGL 1B	English - Introduction to Literary Types - Honors	
ENGL 8A	Creative Writing - Fiction	
ENGL 8B	Creative Writing - Poetry	
ENGL 8C	Creative Writing - Novel	
ENGL 8D	Creative Writing - Poetry Collection	
ENGL 8E	Creative Writing - Memoir	
ENGL 8F	Creative Writing - Nonfiction	
ENGL 9A	Writing the Personal Journal	
JOUR 101	Beginning Newswriting	
or JOUR 102	Intermediate Newswriting	
JOUR 108	Introduction to Public Relations	
LIT 1	Early American Literature	
or LIT 2	Modern American Literature	
LIT 6A	Survey of English Literature	
or LIT 6B	Survey of English Literature	
LIT 40	Children's Literature	
R-TV 05	Radio-TV Newswriting	
SPCH 4	Performance of Literature	
<b>For Area of Emphasis</b>		
Total Units		18

## Mathematics Emphasis, AA Liberal Arts and Sciences

### 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Demonstrate critical thinking skills in solving an application problem in the math and computer science courses that the student takes.
- Analyze success rates for the math courses that are assigned to the AA Degree.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Choose a minimum of 18 units from the following with at most two CSCI courses: 18

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 245	A Transition to Advanced Mathematics	
MATH 280	Calculus and Analytic Geometry	
MATH 285	Linear Algebra and Differential Equations	
CSCI 110	Fundamentals of Computer Science	
CSCI 140	C++ Language and Object Development	
CSCI 145	Java Language and Object Oriented Programming	

### For Area of Emphasis

Total Units 18

## Recommended Electives

MATH 100	Survey of College Mathematics	3
MATH 110	Elementary Statistics	3
or MATH 110H	Elementary Statistics - Honors	
MATH 120	Finite Mathematics	3
CHEM 50	General Chemistry I	5
or CHEM 50H	General Chemistry I - Honors	
CHEM 51	General Chemistry II	5
PHYS 4A	Engineering Physics	5
PHYS 4B	Engineering Physics	5
PHYS 4C	Engineering Physics	5

## Music Emphasis, AA Liberal Arts and Sciences

### 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.

### Program Learning Outcomes

*Upon successful completion of this course, a student will:*

- demonstrate proficiency in the rehearsal, collaboration and performance of music across a wide range of compositional styles and in a variety of venues.
- demonstrate proficiency in the analysis and composition of tonal music.
- demonstrate proficiency in the dictation and sight singing of tonal music.
- demonstrate proficiency in sight reading, transposition and improvisation at the keyboard.
- comprehend and communicate in writing the cultural and historical contexts of music, as well as stylistic differences, in the Western classical traditions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

MUS 2	Music Theory	3
MUS 3A	Harmony - Diatonic	3
MUS 5A	Musicianship - Ear Training and Sight Singing	1
MUS 5B	Musicianship - Diatonic	1
MUS 11A	Music Literature Survey	3
MUS 16	Individual Instruction	0.5
MUS 22	Conducting	1.5

### Piano

Choose two units from the following:		2
MUS 17A	Elementary Piano	
MUS 17B	Intermediate Piano	
MUS 18	Advanced Piano	

### Performance Ensemble

Choose 3 to 5 units from the following:		3-5
MUS 27	Chamber Music	
MUS 30	Collegiate Chorale	
MUS 31	Concert Choir	
MUS 34	Women's Vocal Ensemble	
MUS 36	Wind Symphony	
MUS 38	Ensemble	
MUS 39	Laboratory Band	
MUS 44	Vocal Jazz Ensemble	
MUS 45	Chamber Singers	
MUS 47	Jazz Ensemble	
MUS 48	Men's Vocal Ensemble	
MUS 49	Wind Ensemble	

### For Area of Emphasis

Total Units		18-20
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## Strongly Recommended Electives

MUS 11B	Music Literature Survey	3
MUS 16	Individual Instruction	0.5
MUS 9	Introduction to Music Technology	3

## Natural Sciences Emphasis, AA Liberal Arts and 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.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Analyze and model chemical, physical or biological systems using scientific and/or mathematical methods.
- Analyze and model chemical, physical or biological systems using scientific and/or mathematical methods.
- Critically read, interpret, and analyze a range of complex text and data to make connections and draw meaningful conclusions.
- Identify and model the professional and ethical responsibilities of a scientist.
- Communicate scientific principles and applications effectively, both verbally and in writing.
- Describe the impact of humans and our technology in an environmental and societal context.
- Pursue further study or life-long learning in the sciences.
- Work collaboratively to reach a common goal or solve a problem.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Choose a minimum of 18 units from the following with at least one GE lab from each group: 18

### Group 1: Physical Sciences

ASTR 5	Introduction to Astronomy	
or ASTR 5H	Introduction to Astronomy - Honors	
ASTR 7	Geology of the Solar System	
ASTR 8	Introduction to Stars, Galaxies, and the Universe	
CHEM 80	Organic Chemistry	
CHEM 81	Organic Chemistry II	
GEOG 1	Elements of Physical Geography	
or GEOG 1H	Elements of Physical Geography - Honors	
GEOL 7	Geology of California	
GEOL 8	Earth Science	
or GEOL 8H	Earth Science - Honors	
GEOL 9	Environmental Geology	
GEOL 10	Natural Disasters	
GEOL 24	Geologic Field Studies: Central California	
or GEOL 25	Geologic Field Studies: Southern California	
METO 3	Weather and the Atmospheric Environment	
OCEA 10	Introduction to Oceanography	
or OCEA 10H	Introduction to Oceanography - Honors	

### Group 1: Physical Sciences GE Labs

Choose at least one from the following:

ASTR 5L	Astronomical Observing Laboratory	
CHEM 50	General Chemistry I	
or CHEM 50H	General Chemistry I - Honors	
CHEM 51	General Chemistry II	
GEOG 1L	Physical Geography Laboratory	
or GEOG 1LH	Physical Geography Laboratory - Honors	
GEOL 1	Physical Geology	
GEOL 8L	Earth Science Laboratory	
METO 3L	Weather and Atmospheric Environment Laboratory	
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

**Group 2: Life Sciences**

ANTH 1	Biological Anthropology or ANTH 1H Biological Anthropology - Honors
BIOL 6	Humans and the Environment
BIOL 17	Neurobiology and Behavior
BIOL 20	Marine Biology
BIOL 25	Conservation Biology
BIOL 34	Fundamentals of Genetics
BTNY 3	Plant Structures, Functions, and Diversity

**Group 2: Life Sciences GE Labs**

Choose at least one from the following:

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 or BIOL 4H Biology for Majors - Honors
BIOL 6L	Humans and the Environment Laboratory
BIOL 8	Cell and Molecular Biology
BIOL 21	Marine Biology Laboratory
BIOL 34L	Fundamentals of Genetics Lab
MICR 1	Principles of Microbiology or MICR 22 Microbiology

**For Area of Emphasis**

Total Units 18

## Social & Behavioral Sciences Emphasis, AA Liberal Arts and Sciences

**Humanities and Social Sciences Division****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.

**Program Learning Objectives**

Upon successful completion of this program, a student will be able to:

- Analyze cultural and gender diversity in humans.
- Explain the development of the person within society.
- Explain how biology relates to behavior or society.
- Discuss historical and political implications on society.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

**Required Courses****Core Courses**

Choose a minimum of one from the following: 3

ANTH 1	Biological Anthropology or ANTH 1H Biological Anthropology - Honors
BUSC 1A	Principles of Economics - Macroeconomics or BUSC 1AH Principles of Economics - Macroeconomics - Honors
BUSC 1B	Principles of Economics - Microeconomics or BUSC 1BH Principles of Economics - Microeconomics - Honors
HIST 1	History of the United States or HIST 7 History of the United States to 1877 or HIST 7H History of the United States to 1877 - Honors
POLI 1	Political Science or POLI 1H Political Science - Honors
PSYC 1A	Introduction to Psychology or PSYC 1AH Introduction to Psychology - Honors
SOC 1	Sociology or SOC 1H Sociology - Honors

Choose one from the following: 3-4

MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics - Honors
PSYC 10	Statistics for the Behavioral Sciences

**Cultural & Gender Diversity**

Choose a minimum of three units from the following: 3

ANTH 30	The Native American
ANTH 5	Principles of Cultural Anthropology or ANTH 22 General Cultural Anthropology
BIOL 15	Human Sexuality or BIOL 15H Human Sexuality - Honors
GEOG 2	Human Geography or GEOG 2H Human Geography - Honors
GEOG 5	World Regional Geography or GEOG 30 Geography of California or GEOG 30H Geography of California - Honors
HIST 36	Women in American History
JOUR 100	Introduction to Mass Media
JOUR 107	Race, Culture, Sex, and Mass Media Images
POLI 25	Latino Politics in the United States
POLI 35	African American Politics
PSYC 25	The Psychology of Women
PSYC 26	Psychology of Sexuality
R-TV 01	Introduction to Electronic Media
SOC 5	Introduction to Criminology
SOC 14	Marriage and the Family or SOC 14H Marriage and the Family - Honors
SOC 20	Sociology of Ethnic Relations or SOC 20H Sociology of Ethnic Relations - Honors
SPCH 7	Intercultural Communication or SPCH 7H Intercultural Communication - Honors

**Development of the Person**

Choose a minimum of three units from the following: 3

BIOL 5	Contemporary Health Issues	
BIOL 13	Human Reproduction, Development and Aging	
CHLD 1	Child, Family, School and Community	
CHLD 10	Child Growth and Lifespan Development	
or CHLD 10H	Child Growth and Lifespan Development- Honors	
PSYC 14	Developmental Psychology	
PSYC 19	Abnormal Psychology	
SOC 2	Contemporary Social Problems	
or SOC 2H	Contemporary Social Problems - Honors	
SOC 4	Introduction to Gerontology	
SOC 15	Child Development	

#### Biology as It Relates to Behavior or Society

Choose a minimum of three units from the following: 3

ANTH 1	Biological Anthropology	
BIOL 6	Humans and the Environment	
BIOL 17	Neurobiology and Behavior	
BIOL 34	Fundamentals of Genetics	
PSYC 1B	Biological Psychology	

#### Historical and Political Implications on Society

Choose a minimum of three units from the following: 3

GEOG 8	The Urban World	
HIST 1	History of the United States	
or HIST 7	History of the United States to 1877	
or HIST 7H	History of the United States to 1877 - Honors	
or HIST 8	History of the United States from 1865	
or HIST 8H	History of the United States from 1865 - Honors	
HIST 10	History of Premodern Asia	
or HIST 11	History of Modern Asia	
or HIST 16	The Wild West - A History, 1800-1890	
HIST 30	History of the African American 1619-1877	
or HIST 31	History of the African American	
or HIST 35	History of Africa	
HIST 40	History of the Mexican American	
or HIST 44	History of Native Americans	
POLI 9	Introduction to International Relations	
or POLI 25	Latino Politics in the United States	
or POLI 35	African American Politics	
PSYC 17	Introduction to Human Services	

#### For Area of Emphasis

Total Units 18-19

### Recommended Electives

ANTH 3	Archaeology	3
BUSM 60	Human Relations in Business	3
CHLD 1	Child, Family, School and Community	3
CHLD 73	Infant/Toddler Care and Development	3
CHLD 85	Infants At Risk	3
COUN 5	Career and Life Planning	3
COUN 51	Career Planning	1
FCS 41	Life Management	3

LIBR 1	Information Resources and Research Methods	3
LIT 3	Multicultural American Literature	3
LIT 15	Introduction to Cinema	3
LIT 20	African American Literature	3
LIT 25	Contemporary Mexican American Literature	3
PSYC 3	Introduction to Research Methods in Psychology	4
PSYC 17	Introduction to Human Services	3
PSYC 19	Abnormal Psychology	3
PSYC 33	Psychology for Effective Living	3
SL 2	Linked Service Learning	1
or SPCH 26	Interpersonal Communication	
or SPCH 26H	Interpersonal Communication - Honors	

## Associate Degrees for Transfer

### (AA-T & AS-T)

#### Associate in Arts for Transfer Degree (AS-T)

Art History .....	179
Communication Studies.....	179
English .....	180
Geography .....	180
History.....	181
Journalism.....	182
Music.....	183
Political Science .....	183
Psychology.....	184
Studio Arts.....	185
Theater Arts.....	186

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

Administration of Justice.....	186
Early Childhood Education.....	187
Mathematics.....	188

## Art History, AA-T

### Humanities and Social Sciences Division

#### Degree A0330

The academic discipline of Art History involves the study of visual objects as both works of art and as artifacts of the historical and cultural contexts in which they were created. The Associate in Arts in Art History for Transfer (AA-T) will provide the student with a solid foundation in both European and non-European art and visual culture from the periods of pre-history through modern. The degree program requires students to critically analyze visual objects from a variety of perspectives, utilizing various modes of analysis.

To earn an Associate in Arts in Art History for Transfer a student must complete 60 semester Units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 Units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

#### Core Courses

AHIS 4	History of Western Art: Prehistoric Through Gothic	3
or AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	
AHIS 5	History of Western Art: Renaissance Through Modern	3
or AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	
ARTD 15A	Drawing: Beginning	3

#### List A

Choose one from the following:		3
AHIS 9	History of Asian Art and Architecture	
AHIS 11	History of African, Oceanic, and Native American Art	
AHIS 12	History of Precolumbian Art and Architecture	
or AHIS 12H	History of Precolumbian Art and Architecture - Honors	

#### List B

Choose one from the following:		3
ARTB 14	Basic Studio Arts	
ARTD 17A	Drawing: Life	
ARTD 20	Design: Two-Dimensional	
ARTG 20	Art, Artists and Society	
ARTS 22	Design: Three-Dimensional	
ARTS 30A	Ceramics: Beginning I	
ARTS 40A	Sculpture: Beginning	
PHOT 10	Basic Digital and Film Photography	

#### List C

Choose two from the following or one course from the following and one course not selected from List A:		6
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AHIS 3	History of Women and Gender in Art	
or AHIS 3H	History of Women and Gender in Art - Honors	
AHIS 6	History of Modern Art	
or AHIS 6H	History of Modern Art - Honors	
AHIS 8	History of Medieval Art and Architecture	
AHIS 10	A History of Greek and Roman Art and Architecture	
AHIS 14	Rome: The Ancient City	
AHIS 15	Culture and Art of Pompeii	
<b>Total Units for Major</b>		<b>21</b>
<b>CSU General Education or IGETC Pattern</b> <sup>1</sup>		<b>39-42</b>
<b>Total Units</b>		<b>60</b>

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Communication Studies, AA-T

### Humanities and Social Sciences Division

#### Degree A0325

Communication Studies is a broad-based discipline with foundational coursework in oral communication theory and skills development, augmented with course options that add dimension and depth to the student's understanding of the discipline – such as interpersonal, group, organizational and intercultural communication, argumentation, journalism, forensics, and communication research methods.

The degree program requires students to critically analyze information and arguments, select and research an appropriate topic and thesis, and logically organize the supporting material into a well-crafted presentation. Students will employ appropriate verbal and nonverbal delivery skills and visual aids to present a message to an audience in a conversational and confident manner; and formulate communication solutions to problems in a range of contexts. Students will create messages appropriate for diverse audiences and listeners and develop an improved understanding of themselves as communicators.

To earn an Associate in Arts in Communication Studies for Transfer a student must complete 60 semester Units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 Units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

### Program Learning Objectives

*Upon successful completion of this program, a student will be able to:*

- Critically analyze information and arguments.
- Select and research an appropriate topic and thesis.
- Logically organize supporting materials into a well-crafted presentation.
- Demonstrate effective verbal and non-verbal delivery skills to present a message to a live audience in a confident manner.
- Formulate communication solutions to problems in a range of contexts.
- Create messages appropriate for diverse audiences and listener.
- Develop an improved understanding of themselves as communicators.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

SPCH 1A	Public Speaking	4
or SPCH 1AH	Public Speaking - Honors	

### List A

Choose two courses from the following: 6

SPCH 6	Group Communication
SPCH 20	Argumentation and Debate or SPCH 20H Argumentation and Debate - Honors
SPCH 26	Interpersonal Communication or SPCH 26H Interpersonal Communication - Honors

### List B

Choose any two courses from the following or any one course not selected from List A: 6-7

SPCH 2	Fundamentals of Communication
SPCH 4	Performance of Literature
SPCH 7	Intercultural Communication or SPCH 7H Intercultural Communication - Honors

Limit of three units from:

JOUR 100	Introduction to Mass Media
SPCH 15	Forensics: Fundamentals of Contest Speech and Debate or SPCH 16 Forensics: Individual Event Team or SPCH 17 Forensics: Debate Team or SPCH 18 Forensics: Reader's Theater Team

### List C

Choose at least one course from the following or any one course not selected from List A or List B: 3-4

ENGL 1C	Critical Thinking and Writing or ENGL 1CH Critical Thinking and Writing - Honors
JOUR 101	Beginning Newswriting
SPCH 3	Voice and Diction
SPCH 8	Professional and Organizational Speaking or SPCH 8H Professional and Organizational Speaking - Honors
SPCH 30	Gateway to Communication Studies

**Total Units for Major** 19-21

**CSU General Education or IGETC Pattern**<sup>1</sup> 39-42

Total Units 60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## English, AA-T

### Humanities and Social Sciences Division

#### Degree A0332

The Associate in Arts in English for Transfer introduces students to Literature written in English and gives them the option of studying creative writing. Completion of the degree provides students with the core skills and knowledge needed to pursue a baccalaureate degree in English. Those core skills and knowledge include the ability to analyze literature and the ability to write researched analytical papers. Students who earn this degree will be able to write a literary analysis, analyze major themes

and concerns in literature, and identify the influence of culture on human expression.

To earn an Associate in Arts in English for Transfer a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

ENGL 1B	English - Introduction to Literary Types	3
or ENGL 1BH	English - Introduction to Literary Types - Honors	

ENGL 1C	Critical Thinking and Writing	4
or ENGL 1CH	Critical Thinking and Writing - Honors	

**List A: Choose one sequence from the following:** 6

LIT 1	Early American Literature
& LIT 2	and Modern American Literature
LIT 6A	Survey of English Literature
& LIT 6B	and Survey of English Literature
LIT 11A	World Literature to 1650
& LIT 11B	and World Literature from 1650

**List B: Choose one course from the following or any course not selected from List A:** 3

ENGL 8A	Creative Writing - Fiction
ENGL 8B	Creative Writing - Poetry
ENGL 8F	Creative Writing - Nonfiction
ENGL 81	Language Acquisition

**List C: Choose one course from the following or any course not selected from List A or List B:** 3

ENGL 8C	Creative Writing - Novel
JOUR 100	Introduction to Mass Media
JOUR 101	Beginning Newswriting
LIT 10	Survey of Shakespeare
LIT 14	Introduction to Modern Poetry
LIT 15	Introduction to Cinema
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

**Total Units for Major** 19

**CSU General Education or IGETC Pattern**<sup>1</sup> 39-42

Total Units 60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Geography, AA-T

### Humanities and Social Sciences Division

#### Degree A0356

Geography is a diverse discipline, with foundational coursework in both Earth and Social Sciences. Such foundational courses are augmented by coursework that applies geographic principles to particular world regions and by courses that explore the fundamental human-environment relationship, including coursework in Anthropology, Political Science, Biology and Earth Sciences.

To earn an Associate in Arts in Geography for Transfer degree, a student must complete 60 semester units that are eligible for transfer to the CSU system that consist of the IGETC pattern or CSU GE breadth and a major of a minimum of 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Apply geographic principles to particular world regions.
- Analyze the fundamental human-environment relationship.
- Evaluate spatial variation in human and physical processes.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

GEOG 1	Elements of Physical Geography	3
or GEOG 1H	Elements of Physical Geography - Honors	
GEOG 1L	Physical Geography Laboratory	1
or GEOG 1LH	Physical Geography Laboratory - Honors	
GEOG 2	Human Geography	3
or GEOG 2H	Human Geography - Honors	

**List A:** 6

### Select two courses from the following:

GEOG 5	World Regional Geography	
GEOG 30	Geography of California	
or GEOG 30H	Geography of California - Honors	
GEOG 10	Introduction to Geographic Information Systems	

**List B:** 6

### Select any course from LIST A not already used and:

ANTH 5	Principles of Cultural Anthropology	
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**Total Units for Major** 19

**CSU General Education or IGETC Pattern**<sup>1</sup> 39-42

**Total Units** 60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## History, AA-T

### Humanities and Social Sciences Division Degree A0334

History is a broad-based academic discipline with foundational coursework in both World History and The History of the United States, augmented with course options that add dimension and depth to the student's understanding of the discipline—such as history courses outside of the Western World, courses in the humanities or social

sciences (including history) that address any historically under-represented group or non-western subject matter fulfilling transfer level GE categories and courses in foreign languages.

The degree program requires students to critically analyze material from a variety of sources and to develop links and connections in abstracting fundamental meaning of historical data. The course distribution of the degree will expose the students to the complexity and diversity of the historical past, thus placing the present day issues and problems within a meaningful historical context.

To earn an Associate in Arts in History for Transfer a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

HIST 7	History of the United States to 1877	3
or HIST 7H	History of the United States to 1877 - Honors	
HIST 8	History of the United States from 1865	3
or HIST 8H	History of the United States from 1865 - Honors	

### List A

HIST 3	World History: Prehistoric to Early Modern	3
or HIST 3H	World History: Prehistoric to Early Modern - Honors	
HIST 4	World History: Early Modern to the Present	3
or HIST 4H	World History: Early Modern to the Present - Honors	

### List B: Choose one course from each group:

Group 1: Diversity Course 3-4

AHIS 9	History of Asian Art and Architecture	
AHIS 11	History of African, Oceanic, and Native American Art	
AHIS 12	History of Precolumbian Art and Architecture	
AHIS 12H	History of Precolumbian Art and Architecture - Honors	
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	
FRCH 1	Elementary French	
FRCH 2	Continuing Elementary French	
FRCH 3	Intermediate French	
FRCH 4	Continuing Intermediate French	
GERM 1	Elementary German	
GERM 2	Continuing Elementary German	
GERM 3	Intermediate German	
HIST 10	History of Premodern Asia	

HIST 11	History of Modern Asia
HIST 19	History of Mexico
HIST 30	History of the African American 1619-1877
HIST 31	History of the African American
HIST 35	History of Africa
HIST 36	Women in American History
HIST 40	History of the Mexican American
HIST 44	History of Native Americans
ITAL 1	Elementary Italian
ITAL 2	Continuing Elementary Italian
ITAL 3	Intermediate Italian
ITAL 4	Continuing Intermediate Italian
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 20	African American Literature
LIT 25	Contemporary Mexican American Literature
POLI 25	Latino Politics in the United States
POLI 35	African American Politics
SPAN 1	Elementary Spanish
SPAN 2	Continuing Elementary Spanish
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish
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
Group 2: History-Related Humanities Course	3
AHIS 1	Understanding the Visual Arts
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 and Architecture
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 and Architecture
AHIS 12H	History of Precolumbian Art and Architecture - Honors
ANTH 5	Principles of Cultural Anthropology
ANTH 22	General Cultural Anthropology
ANTH 30	The Native American
ARTB 1	Understanding the Visual Arts
DN-T 20	History and Appreciation of Dance
GEOG 2	Human Geography
GEOG 2H	Human Geography - Honors
GEOG 5	World Regional Geography
HIST 39	California History
HUMA 1	The Humanities
LIT 11A	World Literature to 1650
LIT 11B	World Literature from 1650
MUS 12	History of Jazz
MUS 14A	World Music
MUS 14B	American Folk Music
MUS 15	Rock Music History and Appreciation
PHOT 15	History of Photography
THTR 10	History of Theater Arts
<b>Total Units for Major</b>	18-19
<b>CSU General Education or IGETC Pattern <sup>1</sup></b>	39-42
<b>Total Units</b>	60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Journalism, AA-T

### Humanities and Social Science Division Degree A0400

The Associate in Arts in Journalism for Transfer provides a broad base of education in the discipline and introduces students to journalism and multimedia. It gives students the option of studying journalistic writing for traditional and online media. Completion of the degree provides students with the core skills and knowledge needed to pursue a baccalaureate degree in Journalism. Students who earn this degree will be able to transfer to university or enter the local job market. In this program, students will gain hands-on experience with all aspects of news gathering, organizing, writing, and disseminating information.

To earn an Associate in Arts degree for Transfer a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

### Program Learning Outcomes

Upon successful completion of this program, a student will:

- critically and ethically evaluate and apply functions of the mass media.
- create and/or analyze content in diverse settings.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

JOUR 100	Introduction to Mass Media	3
JOUR 101	Beginning Newswriting	3
JOUR 114	Student News Media Staff	3

### LIST A

Choose one course from the following: 3

JOUR 102	Intermediate Newswriting	
JOUR 108	Introduction to Public Relations	
JOUR 115	Student News Media Editing Staff	
JOUR 116	Multimedia Storytelling	

### LIST B

Choose two courses from the following 6-7

BUSC 1A	Principles of Economics - Macroeconomics or BUSC 1AHPrinciples of Economics - Macroeconomics - Honors	
ENGL 1C	Critical Thinking and Writing or ENGL 1CHCritical Thinking and Writing - Honors	
PHOT 10	Basic Digital and Film Photography	
POLI 1	Political Science or POLI 1H Political Science - Honors	
POLI 2	Comparative Politics	
SPCH 20	Argumentation and Debate or SPCH 20HArgumentation and Debate - Honors	

**Total Units for Major** 18-19

**CSU General Education or IGETC Pattern**<sup>1</sup> 39-42

**Total Units** 60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC

## Music, AA-T

### Arts Division

#### Degree A0347

Music is a broad-based academic discipline with foundational coursework in theory and performance. By providing a theoretical understanding of the development and creation of music, along with requisite technical proficiency, it is expected that these skills will be used to demonstrate musical sensitivity and creativity as a soloist or in the context of a musical ensemble. To further foster these skills, optional courses in the areas of piano and music history should also be taken. The degree requires four semesters of theory, four semesters of applied music (lessons), and four semesters of musical ensemble to provide the skills necessary for transferring to a 4-year institution to pursue a degree in music, including composition, performance, and/or music education.

To earn an associate degree for transfer, a student must complete 60 semester units that are eligible for transfer to a CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate proficiency in the rehearsal, collaboration and performance of music across a wide range of compositional styles and in a variety of venues.
- Demonstrate proficiency in the analysis and composition of tonal music.
- Students will demonstrate proficiency in the dictation and sight singing of tonal music
- Demonstrate proficiency in sight reading, transposition and improvisation at the keyboard
- Comprehend and communicate in writing the cultural and historical contexts of music, as well as stylistic differences, in the Western classical traditions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Theory & Musicianship

Choose one course from the following: 3-4

MUS 2 & MUS 5A	Music Theory and Musicianship - Ear Training and Sight Singing	
MUS 7	Fundamentals of Music	
MUS 3A	Harmony - Diatonic	3
MUS 3B	Harmony - Chromatic I	3
MUS 3C	Harmony - Chromatic II	3
MUS 5B	Musicianship - Diatonic	1
MUS 6A	Musicianship - Chromatic I	1
MUS 6B	Musicianship - Chromatic II	1

### Applied Music

4 semesters, 0.5 units each 2

MUS 16	Individual Instruction	
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### Ensemble

6 units or 4 semesters, variable 1.5-2 units each 5-8

MUS 27	Chamber Music	
MUS 31	Concert Choir	
MUS 34	Women's Vocal Ensemble	
MUS 39	Laboratory Band	
MUS 45	Chamber Singers	
MUS 47	Jazz Ensemble	
MUS 48	Men's Vocal Ensemble	
MUS 49	Wind Ensemble	
MUS 50	Jazz Improvisation and Performance Choir	

**Total Units for Major** 23-26

**CSU General Education or IGETC Pattern**<sup>1</sup> 39-42

**Total Units** 60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Political Science, AA-T

### Humanities and Social Sciences Division Degree A0345



Political Science introduces students to political science theories and methodologies used in the scientific study of political institutions and behavior. The Associate in Arts in Political Science for Transfer degree will provide students with the foundational knowledge necessary to identify research and statistical methods appropriate to political science, to compare and contrast the major theoretical perspectives in political science, and synthesize the analysis of institutions and individuals. The Associate in Arts in Political Science for Transfer degree is designed to assist students in seamlessly transferring to a CSU major in Political Science.

To earn an associate degree for transfer, a student must complete 60 semester units that are eligible for transfer to a CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Explain political institutions and processes of the United States government.
- Identify research and statistical methods appropriate to Political Science.
- Compare and contrast major theoretical perspectives in Political Science.
- Analyze the relationships between governments globally.
- Compare and contrast the institutions and processes of governments around the world.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

POLI 1	Political Science	3
or POLI 1H	Political Science - Honors	

### List A

Choose three courses from the following: 9-10

- MATH 110 Elementary Statistics
- or MATH 110H Elementary Statistics - Honors
- or PSYC 10 Statistics for the Behavioral Sciences

- POLI 2 Comparative Politics
- POLI 5 Political Theory I - Ancient to Contemporary
- POLI 9 Introduction to International Relations

### List B

Choose two courses from the following or any course not selected in List A: 6

- ANTH 5 Principles of Cultural Anthropology
- ANTH 22 General Cultural Anthropology
- BUSC 1A Principles of Economics - Macroeconomics
- or BUSC 1AH Principles of Economics - Macroeconomics - Honors
- GEOG 2 Human Geography
- or GEOG 2H Human Geography - Honors
- GEOG 5 World Regional Geography

GEOG 30	Geography of California
or GEOG 30H	Geography of California - Honors
HIST 1	History of the United States
HIST 4	World History: Early Modern to the Present
or HIST 4H	World History: Early Modern to the Present - Honors
HIST 7	History of the United States to 1877
or HIST 7H	History of the United States to 1877 - Honors
HIST 8	History of the United States from 1865
or HIST 8H	History of the United States from 1865 - Honors
POLI 7	Political Theory II - Early Modern to Contemporary
POLI 10	Environmental Politics
POLI 25	Latino Politics in the United States
POLI 30	California State and Local Government
POLI 35	African American Politics
PSYC 1A	Introduction to Psychology
or PSYC 1AH	Introduction to Psychology - Honors
SOC 1	Sociology
or SOC 1H	Sociology - Honors

<b>Total Units for Major</b>	18-19
<b>CSU General Education or IGETC Pattern<sup>1</sup></b>	39-42
<b>Total Units</b>	<b>60</b>

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Psychology, AA-T

### Humanities and Social Sciences Division Degree A0324

The Associate in Arts in Psychology for Transfer introduces students to the psychological principles and methodologies used in the scientific study of mental processes and behaviors. Students will acquire the foundational knowledge necessary to pursue post-secondary degrees in psychology and a variety of specialization in the field. The goals of this degree are to prepare students to identify research and statistical methods appropriate to psychology, to compare and contrast the major theoretical perspectives in psychology, and synthesize the relationships between biological and behavioral functions.

To earn an associate degree for transfer, a student must complete 60 semester units that are eligible for transfer to CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Objectives

Upon successful completion of this program, a student will be able to:

- Matriculate to a Bachelor's program in psychology or a related discipline.
- Describe research and statistical methods appropriate to psychology.
- Compare and contrast major theoretical perspectives in psychology.
- Synthesize relationships between biological and behavioral functions.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

PSYC 1A	Introduction to Psychology	3
or PSYC 1AH	Introduction to Psychology - Honors	
PSYC 3	Introduction to Research Methods in Psychology	4

Choose one of the following: 3-4

PSYC 10	Statistics for the Behavioral Sciences	
MATH 110	Elementary Statistics	
MATH 110H	Elementary Statistics - Honors	

### List A

BIOL 1	General Biology	3-4
or PSYC 1B	Biological Psychology	

### List B

Choose one course from the following or any course not already selected from List A: 3-4

PSYC 14	Developmental Psychology	
BIOL 13	Human Reproduction, Development and Aging	
CHLD 10	Child Growth and Lifespan Development	
CHLD 10H	Child Growth and Lifespan Development-Honors	
ENGL 1C	Critical Thinking and Writing	
ENGL 1CH	Critical Thinking and Writing - Honors	
PHIL 3	Introduction to Logic	
PHIL 3H	Introduction to Logic - Honors	
PHIL 8	Critical Thinking	
PHIL 9	Critical Thinking and Writing	
SOC 1	Sociology	
SOC 1H	Sociology - Honors	
SOC 15	Child Development	

### List C

Choose one course from the following or any course not already selected from List A or List B: 3-4

PSYC 5	Psychology of Reasoning and Problem Solving	
PSYC 14	Developmental Psychology	
PSYC 15	Introduction to Child Psychology	
PSYC 19	Abnormal Psychology	
PSYC 25	The Psychology of Women	
PSYC 26	Psychology of Sexuality	
PSYC 33	Psychology for Effective Living	

<b>Total Units for Major</b>	19
<b>CSU General Education or IGETC Pattern</b> <sup>1</sup>	39-42
<b>Total Units</b>	60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

## Studio Arts, AA-T

Arts Division  
Degree A0395

The Associate of Arts in Studio Arts for Transfer is designed to facilitate successful transfer to baccalaureate art degree programs. This degree provides students with the lower division breadth and depth of the field of art. This degree exposes students to the core principles and practices in the field. Students will learn to visually express personal experience and thought with skill and clarity. Students will acquire fundamental visual experiences and concepts basic to many forms and fields of art, animation and design.

To earn an Associate in Arts in Studio Arts for Transfer (AA-T) a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Outcomes

Upon the successful completion of this program, a student will:

- Be prepared to transfer to the California State University system or other public and private colleges and universities to complete Bachelor of Arts or Bachelor of Fine Arts in Art, Studio Art, Fine Art, or Visual Art degrees.
- Be able to apply visual arts concepts that are basic to many forms and fields of art and design in visual, oral, and written communication.
- Be able to analyze historical, contemporary, peer, and personal visual artwork that range in modes of artistic expression.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

AHIS 5	History of Western Art: Renaissance Through Modern	3
or AHIS 5H	History of Western Art: Renaissance Through Modern - Honors	
ARTD 15A	Drawing: Beginning	3
ARTD 20	Design: Two-Dimensional	3
ARTS 22	Design: Three-Dimensional	3

### LIST A

Choose one from the following: 3		
AHIS 4	History of Western Art: Prehistoric Through Gothic	
or AHIS 4H	History of Western Art: Prehistoric Through Gothic - Honors	

### LIST B

ARTD 17A	Drawing: Life	9
ARTD 21	Design: Color and Composition	
ARTD 25A	Beginning Painting I	

<b>Total Units for Major</b>	24
<b>CSU General Education or IGETC Pattern</b> <sup>1</sup>	39-42
<b>Total Units</b>	60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

# Theater Arts, AA-T

## Arts Division

### Degree A0346

The Associate in Arts in Theater Arts for Transfer develops confidence, improves communication skills and provides experiences to work in a collaborative endeavor. In each course, students learn to perfect the skills needed for the discipline of theater while learning to work cooperatively with others in theater-related disciplines. The program emphasizes self-reliance and creative problem solving along with personal artistic development. To earn an Associate in Arts in Theater, a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. The degree allows students the flexibility to pursue a particular area of interest; however, any student who completes the AA-T in Theater Arts will be prepared to pursue an emphasis in acting, technical theater, design, playwriting or general theater. The degree has been designed to assist students who wish to obtain a baccalaureate in Theater. The degree is intended to help the student make an uninterrupted transition to a C.S.U. Students must have a minimum GPA of 2.0 in all major requirements to receive an Associate in Arts in Theater for Transfer degree and all courses in the major must be completed with a C or better. Students earning an Associate in Arts in Theater for Transfer degree will not be required to complete any other local graduation requirements.

## Program Learning Outcomes

Upon the successful completion of this program, a student will:

- Use script analysis and performance techniques to create a character in a live theater performance.
- Analyze and critique the various aspects of a theater production (acting, directing and design) without making value judgments.
- Perform various tasks associated with the creation and implementation of the technical elements (lights, sound, lighting, costumes, and makeup) of a live theater production.
- Understand the interactions of the various theater disciplines and be able to usefully participate in the collaborative environment of theater.
- Analyze and critique elements of the production in their historical and cultural context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

THTR 9	Introduction to Theater Arts	3
or THTR 10	History of Theater Arts	
THTR 11	Principles of Acting I	3
THTR 15	Play Rehearsal and Performance	3

### List A

Choose three courses from the following: 9-9.5

THTR 12	Principles of Acting II	
THTR 14	Stagecraft	
THTR 15	Play Rehearsal and Performance	
THTR 16	Theatrical Make-Up	
THTR 18	Technical Theater Practicum	
THTR 19	Theatrical Costuming	

Total Units for Major

18-18.5

CSU General Education or IGETC Pattern <sup>1</sup>

39-42

Total Units

60

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

# Administration of Justice, AS-T

## Technology and Health Division

### Degree S0362

The Associate in Science in Administration of Justice for Transfer provides a broad base of education in the discipline. Students will acquire the ability to identify and apply legal precedents in field work, be prepared to understand the use of criminal codes in the investigation and documentation of crime, and become familiarized with the social factors that involve police interaction within the community. The degree will support students interested in branching out into undergraduate studies in the social sciences.

To earn an associate degree for transfer, a student must complete 60 units that are eligible for transfer to CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the principals involved in documenting the investigation of criminal activity.
- Identify and apply legal precedents in field work.
- Demonstrate familiarity with the social factors related to police interaction with communities.
- Demonstrate understanding of how criminal codes are used and how statutory law is practically applied.
- Demonstrate the ability to use technology and other resources to research social and legal aspects of the criminal justice system.
- Demonstrate the ability to present information in diverse circumstances, with various cultures and communities, involving public and media issues.
- Understand professional skills related to court testimony, interview, interrogation, and law enforcement nomenclature.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

ADJU 1	The Administration of Justice System	3
ADJU 3	Concepts of Criminal Law	3

### List A

Choose two from the following: 6

ADJU 2	Principles and Procedures of the Justice System	
ADJU 4	Legal Aspects of Evidence	
ADJU 5	Community Relations	
ADJU 20	Principles of Investigation	

ADJU 50	Introduction to Forensics for Criminal Justice
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**List B**

Choose two from the following: 6

MATH 110	Elementary Statistics or MATH 110H Elementary Statistics - Honors
PSYC 1A	Introduction to Psychology or PSYC 1AH Introduction to Psychology - Honors
SOC 1	Sociology or SOC 1H Sociology - Honors
<b>Total Units for Major</b>	<b>18</b>
<b>CSU General Education or IGETC Pattern</b> <sup>1</sup>	<b>39-42</b>
<b>Total Units</b>	<b>60</b>

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

**Additional Notations**

In addition to List C, any CSU transferable Administration of Justice lower division course or courses outside the Administration of Justice discipline that are articulated as lower division major preparation for the Criminal Justice or Criminology Major at any CSU.

## Early Childhood Education, AS-T

**Business Division****Degree S0401**

The Associate in Science in Early Childhood Education for Transfer requires students to critically analyze child development theory, developmentally appropriate approaches, and instructional strategies that positively influence children's learning and development. Students explore the importance of developmental domains and use their knowledge to design, implement, and evaluate meaningful curriculum and environments that promote comprehensive developmental learning outcomes for children. Child observation, documentation, and assessment are explored as essential practices in order to develop effective curriculum and interventions. The California Title 22 regulations, standards, and policies required for early care and education programs are examined. Ethical guidelines, professional practices, and advocacy are assessed to inform future practitioners of standards in the early childhood profession. The Associate in Science in Early Childhood Education for Transfer degree qualifies students for transfer to a California State University (CSU) to complete a Baccalaureate degree in Early Childhood Education or related majors.

To earn an Associate in Science in Early Childhood Education for Transfer degree, a student must complete 60 semester units that are eligible for transfer to the CSU including only CSU GE breadth and a major of at least 24 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

### Program Learning Outcomes

Upon successful completion of this course, a student will be able to:

- understand the practice of early care and education is informed and guided by theory and research of human growth and development.

- demonstrate an understanding that children learn and develop at individual rates, in various ways, and typically in a predictable sequence across all developmental domains including social-emotional, language, cognitive, and perceptual and motor domains.
- demonstrate knowledge that children develop in the context of families and communities and foster respectful, reciprocal relationships with family members that sustain a child's progress in early education.
- integrate knowledge of Child Development theory of young children to create learning environments that are interactive, respectful, supportive and challenging for each child.
- implement a wide array of developmentally appropriate approaches, instructional strategies, and tools to engage with children and families and positively influence each child's development and learning.
- discern that socialization and guidance are on-going processes, and they include a variety of strategies to help children learn appropriate behaviors and problem solving techniques. Children's development and learning is aided by supportive, consistent, and responsive relationships with adults.
- recognize that systematic observation, documentation, screening and assessment are central to the practices of all early childhood professionals and use these essential tools to develop learning experiences that support children's development, learning, interests, strengths, and needs.
- identify and conduct themselves as professionals who follow ethical standards and understand the importance of professional guidelines, professional development and reflective practice, advocacy, and collaborative partnerships.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

**Core Courses**

CHLD 1	Child, Family, School and Community	3
CHLD 5	Principles and Practices in Child Development Programs	3
CHLD 6	Introduction to Child Development Curriculum	3
CHLD 11	Child and Adolescent Development	3
CHLD 50	Teaching in a Diverse Society	3
CHLD 64	Health, Safety and Nutrition of Children	3
CHLD 66	Early Childhood Development Observation and Assessment	2
CHLD 66L	Early Childhood Development Observation and Assessment Laboratory	1
CHLD 67	Early Childhood Education Practicum	2
CHLD 67L	Early Childhood Education Practicum Laboratory	1
<b>Total Units for Major</b>		<b>24</b>
<b>CSU General Education or IGETC Pattern</b> <sup>1</sup>		<b>39-42</b>
<b>Total Units</b>		<b>60</b>

<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

# Mathematics, AS-T

## Natural Sciences Division

### Degree S0333

Upon successful completion of Mt. San Antonio College's Associate in Science in Mathematics for Transfer degree requirements, the student will have demonstrated understanding of differential and integral calculus of one and several variables including infinite series, vector analysis, partial derivatives and transcendental functions, as well as demonstrating knowledge of linear algebra and differential equations. This coursework will satisfy the lower division mathematics requirements at the California State University. Guaranteed admission with junior status to the CSU system will be granted in mathematics (or possibly statistics).

To earn an Associate in Science in Mathematics for Transfer a student must complete 60 semester units that are eligible for transfer to the CSU that consist of: IGETC pattern or CSU GE breadth and a major of at least 18 units. Students must have a minimum GPA of 2.0 in all CSU-transferable coursework to receive an associate degree for transfer and all courses in the major must be completed with a C or better. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

### Core Courses

MATH 180	Calculus and Analytic Geometry	4
MATH 181	Calculus and Analytic Geometry	4
MATH 280	Calculus and Analytic Geometry	5

### List A:

MATH 285	Linear Algebra and Differential Equations	5
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### List B:

Choose one course from the following:	3-5
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CSCI 140	C++ Language and Object Development
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MATH 110	Elementary Statistics or MATH 11 (Elementary Statistics - Honors)
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MATH 120	Finite Mathematics
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PHYS 4A	Engineering Physics
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<b>Total Units for Major</b>	22-24
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<b>CSU General Education of IGETC Pattern</b> <sup>1</sup>	39-42
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Total Units	60
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<sup>1</sup> Courses may be double-counted with either CSU-GE or IGETC.

# **TRANSFERRING TO FOUR- YEAR COLLEGES AND UNIVERSITIES**

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# ADVANCED PLACEMENT EXAMINATIONS IN CSU/UC GENERAL EDUCATION - BREADTH CERTIFICATION

Advanced Placement examinations may be incorporated into certification of completion of CSU/UC General Education–Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed on the table to receive the credit indicated. All CSU/UC campuses will accept the minimum units shown on the table toward fulfillment of the designated General Education–Breadth area if the examination is included in a full or subject-area certification; individual CSU/UC campuses may choose to accept more units than those specified towards completion of General Education–Breadth requirements. The CSU/UC 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. A table that lists how Advanced Placement is accepted for Mt. San Antonio College General Education is available in the Academic Policies and Requirements section of this catalog.

## 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
Biology	4 semester (Area B2 and B3)	6 semester	4 semester (Area 5B with lab)	8 quarter/5.3 semester
Calculus AB <sup>1, 8, 9</sup>	3 semester (Area B4)	3 semester	3 semester (Area 2A)	4 quarter/2.7 semester
Calculus BC <sup>1, 8, 9</sup>	3 semester (Area B4)	6 semester	3 semester (Area 2A)	8 quarter/5.3 semester
Chemistry <sup>2</sup>	4 semester (Area B1 and B3)	6 semester	4 semester (Area 5A with lab)	8 quarter/5.3 semester
Chinese Language and Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Computer Science A <sup>1, 8</sup>	N/A	3 semester	N/A	2 quarter/1.3 semester
Computer Science AB <sup>1, 8</sup>	N/A	6 semester	N/A	4 quarter/2.7 semester
Economics - Macroeconomics (Area D2)	3 semester (Area D2)	3 semester	3 semester (Area 4B)	4 quarter/2.7 semester
Economics - Microeconomics (Area D2)	3 semester (Area D2)	3 semester	3 semester (Area 4B)	4 quarter/2.7 semester

English - English Language and Composition <sup>8</sup>	3 semester (Area A2)	6 semester	3 semester (Area 1A)	8 quarter/5.3 semester
English Literature and Composition <sup>8</sup>	6 semester (Area A2 and C2)	6 semester	3 semester (Area 1A or 3B)	8 quarter/5.3 semester
Environmental Science <sup>3</sup>	4 semester (Area B1 and B3)	4 semester	3 semester (Area 5A with lab)	4 quarter/2.7 semester
French Language <sup>4</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
French Language and Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
French Literature <sup>5</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
German Language <sup>4</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
German Language and Culture	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 and Culture <sup>6</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Japanese Language and Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Latin	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 <sup>5</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	4 quarter/2.7 semester
Music Theory <sup>5, 8, 10</sup>	3 semester (Area C1)	6 semester	N/A	8 quarter/5.3 semester
Physics B <sup>7, 8</sup>	4 semester (Area B1 and B3)	6 semester	4 semester (Area 5A with lab)	8 quarter/5.3 semester
Physics C - Mechanics <sup>7, 8</sup>	4 semester (Area B1 and B3)	4 semester	3 semester (Area 5A with lab)	4 quarter/2.7 semester
Physics C - Magnetism <sup>7, 8</sup>	4 semester (Area B1 and B3)	4 semester	3 semester (Area 5A with lab)	4 quarter/2.7 semester
Physics 1 <sup>7</sup>	4 semester (Area B1 and B3)	4 semester	N/A	
Physics 2 <sup>7</sup>	4 semester (Area B1 and B3)	4 semester	N/A	
Psychology	3 semester (Area D9)	3 semester	3 semester (Area 4L)	4 quarter/2.7 semester
Seminar	N/A	3 semester	N/A	
Spanish Language <sup>4</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Spanish Language and Culture	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Spanish Literature <sup>4</sup>	3 semester (Area C2)	6 semester	3 semester (Area 3B and 6A)	8 quarter/5.3 semester
Spanish Literature and Culture	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
Studio Art - 2D Design <sup>8</sup>	N/A	3 semester	N/A	8 quarter/5.3 semester
Studio Art - 3D Design <sup>8</sup>	N/A	3 semester	N/A	8 quarter/5.3 semester
Studio Art - Drawing <sup>8</sup>	N/A	3 semester	N/A	8 quarter/5.3 semester

<sup>1</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> Students who pass AP French Language and German Language, 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. Students who pass AP Spanish Language earn 6 units of credit. Tests prior to Spring 2014 may apply 6 units to area C2 of GE Breadth. Tests after Spring 2014 may apply 3 units to area C2. Students who pass AP Spanish Literature earn 6 units of credit. Tests prior to Fall 2013 may apply 6 units to area C2 of GE Breadth. Tests after Fall 2013 may apply 3 units to area C2.

<sup>5</sup> Students seeking certification in GE Breadth prior to transfer must have passed the test before Fall 2009.

<sup>6</sup> Students seeking certification in GE Breadth prior to transfer must have passed the test before Fall 2010.

<sup>7</sup> If a student passes more than one AP exam in physics, only 6 units of credit may be applied to the baccalaureate, and only 4 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.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> The UC will grant credit for the full Music Theory exam. Students who earn only a subscore will not receive exam credit.

## CSU/UC Cross Enrollment

California resident students at Mt. San Antonio College may enroll in one undergraduate course per term at a participating CSU or UC campus without formal admission and without payment of state university fees/tuition. To be eligible for cross-enrollment, students must:

- have completed at least one term at Mt. SAC;
- have at least a 2.0 GPA in all coursework completed;
- have satisfied prerequisite(s) of the class in which they plan to enroll at CSU/UC;
- be enrolled in at least six units at Mt. SAC;
- and have paid their registration fees.

To apply for CSU/UC Cross Enrollment, students must complete the CSU/UC Cross Enrollment application. The form is available in the Transfer Center and online (Transfer (<http://transfer.mtsac.edu>)).

## 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.

For more information about California Independent Colleges and Universities, visit college/university websites, [www.aiccu.edu](http://www.aiccu.edu) (<http://www.aiccu.edu>), or Mt. SAC Transfer Services.



## Out-of-State Colleges and Universities

Students may also consider transferring to colleges and universities in other states. Admission requirements vary by school. For more information, visit college/university websites or Mt. SAC Transfer Services.

## The California State University

### 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 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.
- Students are advised to complete major preparation classes prior to transfer. For some majors/campuses, these courses may be required for admission. Consult university websites, counselors/advisors, and visit Mt. SAC Transfer Services for more information. Also, visit ASSIST (<http://www.assist.org>) to find community college courses that fulfill major requirements.

**Note: These are the minimum admission standards. Many campuses and majors are impacted (more competitive) and may require a higher GPA and/or completion of specific courses for admission.**

### Lower Division Transfer Admission Requirements

Please be aware that most CSU campuses do not admit 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., eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies from high school if the student 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. Contact the transfer campus of choice to determine whether there are admission limits on the number of lower-division transfer students.

### California State University General Education Requirements 2016-17

The requirements listed below are for the 2016-2017 academic year and are based upon information available at the time of catalog publication.

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 2016 must follow 2016-2017 CSU GE-Breadth requirements. Courses are approved for the academic year in which they were completed.

### Area A: The English Language and Critical Thinking

Choose one course from each group:

9

#### 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	Introduction to Logic
PHIL 3H	Introduction to Logic - Honors
PHIL 8	Critical Thinking
PHIL 9	Critical Thinking and Writing
PHIL 9H	Critical Thinking and Writing - Honors
PSYC 5	Psychology of Reasoning and Problem Solving
READ 100	Analysis and Critical Reading
SPCH 20	Argumentation and Debate
SPCH 20H	Argumentation and Debate - Honors

### Area B: The Physical Universe & Life

Choose one course from each group. Also, one lab course must be included in one of the science groups.

9

ASTR 5	Introduction to Astronomy
ASTR 5H	Introduction to Astronomy - Honors
ASTR 5L	Astronomical Observing Laboratory <sup>1</sup>
ASTR 7	Geology of the Solar System
ASTR 8	Introduction to Stars, Galaxies, and the Universe
CHEM 10	Chemistry for Allied Health Majors <sup>1</sup>

CHEM 20	Introductory Organic and Biochemistry <sup>1</sup>
CHEM 40	Introduction to General Chemistry
CHEM 50	General Chemistry I
CHEM 50H	General Chemistry I - Honors <sup>1</sup>
CHEM 51	General Chemistry II <sup>1</sup>
CHEM 51H	General Chemistry II - Honors <sup>1</sup>
GEOG 1	Elements of Physical Geography
GEOG 1H	Elements of Physical Geography - Honors
GEOG 1L	Physical Geography Laboratory <sup>1</sup>
GEOG 1LH	Physical Geography Laboratory - Honors <sup>1</sup>
GEOL 1	Physical Geology <sup>1</sup>
GEOL 7	Geology of California
GEOL 8	Earth Science
GEOL 8H	Earth Science - Honors
GEOL 8L	Earth Science Laboratory <sup>1</sup>
GEOL 9	Environmental Geology
GEOL 10	Natural Disasters
METO 3	Weather and the Atmospheric Environment
METO 3L	Weather and Atmospheric Environment Laboratory <sup>1</sup>
OCEA 10	Introduction to Oceanography
OCEA 10H	Introduction to Oceanography - Honors
OCEA 10L	Introduction to Oceanography Laboratory <sup>1</sup>
PHSC 3	Energy Science <sup>1</sup>
PHSC 9	Physical Science <sup>1</sup>
PHYS 1	Physics <sup>1</sup>
PHYS 2AG	General Physics <sup>1</sup>
PHYS 2BG	General Physics <sup>1</sup>
PHYS 4A	Engineering Physics <sup>1</sup>
PHYS 4B	Engineering Physics <sup>1</sup>
PHYS 4C	Engineering Physics <sup>1</sup>
PHYS 6A	General Physics with Calculus
PHYS 6B	General Physics with Calculus

**B-2: Life Sciences**

AGOR 1	Horticultural Science
ANAT 10A	Introductory Human Anatomy <sup>1</sup>
ANAT 10B	Introductory Human Physiology <sup>1</sup>
ANAT 35	Human Anatomy <sup>1</sup>
ANAT 36	Human Physiology <sup>1</sup>
ANTH 1	Biological Anthropology
ANTH 1H	Biological Anthropology - Honors <sup>1</sup>
ANTH 1L	Biological Anthropology Laboratory <sup>1</sup>
BIOL 1	General Biology <sup>1</sup>
BIOL 2	Plant and Animal Biology <sup>1</sup>
BIOL 3	Ecology and Field Biology <sup>1</sup>
BIOL 4	Biology for Majors <sup>1</sup>
BIOL 4H	Biology for Majors - Honors <sup>1</sup>
BIOL 6	Humans and the Environment
BIOL 6L	Humans and the Environment Laboratory <sup>1</sup>
BIOL 8	Cell and Molecular Biology <sup>1</sup>
BIOL 17	Neurobiology and Behavior
BIOL 20	Marine Biology

BIOL 21	Marine Biology Laboratory <sup>1</sup>
BIOL 25	Conservation Biology
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Lab <sup>1</sup>
MICR 1	Principles of Microbiology <sup>1</sup>
MICR 22	Microbiology <sup>1</sup>
PSYC 1B	Biological Psychology

**B-3: Lab Science**

This requirement is met by taking one of the lab courses above. Lab must be a corresponding section to the lecture course taken.<sup>1</sup>

**B-4: Mathematics**

Select at least one course from the following: 3-5

BUSC 17	Applied Business Statistics
MATH 100	Survey of College Mathematics
MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics - Honors
MATH 110S	Integrated Statistics
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 260	Linear Algebra
MATH 280	Calculus and Analytic Geometry
MATH 285	Linear Algebra and Differential Equations
MATH 290	Differential Equations
PSYC 10	Statistics for the Behavioral Sciences

<sup>1</sup> Lab courses

**Area C: Arts, Literature, Philosophy and Area C: Arts, Literature, Philosophy and Foreign Languages**

Choose three courses, with at least one course from "Arts" and one course from "Humanities": 9

AHIS 1	Understanding the Visual Arts
or ARTB 1	Understanding the Visual Arts
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 8	History of Medieval Art and Architecture
AHIS 9	History of Asian Art and Architecture

AHIS 10	A History of Greek and Roman Art and Architecture	FRCH 60	French Culture Through Cinema
AHIS 11	History of African, Oceanic, and Native American Art	GERM 1	Elementary German
AHIS 12	History of Precolumbian Art and Architecture	GERM 2	Continuing Elementary German
AHIS 12H	History of Precolumbian Art and Architecture - Honors	GERM 3	Intermediate German
AHIS 14	Rome: The Ancient City	HIST 1	History of the United States <sup>1</sup>
AHIS 15	Culture and Art of Pompeii	HIST 3	World History: Prehistoric to Early Modern <sup>1</sup>
ARCH 250	World Architecture I	HIST 3H	World History: Prehistoric to Early Modern - Honors <sup>1</sup>
ARCH 251	World Architecture II	HIST 4	World History: Early Modern to the Present <sup>1</sup>
ARTB 14	Basic Studio Arts	HIST 4H	World History: Early Modern to the Present - Honors <sup>1</sup>
ARTD 15A	Drawing: Beginning	HIST 7	History of the United States to 1877 <sup>1</sup>
ARTD 20	Design: Two-Dimensional	HIST 7H	History of the United States to 1877 - Honors <sup>1</sup>
ARTD 25A	Beginning Painting I	HIST 8	History of the United States from 1865 <sup>1</sup>
ARTG 20	Art, Artists and Society	HIST 8H	History of the United States from 1865 - Honors <sup>1</sup>
ARTS 22	Design: Three-Dimensional	HIST 10	History of Premodern Asia <sup>1</sup>
ARTS 30A	Ceramics: Beginning I	HIST 11	History of Modern Asia <sup>1</sup>
ARTS 40A	Sculpture: Beginning	HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>
DN-T 20	History and Appreciation of Dance	HIST 19	History of Mexico <sup>1</sup>
ID 14	History of Furniture and Decorative Arts	HIST 30	History of the African American 1619-1877 <sup>1</sup>
MUS 7	Fundamentals of Music	HIST 31	History of the African American <sup>1</sup>
MUS 11A	Music Literature Survey	HIST 35	History of Africa <sup>1</sup>
MUS 11B	Music Literature Survey	HIST 36	Women in American History <sup>1</sup>
MUS 12	History of Jazz	HIST 39	California History <sup>1</sup>
MUS 13	Introduction to Music Appreciation	HIST 40	History of the Mexican American <sup>1</sup>
MUS 13H	Introduction to Music Appreciation - Honors	HUMA 1	The Humanities
MUS 14A	World Music	ITAL 1	Elementary Italian
MUS 14B	American Folk Music	ITAL 2	Continuing Elementary Italian
MUS 15	Rock Music History and Appreciation	ITAL 3	Intermediate Italian
MUS 15H	Rock Music History and Appreciation - Honors	ITAL 4	Continuing Intermediate Italian
PHOT 15	History of Photography	ITAL 60	Italian Culture Through Cinema
SPCH 4	Performance of Literature	JAPN 1	Elementary Japanese
THTR 9	Introduction to Theater Arts	JAPN 2	Continuing Elementary Japanese
THTR 10	History of Theater Arts	JAPN 3	Intermediate Japanese
THTR 11	Principles of Acting I	JAPN 4	Continuing Intermediate Japanese
<b>C-2: Humanities</b>		JAPN 5	Advanced Japanese
ARAB 1	Elementary Arabic	LATN 1	Elementary Latin
ARAB 2	Continuing Elementary Arabic	LATN 2	Continuing Elementary Latin
CHIN 1	Elementary Chinese	LIT 1	Early American Literature
CHIN 2	Continuing Elementary Chinese	LIT 2	Modern American Literature
CHIN 3	Intermediate Chinese	LIT 3	Multicultural American Literature
CHIN 4	Continuing Intermediate Chinese	LIT 6A	Survey of English Literature
ENGL 1B	English - Introduction to Literary Types	LIT 6B	Survey of English Literature
ENGL 1BH	English - Introduction to Literary Types - Honors	LIT 10	Survey of Shakespeare
FRCH 1	Elementary French	LIT 11A	World Literature to 1650
FRCH 2	Continuing Elementary French	LIT 11B	World Literature from 1650
FRCH 3	Intermediate French	LIT 14	Introduction to Modern Poetry
FRCH 4	Continuing Intermediate French	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	Introduction to Ethics
PHIL 12H	Introduction to Ethics - Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions - Honors
PHIL 20A	History of Ancient Philosophy
PHIL 20AH	History of Ancient Philosophy - Honors
PHIL 20B	History of Modern Philosophy
PHIL 20BH	History of Modern Philosophy - Honors
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
SIGN 101	American Sign Language 1
SIGN 101H	American Sign Language 1 - Honors
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 11	Spanish for the Spanish Speaking
SPAN 12	Continuing Spanish for the Spanish Speaking

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

## Area D: Social, Political, and Economic Institutions and Behavior; Historical Background

Choose a minimum of nine 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	Contemporary Social Problems
SOC 2H	Contemporary Social Problems - 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 <sup>1</sup>
SOC 20	Sociology of Ethnic Relations <sup>1</sup>
SOC 20H	Sociology of Ethnic Relations - Honors <sup>1</sup>

### D-1: Anthropology & Archeology

ANTH 3	Archaeology
ANTH 4	Archaeology
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
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	Introduction to Mass Media
R-TV 01	Introduction to Electronic Media

### D-3 Ethnic Studies

HIST 30	History of the African American 1619-1877 <sup>1</sup>
HIST 31	History of the African American <sup>1</sup>
HIST 40	History of the Mexican American <sup>1</sup>
HIST 44	History of Native Americans <sup>1</sup>
JOUR 107	Race, Culture, Sex, and Mass Media Images
POLI 25	Latino Politics in the United States <sup>1</sup>
POLI 35	African American Politics <sup>1</sup>
SOC 20	Sociology of Ethnic Relations <sup>1</sup>
SOC 20H	Sociology of Ethnic Relations - Honors <sup>1</sup>

### D-4: Gender Studies

HIST 36	Women in American History <sup>1</sup>
PSYC 25	The Psychology of Women <sup>1</sup>

### 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
GEOG 30H	Geography of California - Honors

### D-6: History

HIST 1	History of the United States
HIST 3	World History: Prehistoric to Early Modern <sup>1</sup>
HIST 3H	World History: Prehistoric to Early Modern - Honors <sup>1</sup>
HIST 4	World History: Early Modern to the Present <sup>1</sup>
HIST 4H	World History: Early Modern to the Present - Honors <sup>1</sup>
HIST 7	History of the United States to 1877 <sup>1</sup>
HIST 7H	History of the United States to 1877 - Honors <sup>1</sup>
HIST 8	History of the United States from 1865 <sup>1</sup>
HIST 8H	History of the United States from 1865 - Honors <sup>1</sup>

HIST 10	History of Premodern Asia <sup>1</sup>
HIST 11	History of Modern Asia <sup>1</sup>
HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>
HIST 19	History of Mexico <sup>1</sup>
HIST 30	History of the African American 1619-1877 <sup>1</sup>
HIST 31	History of the African American <sup>1</sup>
HIST 35	History of Africa <sup>1</sup>
HIST 36	Women in American History <sup>1</sup>
HIST 39	California History <sup>1</sup>
HIST 40	History of the Mexican American <sup>1</sup>
HIST 44	History of Native Americans <sup>1</sup>

**D-7: Interdisciplinary Social or Behavioral Science**

CHLD 10	Child Growth and Lifespan Development <sup>1</sup>
CHLD 10H	Child Growth and Lifespan Development-Honors <sup>1</sup>
CHLD 11	Child and Adolescent Development <sup>1</sup>
FASH 14	Dress, Culture, and Identity
SPCH 7	Intercultural Communication
SPCH 7H	Intercultural Communication - Honors
SPCH 26	Interpersonal Communication <sup>1</sup>
SPCH 26H	Interpersonal Communication - Honors <sup>1</sup>
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	Comparative Politics
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
POLI 9	Introduction to International Relations
POLI 10	Environmental Politics
POLI 25	Latino Politics in the United States
POLI 35	African American Politics

**D-9: Psychology**

PSYC 1A	Introduction to Psychology	3
PSYC 1AH	Introduction to Psychology - Honors	
PSYC 14	Developmental Psychology <sup>1</sup>	
PSYC 15	Introduction to Child Psychology <sup>1</sup>	
PSYC 19	Abnormal Psychology	
PSYC 25	The Psychology of Women <sup>1</sup>	

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

**Area E: Lifelong Understanding & Self Development**

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

BIOL 24	Introduction to Public Health
CHLD 10	Child Growth and Lifespan Development <sup>1</sup>
CHLD 10H	Child Growth and Lifespan Development-Honors <sup>1</sup>
CHLD 11	Child and Adolescent Development <sup>1</sup>
COUN 5	Career and Life Planning
FCS 41	Life Management
KIN 34	Fitness for Living
LEAD 55	Exploring Leadership
NF 10	Nutrition for Personal Health and Wellness
NF 12	Sports Nutrition
NF 25	Introduction to Nutrition Science
NF 25H	Introduction to Nutrition Science - Honors
NF 28	Cultural and Ethnic Foods
PSYC 14	Developmental Psychology <sup>1</sup>
PSYC 15	Introduction to Child Psychology <sup>1</sup>
PSYC 25	The Psychology of Women <sup>1</sup>
PSYC 26	Psychology of Sexuality
PSYC 33	Psychology for Effective Living
SOC 15	Child Development <sup>1</sup>
SPCH 26	Interpersonal Communication <sup>1</sup>
SPCH 26H	Interpersonal Communication - Honors <sup>1</sup>

<sup>1</sup> Courses may not be double counted to satisfy more than one area, even if a course is listed in more than one area.

**Notes**

- 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.
- 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 ENGL 1CH) as a prerequisite to UNIV 400 (Writing Proficiency Examination).
- Courses on this list have been approved by the CSU Office of the Chancellor for Fall 2016 and beyond. If a course was completed prior to approval, it cannot be certified for CSU General Education—Breadth requirements.
- 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.
- Some majors require specific general education courses. Students planning to transfer are advised to plan their schedules carefully in order to maintain progress.

**CSU American Institutions & U.S. History Graduation Requirement****Option 1**

HIST 7	History of the United States to 1877
or HIST 7H	History of the United States to 1877 - Honors
Plus	
HIST 8	History of the United States from 1865

or HIST 8H History of the United States from 1865 - Honors

If Option 1 is selected, DO NOT select another D6 course as your third Area D course.

#### Option 2

Choose one course from U.S. History plus one course from American Institutions:

#### United States History

HIST 1	History of the United States
HIST 7	History of the United States to 1877
HIST 7H	History of the United States to 1877 - Honors
HIST 8	History of the United States from 1865
HIST 8H	History of the United States from 1865 - Honors
HIST 30	History of the African American 1619-1877
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	Latino Politics in the United States
POLI 35	African American Politics

The two courses from Option 1 or Option 2 may be used as part of the 9 units for Area D.

## The University of California

### Upper Division Transfer Admission Requirements

The vast majority of transfer students come to UC at the junior level from California community colleges. To be considered for UC admission as a junior, you must fulfill both of the following:

- Complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
- Complete the following course pattern requirements, and earn a grade of C or better in each course:
  - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition
  - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning
  - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas:
    - Arts and Humanities
    - Social and Behavioral Sciences
    - Physical and Biological Sciences

**Note: Meeting these minimum requirements does not guarantee admission to the campus or major of your choice. Many campuses and majors receive more applications than they have spaces available. To be competitive, you should work toward meeting the specific requirements for the campuses and majors that interest you. Consult university websites, counselors/advisors, and visit Mt. SAC Transfer Services for more information. Also, visit [www.assist.org](http://www.assist.org) (<http://www.assist.org>) to find community college courses that fulfill major requirements.**

### Lower Division Transfer Admission Requirements

While all UC campuses welcome a large pool of junior-level transfers, most admit only a very limited number of lower-division transfers (students with fewer than 60 units). You may establish eligibility for lower division transfer:

- If you were eligible for admission to UC when you graduated from high school, meaning you satisfied the subject, examination and scholarship requirements, you are eligible for transfer if you have a 2.0 GPA in your transferable college coursework (2.8 GPA for non-residents). Visit the UC admissions website for more information about these requirements: [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions) (<http://www.universityofcalifornia.edu/admissions>).

If you met the scholarship requirement in high school, but did not satisfy the 15-course subject requirement, you must take transferable college courses in the missing subjects, earn a grade of C or better in each required course and have an overall 2.0 GPA in all transferable coursework to be eligible to transfer (a 2.8 GPA is required for nonresidents).

### Intersegmental General Education Transfer Curriculum (IGETC) 2016-17

The requirements listed below are for the 2016-2017 academic year and are based upon information available at the time of catalog publication.

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 2016 must follow 2016-2017 IGETC requirements. Courses are approved for the academic year in which they were completed.

### Area 1: English Communication

Choose 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 Writing
PHIL 9H	Critical Thinking and Writing - Honors

#### Group C: Oral Communication

CSU Requirements Only

SPCH 1A	Public Speaking
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SPCH 1AH	Public Speaking - Honors
SPCH 2	Fundamentals of Communication

## Area 2: Mathematical Concepts and Quantitative Reasoning

Area 2: Mathematical Concepts and Quantitative Reasoning

Choose one course from the following:

MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics - Honors
MATH 110S	Integrated Statistics
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

<sup>1</sup> Laboratory courses are indicated with a <sup>1</sup>.

## Area 3: Arts and Humanities

Choose 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 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 8	History of Medieval Art and Architecture
AHIS 9	History of Asian Art and Architecture
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 and Architecture
AHIS 12H	History of Precolumbian Art and Architecture - Honors
AHIS 14	Rome: The Ancient City
AHIS 15	Culture and Art of Pompeii
ARCH 250	World Architecture I

ARCH 251	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
MUS 15H	Rock Music History and Appreciation - Honors
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 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 to 1877
HIST 7H	History of the United States to 1877 - Honors
HIST 8	History of the United States from 1865
HIST 8H	History of the United States from 1865 - Honors
HIST 10	History of Premodern Asia
HIST 11	History of Modern Asia
HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>
HIST 19	History of Mexico
HIST 30	History of the African American 1619-1877
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 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	Introduction to Ethics
PHIL 12H	Introduction to Ethics - Honors
PHIL 15	Major World Religions
PHIL 15H	Major World Religions - Honors
PHIL 20A	History of Ancient Philosophy
PHIL 20AH	History of Ancient Philosophy - Honors
PHIL 20B	History of Modern Philosophy
PHIL 20BH	History of Modern Philosophy - Honors
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
SIGN 104	American Sign Language 4
SIGN 202	American Deaf Culture
SPAN 3	Intermediate Spanish
SPAN 4	Continuing Intermediate Spanish

### Area 4: Social and Behavioral Sciences

Choose three courses total from a minimum of two different subject areas:

ANTH 3	Archaeology
ANTH 5	Principles of Cultural Anthropology
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
GEOG 30H	Geography of California - Honors
HIST 16	The Wild West - A History, 1800-1890 <sup>1</sup>

HIST 44	History of Native Americans
POLI 1	Political Science
POLI 1H	Political Science - Honors
POLI 5	Political Theory I - Ancient to Contemporary <sup>1</sup>
POLI 7	Political Theory II - Early Modern to Contemporary <sup>1</sup>
POLI 9	Introduction to International Relations
POLI 10	Environmental Politics
POLI 25	Latino Politics in the United States
POLI 35	African American 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	Contemporary Social Problems
SOC 2H	Contemporary Social Problems - 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.<sup>1</sup>

<b>Physical Science</b>	
ASTR 5	Introduction to Astronomy
ASTR 5H	Introduction to Astronomy - Honors
ASTR 5L	Astronomical Observing Laboratory <sup>1</sup>
ASTR 7	Geology of the Solar System
ASTR 8	Introduction to Stars, Galaxies, and the Universe
CHEM 10	Chemistry for Allied Health Majors <sup>1</sup>
CHEM 20	Introductory Organic and Biochemistry <sup>1</sup>
CHEM 40	Introduction to General Chemistry <sup>1</sup>
CHEM 50	General Chemistry I <sup>1</sup>
CHEM 50H	General Chemistry I - Honors <sup>1</sup>
CHEM 51	General Chemistry II <sup>1</sup>
GEOG 1	Elements of Physical Geography
GEOG 1H	Elements of Physical Geography - Honors
GEOG 1L	Physical Geography Laboratory <sup>1</sup>
GEOG 1LH	Physical Geography Laboratory - Honors <sup>1</sup>



GEOL 1	Physical Geology <sup>1</sup>
GEOL 8	Earth Science
GEOL 8H	Earth Science - Honors
GEOL 8L	Earth Science Laboratory <sup>1</sup>
GEOL 9	Environmental Geology
METO 3	Weather and the Atmospheric Environment
METO 3L	Weather and Atmospheric Environment Laboratory <sup>1</sup>
OCEA 10	Introduction to Oceanography
OCEA 10H	Introduction to Oceanography - Honors
OCEA 10L	Introduction to Oceanography Laboratory <sup>1</sup>
PHSC 3	Energy Science <sup>1</sup>
PHSC 9	Physical Science
PHYS 1	Physics <sup>1</sup>
PHYS 2AG	General Physics <sup>1</sup>
PHYS 2BG	General Physics <sup>1</sup>
PHYS 4A	Engineering Physics <sup>1</sup>
PHYS 4B	Engineering Physics <sup>1</sup>
PHYS 4C	Engineering Physics <sup>1</sup>
PHYS 6A	General Physics with Calculus
PHYS 6B	General Physics with Calculus

**Biological Science**

ANAT 10A	Introductory Human Anatomy <sup>1</sup>
ANAT 10B	Introductory Human Physiology <sup>1</sup>
ANAT 35	Human Anatomy <sup>1</sup>
ANAT 36	Human Physiology <sup>1</sup>
ANTH 1	Biological Anthropology
ANTH 1H	Biological Anthropology - Honors
ANTH 1L	Biological Anthropology Laboratory <sup>1</sup>
BIOL 1	General Biology <sup>1</sup>
BIOL 2	Plant and Animal Biology <sup>1</sup>
BIOL 3	Ecology and Field Biology <sup>1</sup>
BIOL 4	Biology for Majors <sup>1</sup>
BIOL 4H	Biology for Majors - Honors <sup>1</sup>
BIOL 6	Humans and the Environment
BIOL 6L	Humans and the Environment Laboratory <sup>1</sup>
BIOL 8	Cell and Molecular Biology <sup>1</sup>
BIOL 20	Marine Biology
BIOL 21	Marine Biology Laboratory <sup>1</sup>
BIOL 25	Conservation Biology
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Lab <sup>1</sup>
MICR 1	Principles of Microbiology <sup>1</sup>
MICR 22	Microbiology <sup>1</sup>
PSYC 1B	Biological Psychology

**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.

**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
CHIN 1	Elementary Chinese
FRCH 1	Elementary French
GERM 1	Elementary German
ITAL 1	Elementary Italian
JAPN 1	Elementary Japanese
LATN 1	Elementary Latin
SIGN 101	American Sign Language 1
SIGN 101H	American Sign Language 1 - Honors
SPAN 1	Elementary Spanish
SPAN 11	Spanish for the Spanish Speaking

**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	History of the United States to 1877
or HIST 7H	History of the United States to 1877 - Honors
HIST 8	History of the United States from 1865
or HIST 8H	History of the United States from 1865 - Honors

If Option 1 is selected, DO NOT select another D6 course as your third Area D course.

**Option 2**

Choose one course from U.S. History plus one course from American Institutions:

**United States History**

HIST 1	History of the United States
HIST 7	History of the United States to 1877
HIST 7H	History of the United States to 1877 - Honors
HIST 8	History of the United States from 1865
HIST 8H	History of the United States from 1865 - Honors
HIST 30	History of the African American 1619-1877
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	Latino Politics in the United States
POLI 35	African American Politics

# DEFINITION OF TERMS

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example ENGL 100, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID ENGL 100 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) (<http://www.assist.org/web-assist/welcome.html>) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) (<http://www.assist.org/web-assist/welcome.html>) for specific information on C-ID course designations. Counselors are also available in the Counseling Center to help students interpret this information.

## 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.

## UC Transfer

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 Credit Limitation

UC limits credit for some courses. Students contemplating transfer to UC should consult with a counselor or advisor and review [www.assist.org](http://www.assist.org) (<http://www.assist.org/web-assist/welcome.html>) for course credit limitations and changes.

## UC Credit for Kinesiology Activity Courses

A maximum of four semester units of UC credit will be awarded for Kinesiology Activity courses. Courses of a vocational nature will not be awarded UC credit.

## 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 is a course which is advised, but not required, to be taken either before or in conjunction with enrollment in a course.

## Not Degree Applicable

Courses designated "Not Degree Applicable" 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 Applicable

Courses designated "Degree Applicable" are college-level classes which are a part of an associate degree or certificate program.

## Transfer Degree

Associate in Arts for Transfer and Associate in Science for Transfer are referred to as Transfer degrees.

## Associate Degree

Associate in Science degrees and Associate in Arts degrees in Liberal Arts and Sciences with Emphases are referred to as Associate degrees.

## Certificate of Achievement

Certificates of Achievement are certificates of at least 18 units.

## Skills Certificate

Skills Certificates are certificates of less than 18 units.

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Art: Special Studio Arts (ARTZ) .....	228	Kinesiology: Theory (KIN) .....	299
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Business: Paralegal (PLGL).....	239	Microbiology (MICR) .....	308
Business: Real Estate(BUSR) .....	241	Music (MUS) .....	308
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Chemistry (CHEM).....	242	Nutrition & Food (NF).....	315
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Family & Consumer Sciences (FCS) .....	273		

# Administration of Justice: Law Enforcement (ADJU)

## ADJU 1 The Administration of Justice System

**3 Units** (Degree Applicable, CSU, UC, C-ID #: AJ 110)  
Lecture: 54

History and philosophy of the justice system, subsystems, roles, relationships and theories of crime causation and correction.  
Course Schedule

## ADJU 2 Principles and Procedures of the Justice System

**3 Units** (Degree Applicable, CSU, C-ID #: AJ 122)  
Lecture: 54

Due process in criminal proceedings from pre-arrest through trial and appeal using statutory law and legal precedent.  
Course Schedule

## ADJU 3 Concepts of Criminal Law

**3 Units** (Degree Applicable, CSU, UC, C-ID #: AJ 120)  
Lecture: 54

Classification of crime, elements of crimes, common and statutory law, and evidence as observed through the study of case law decisions by state and federal courts.  
Course Schedule

## ADJU 4 Legal Aspects of Evidence

**3 Units** (Degree Applicable, CSU, C-ID #: AJ 124)  
Lecture: 54

Criminal evidence, including admissibility, witness competency, privileged communication, hearsay, and collection and preservation of evidence.  
Course Schedule

## ADJU 5 Community Relations

**3 Units** (Degree Applicable, CSU, UC, C-ID #: AJ 160)  
Lecture: 54

Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population.  
Course Schedule

## ADJU 6 Concepts of Enforcement Services

**3 Units** (Degree Applicable)  
Lecture: 54

Responsibilities, techniques and methods of police patrol with emphasis on the knowledge required in handling common police occurrences.  
Course Schedule

## ADJU 9 Introduction to Homeland Security

**3 Units** (Degree Applicable, CSU)  
Lecture: 54

Public management policies and issues relevant to the security of the United States. Roles and responsibilities of federal, state, and local law enforcement agencies. Emphasis on the role of first responders to threats and events through theories, concepts, and case studies.  
Course Schedule

## ADJU 10 Introduction to Correctional Sciences

**3 Units** (Degree Applicable, CSU)  
Lecture: 54

Formerly CORS 10 The philosophy behind past and present practices used in the criminal justice and correctional processes. Includes the analysis of punishment and alternatives including their impact in corrections within the criminal justice system. The examination of the types of clients within correctional institutions and various contemporary correctional issues.  
Course Schedule

## ADJU 13 Concepts of Traffic Services

**3 Units** (Degree Applicable)  
Lecture: 54

Traffic management, collision reconstruction, collision factors including law violations and human factors, collision evidence, traffic enforcement techniques and traffic management specialization. Emphasis is placed on service to the motoring public.  
Course Schedule

## ADJU 20 Principles of Investigation

**3 Units** (Degree Applicable, CSU, C-ID #: AJ 140)  
Lecture: 54  
Prerequisite: Eligibility for ENGL 68

Investigation; 4th Amendment issues including crime scene search and recording; collection and preservation of physical evidence; modus operandi; suspect profiling scientific aids; sources of information; use of informants; interviews and interrogation; follow up and case preparation  
Course Schedule

## ADJU 38 Narcotics Investigation

**3 Units** (Degree Applicable)  
Lecture: 54

Investigation and arrest techniques for drug enforcement. Drug effects, use of informants, constitutional issues, and handling of evidence.  
Course Schedule

## ADJU 50 Introduction to Forensics for Criminal Justice

**3 Units** (Degree Applicable, CSU, C-ID #: AJ 150)  
Lecture: 54

The science of collecting, preserving and analyzing physical evidence. Focuses on the reliability of physical evidence for the purpose of establishing facts and proof.  
Course Schedule

## ADJU 59 Gangs and Corrections

**3 Units** (Degree Applicable, CSU)  
Lecture: 54

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.  
Course Schedule

**ADJU 68 Administration of Justice Report Writing****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Techniques for proper documentation of crime reports and related law enforcement records. Use of simulations and role-playing.

Course Schedule

**ADJU 74 Vice Control****3 Units** (Degree Applicable)

Lecture: 54

Code and case law dealing with vice detection and suppression, apprehension and prosecution of violators, gambling, prostitution, and sex crimes.

Course Schedule

**ADJU 90 Work Experience in Administration of Justice****1-4 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

Prerequisite: Prior approval by ADJU department faculty and compliance with Work Experience regulations as designated in the College Catalog

Provides actual on-the-job experience at an approved work site which is related to classroom instruction in Administration of Justice. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester is required for each one unit of credit. If this is a volunteer program on or off campus, a minimum number hours per month will be required as part of the 60 hour total. Students who repeat this course will have an opportunity to create a performance contract with a supervisor and the end of the course which will detail specific learning objectives to achieve during the next phase.

Course Schedule

## Aeronautics (AERO)

**AERO 100 Primary Pilot Ground School****4 Units** (Degree Applicable, CSU)

Lecture: 72

Formerly AERO 23. 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 knowledge examination and FAA Air Traffic Control Basics.

Course Schedule

**AERO 102 Aviation Weather****3 Units** (Degree Applicable, CSU)

Lecture: 54

Formerly AERO 26. Weather elements, atmosphere, weather mechanics, weather disturbances, weather analysis and forecasts. Evaluation of aviation weather reports and forecasts.

Course Schedule

**AERO 104 Federal Aviation Regulations****2 Units** (Degree Applicable, CSU)

Lecture: 36

Formerly AERO 29. Federal Aviation Regulations (FAR), pertaining to pilot certification, aircraft maintenance, general operating rules; air traffic control practices and procedures; reporting of aircraft accidents.

Course Schedule

**AERO 150 Commercial Pilot Ground School****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100

Formerly AERO 25. Federal Aviation Administration (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.

Course Schedule

**AERO 152 Air Transportation****3 Units** (Degree Applicable, CSU)

Lecture: 54

Formerly TRAN 17. Survey course of the air transportation industry. Topics include an introduction to air transportation, structure and economics of the airlines, general aviation operations, and aviation career planning.

Course Schedule

**AERO 200 Aviation Safety and Human Factors****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100

Formerly AERO 27. Evaluation and analysis of factors leading to aircraft accidents as it relates to the environment of the pilot and air traffic controller.

Course Schedule

**AERO 202 Aircraft and Engines****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 100 or AERO 23

Formerly AERO 28. 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.

Course Schedule

**AERO 206L Flight Simulator Laboratory****0.5 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 27

Advisory: AERO 25 or AERO 150

Formerly AERO 41. Flight simulator training in the iGATE Computer-based Aviation Training (PC-ATD) simulator in preparation for the instrument rating. Full and partial panel airwork, holding patterns, VHF Omnidirectional Range (VOR) and Automatic Directional Finder (ADF) orientation, and instrument approach procedures.

Course Schedule

**AERO 250 Navigation****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100

Formerly AERO 24. 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.

Course Schedule

**AERO 252 Instrument Ground School****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: (AERO 23 or AERO 100) and (AERO 26 or AERO 102)

Formerly AERO 30. Instrument Flight Rules (IFR), 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.

Course Schedule

**AERO 254 Aircraft Dispatcher Operations****4 Units** (Not Degree Applicable)

Lecture: 54 Lab: 54

Prerequisite: AERO 100, and AERO 102, and AERO 104, and AERO 150, and AERO 152, and AERO 200, and AERO 202, and AERO 250, and AERO 252

Elements and techniques of aircraft dispatch operations. Includes aircraft dispatcher briefings to a simulated flight crew. This course prepares students to enter employment as a certified aircraft dispatcher in the airline industry, air-medical industry, corporate aircraft operators, and aviation weather service companies. Successful completion of this course enables students to take the Federal Aviation Administration (FAA) written, oral, and practical tests for the FAA Aircraft Dispatcher Certificate. Students who pass the FAA Aircraft Dispatcher Knowledge Test will qualify to take the FAA Oral and Practical Examination for the FAA aircraft dispatcher certificate.

Course Schedule

**AERO 256 Flight Instructor Ground School****3 Units** (Degree Applicable)

Lecture: 54

Advisory: (AERO 25 or AERO 150) and (AERO 30 or AERO 252)

Formerly AERO 58. Basic teaching principles, and application of those principles in teaching student pilots. Analysis of flight maneuvers and instruments. Prepares students for FAA knowledge tests for Flight Instructors.

Course Schedule

**AERO 258 Multi-Engine Turbine Aircraft Operations****3 Units** (Degree Applicable)

Lecture: 54

Advisory: (AERO 23 or AERO 100) and (AERO 30 or AERO 252)

Formerly AERO 45A. Design features and operational characteristics of a multi-engine turbine aircraft utilized in regional airline operations and corporate aviation, with emphasis on aircraft and engine systems. Off-campus trips may be required.

Course Schedule

## Agriculture: Animal Health Technology (AGHE)

**AGHE 54 Veterinary Office Procedures****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Veterinary medical records, client relations, medical terminology, filing of governmental reports, legal responsibilities of registered veterinary technicians, and veterinary medical ethics.

Course Schedule

**AGHE 60 Medical Nursing and Animal Care****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: AGHE 86 and AGHE 64 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 both infectious and zoonotic, their causes and effects, and immunology of animals. Formal admittance to the Registered Veterinary Technology program required.

Course Schedule

**AGHE 61 Surgical Nursing****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: AGHE 60 and Formal Admittance to the Registered Veterinary Technology Program

Surgical preparation, surgical assistance, post-operative care, administering and monitoring anesthesia, dentistry, CPR, sterilization and the maintenance of a sterile environment.

Course Schedule

**AGHE 62A Clinical Pathology**

**4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: AGHE 86 and Formal Admittance to the Registered Veterinary Technology Program

Hematology, clinical chemistries, internal parasites, immunology, serology, and vaginal cytology of domestic animals.

Course Schedule

**AGHE 62B Clinical Pathology**

**4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: AGHE 86 and Formal Admittance to the Registered Veterinary Technology Program

Bacteriology, clinical chemistry, urinalysis, external parasites and cytology of domestic animals.

Course Schedule

**AGHE 64 Veterinary Pharmacology**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: AGHE 86 and (MATH 71, MATH 71B, or MATH 71X)

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.

Course Schedule

**AGHE 65 Veterinary Radiography**

**2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Prerequisite: AGHE 86 and formal admittance to the registered veterinary technology program

Concepts and skills of veterinary positioning of canine, feline, avian, reptilian species, and livestock for radiography; processing of the radiograph; radiation safety; technique and instrumentation; contrast radiography, dental radiology and advanced imaging such as ultrasound, MRI, CT scan, nuclear isotopes scans. Emphasizes performance of x-ray procedures for the veterinary practitioner.

Course Schedule

**AGHE 79 Laboratory Animal Medicine and Care**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Laboratory animal medicine, care and procedures, rules and regulations governing laboratory animals.

Course Schedule

**AGHE 83A Work Experience in Animal Health**

**1-4 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 75-300

Prerequisite: AGAN 51 and Compliance with Work Experience regulations as designated in the College Catalog

This course is designed to provide Registered Veterinary Technician majors with actual on-the-job experience at 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. Instructor approval required.

Course Schedule

**AGHE 84B Applied Animal Health Procedures**

**1 Unit** (Degree Applicable)

Lab: 54

Prerequisite: Formal Admittance to the Registered Veterinary Technology Program

A field study course that emphasizes practical experience in applied clinical procedures and techniques, including treatments, preventive health care and minor surgical procedures with school owned domestic farm animals. Experiences with animals will vary due to seasonal changes and different husbandry practices during fall and spring.

Course Schedule

**AGHE 85 Seminar in Registered Veterinary Technology**

**1 Unit** (Degree Applicable)

Lecture: 18

Prerequisite: AGHE 60 and completion of the Registered Veterinary Technology program.

Prepares students for national and state veterinary technician registration examinations. Includes exposure to the types of questions encountered in registration examinations, question analysis strategies, and review of important anatomical, physiological, and nursing concepts.

Course Schedule

**AGHE 86 Anatomy and Physiology of Domestic Animals**

**4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: BIOL 1

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.

Course Schedule

## **Agriculture: Animal Science - General (AGAN)**

**AGAN 1 Animal Science**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

A scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics, and epidemiology. Emphasis on the origin, characteristics, adaptations, and contributions of livestock to the modern agriculture industry. Field trips may be required.

Course Schedule

**AGAN 2 Animal Nutrition****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Composition of feeds and their utilization by domestic animals, including digestive physiology, animal assessment, feed appraisal and compiling of rations.

Course Schedule

**AGAN 51 Animal Handling and Restraint****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Methods of proper handling for large and small animals, including chemical and physical techniques of restraint. Field trip required.

Course Schedule

**AGAN 94 Animal Breeding****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

## Agriculture: General Subjects (AGAG)

**AGAG 1 Food Production, Land Use and Politics - A Global Perspective****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Surveys the world's food producing systems in terms of economic, political and cultural forces. Emphasizes ethical, sustainable food producing agriculture.

Course Schedule

**AGAG 59 Work Experience in Agriculture****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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. Instructor approval required.

Course Schedule

**AGAG 91 Agricultural Calculations****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: Eligibility for MATH 51

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.

Course Schedule

**AGAG 99 Special Projects in Agriculture****2 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lecture: 36

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.

Course Schedule

## Agriculture: Livestock Production (AGLI)

**AGLI 12 Exotic Animal Management****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**AGLI 14 Swine Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Study of the principles and practices in the purebred and commercial pork production industries; emphasis on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and recordkeeping to ensure scientifically-based management decisions and consumer product acceptance.

Course Schedule

**AGLI 16 Horse Production and Management****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Selection, utilization, and management of the light horse. Emphasis is on evaluation, health care, and handling skills.

Course Schedule

**AGLI 17 Sheep Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Survey of the sheep and goat industries; management of commercial, purebred and small farm flocks; selecting, feeding, breeding, and basic care of small ruminants plus marketing of sheep, goats and their products. Laboratory and field trips required.

Course Schedule



**AGLI 18 Horse Ranch Management****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: AGLI 16

Skills and procedures used in the management of an equine business. Includes business plans and record keeping, staff and financial management, horse care and training, and farm design for a variety of horse operations.

Course Schedule

**AGLI 19 Horse Hoof Care****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Proper horse hoof care; shoeing, trimming and disease recognition and control.

Course Schedule

**AGLI 20 Horse Behavior and Training****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Corequisite: AGLI 16

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.

Course Schedule

**AGLI 30 Beef Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Purebred and commercial beef cattle production; emphasis on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing, and recordkeeping to ensure scientifically based management decisions and consumer product acceptance as applied to beef cattle. Laboratory required. Field trips required.

Course Schedule

**AGLI 34 Livestock Judging and Selection****2 Units** (Degree Applicable, CSU, UC)

Lecture: 18 Lab: 54

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.

Course Schedule

**AGLI 96 Animal Sanitation and Disease Control****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prevention and control of infectious diseases affecting domestic animals including basic disease concepts, transmission of infectious diseases, principles of sanitation, and fundamentals of immunology.

Course Schedule

**AGLI 97 Artificial Insemination of Livestock****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Theory and application of artificial insemination of domestic animals, including semen evaluation and processing, heat synchronization, and pregnancy diagnosis.

Course Schedule

## Agriculture: Ornamental Horticulture (AGOR)

**AGOR 1 Horticultural Science****3 Units** (Degree Applicable, CSU, C-ID #: AG-PS 104)

Lecture: 54

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. Off-campus meetings required.

Course Schedule

**AGOR 2 Plant Propagation/Greenhouse Management****3 Units** (Degree Applicable, CSU, C-ID #: AG-EH 116L)

Lecture: 36 Lab: 54

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.

Course Schedule

**AGOR 4 Park Management****3 Units** (Degree Applicable)

Lecture: 54

Management and operation of municipal park departments. Includes the development of budgets, purchasing, park policies, planning and scheduling.

Course Schedule

**AGOR 5 Park Facilities****3 Units** (Degree Applicable)

Lecture: 54

Management and operation of different types of park facilities. Includes the management of sports fields, recreation centers, campgrounds, aquatic facilities and golf courses.

Course Schedule

**AGOR 13 Landscape Design****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

Landscape design for residential and small commercial sites including the design process, drafting, graphics, site evaluation, landscaping materials, and plant usage. Field trips and off-campus assignments required.

Course Schedule

**AGOR 14 Advanced Landscape Design****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: AGOR 13

Computer Assisted Design and Drafting (CAD) with applications for landscape horticultural businesses. Includes applied CAD for plan, detail, elevation, and section drawings with exposure to CAD associated databases and plant selection programs.

Course Schedule

**AGOR 15 Interior Landscaping****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Design, installation and maintenance practices used in interior landscaping. Includes identification, culture and care of plants suitable for interior use. Field trip required.

Course Schedule

**AGOR 24 Integrated Pest Management****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Common agricultural pests in Southern California and physical, biological, and chemical pest control principles and practices, including integrated pest management (IPM). Stresses use, safety, equipment, laws, and regulations of pesticides. Field trips are required.

Course Schedule

**AGOR 29 Ornamental Plants - Herbaceous****3 Units** (Degree Applicable, CSU, UC, C-ID #: AG-EH 108L)

Lecture: 36 Lab: 54

Identification, growth 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. Off campus meetings required.

Course Schedule

**AGOR 30 Ornamental Plants - Trees and Woody Shrubs****3 Units** (Degree Applicable, CSU, UC, C-ID #: AG-EH 112L)

Lecture: 36 Lab: 54

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. Off-campus meetings required.

Course Schedule

**AGOR 32 Landscaping and Nursery Management****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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 required.

Course Schedule

**AGOR 35 Ornamental Plants for Southwest Climates****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Identification, growth habits, culture and ornamental use of annuals, perennials, groundcovers, shrubs, trees, cacti, and succulents which are native to California and the Southwest, or drought tolerant in Southern California.

Course Schedule

**AGOR 39 Turf Grass Production and Management****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Introduction to cultivation, maintenance, and management of turfgrasses utilized for athletic fields, golf courses, parks, cemeteries, and commercial and residential lawns. Identification, installation, cultural requirements, and maintenance practices are emphasized. Field trips required.

Course Schedule

**AGOR 40 Sports Turf Management****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

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 required.

Course Schedule

**AGOR 50 Soil Science and Management****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

Principles of soil management, including management of air, water, nutrients, organic matter. Study of soil including physical, chemical, and biological properties, classification, derivation, use, function, and management including erosion, moisture retention, structure, cultivation, organic matter, and microbiology as they pertain to optimized plant growth. Laboratory topics include soil type, classification, soil reaction, soil fertility, and physical properties of soil. Laboratory required. Field trips are required.

Course Schedule

**AGOR 51 Tractor and Landscape Equipment Operations**

**3 Units** (Degree Applicable, CSU, C-ID #: AG-MA 108L)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

Selection, operation, repair and maintenance of power equipment used in the agriculture and 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.  
Course Schedule

**AGOR 52 Hydraulics**

**3 Units** (Degree Applicable, CSU)  
Lecture: 36 Lab: 54

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.  
Course Schedule

**AGOR 53 Small Engine Repair I**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

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.  
Course Schedule

**AGOR 54 Small Engine Repair II**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54  
Prerequisite: AGOR 53

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 riding mowers, generator engines, air compressor engines, 2-cycle and 4-cycle engines, spraying equipment, all-terrain vehicles, and other related gas-powered equipment.  
Course Schedule

**AGOR 55 Diesel Engine Repair**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

Repair and maintenance of diesel engines used to power industrial, landscape, and agricultural equipment. Includes hands-on experience maintaining, servicing, and repairing diesel engines.  
Course Schedule

**AGOR 56 Engine Diagnostics**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

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. Field trips are required.  
Course Schedule

**AGOR 57 Power Train Repair**

**3 Units** (Degree Applicable)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

Service, maintenance, and repair of power trains. Includes hands-on experience with clutches, transmissions, differentials, power take-off units, and final drives used to transmit power on tractors and other outdoor power equipment. Field trips are required.  
Course Schedule

**AGOR 62 Irrigation Principles and Design**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

Principles of irrigation, design techniques, sprinkler system components, and hydraulic principles used in nursery management, interior design, residential, and commercial landscapes. Special emphasis is given to water conservation. Field trips are required.  
Course Schedule

**AGOR 63 Irrigation Systems Management**

**3 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

Systematic approach to water conservation in landscapes. Soil-plant-water relationships, evapotranspiration, irrigation schedules, salinity and drainage, and irrigation efficiency. Water measurement, soil moisture measurement, irrigation systems, and practical constraints affecting scheduling. California water supply and budget, water rights, local, state, and federal water institutions, and California water issues. Irrigation efficiency testing will be incorporated to demonstrate proper methods of water audits and system evaluation. Field trips are required.  
Course Schedule

**AGOR 64 Irrigation - Drip and Low Volume**

**3 Units** (Degree Applicable)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36 Lab: 54

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. Field trips are required.  
Course Schedule

**AGOR 71 Construction Fundamentals****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Construction techniques and tools used in landscaping with construction projects that include surveying techniques, utilities (gas, water, and electricity), woodworking, and masonry.

Course Schedule

**AGOR 72 Landscape Hardscape Applications****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

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.

Course Schedule

**AGOR 73 Landscaping Laws, Contracting, and Estimating****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Landscape laws, contracting, and estimating as they pertain to landscape construction. Information covered will be helpful for the Landscape Contractor's (C-27 classification) licensing exam administered by the state of California. Off campus assignments required.

Course Schedule

**AGOR 75 Urban Arboriculture****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

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.

Course Schedule

**AGOR 91 Work Experience in Nursery Operations****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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 at an approved work site using skills and knowledge from 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. This course is available to students achieving advanced standing (minimum 12 units in major or equivalent experience.)

Course Schedule

## Agriculture: Pet Science (AGPE)

**AGPE 70 Pet Shop Management****3 Units** (Degree Applicable)

Lecture: 54

Pet shop operations and the economic aspects of the pet industry. Organization and operation of pet shops, animal care practices, and sound business management practices.

Course Schedule

**AGPE 71 Canine Management****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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 training of dogs. May include field trips.

Course Schedule

**AGPE 72 Feline Management****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: Eligibility for ENGL 68

Care and management of cats including breed identification and characteristics, grooming, showing, nutrition, practical care, behavior, breeding, and housing.

Course Schedule

**AGPE 73 Tropical and Coldwater Fish Management****2 Units** (Degree Applicable)

Lecture: 36

Advisory: Eligibility for ENGL 68

Care and keeping of marine and freshwater aquarium fishes, plants, and invertebrates. Guidance on setting up aquariums, choosing compatible species, feeding, health care, breeding and raising fish.

Course Schedule

**AGPE 74 Reptile Management****2 Units** (Degree Applicable)

Lecture: 36

Advisory: Eligibility for ENGL 68

Care and maintenance of reptiles and amphibians, including snakes, lizards, turtles, tortoises, newts, salamanders and frogs. Identification and characteristics of reptiles commonly kept as pets. Housing, feeding, health maintenance, breeding and raising of reptiles.

Course Schedule

**AGPE 76 Aviculture - Cage and Aviary Birds****3 Units** (Degree Applicable)

Lecture: 54

Cage and aviary birds marketed in the wholesale and retail pet trade. Identification, nutrition, breeding, disease prevention and control, aviary construction. Psittacines, soft bills, finches, game birds, poultry and ornamental waterfowl.

Course Schedule

# Air Conditioning & Refrigeration (AIRC)

## **AIRC 10 Technical Mathematics in Air Conditioning and Refrigeration**

**2 Units** (Degree Applicable)

Lecture: 27 Lab: 27

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.

Course Schedule

## **AIRC 11 Welding for Air Conditioning and Refrigeration**

**2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

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.

Course Schedule

## **AIRC 12 Air Conditioning Codes and Standards**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

## **AIRC 20 Refrigeration Fundamentals**

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 71

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.

Course Schedule

## **AIRC 25 Electrical Fundamentals for Air Conditioning and Refrigeration**

**5 Units** (Degree Applicable)

Lecture: 72 Lab: 54

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.

Course Schedule

## **AIRC 26 Gas Heating Fundamentals**

**2 Units** (Degree Applicable)

Lecture: 36

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.

Course Schedule

## **AIRC 30 Heat Load Calculations and Design**

**4 Units** (Degree Applicable)

Lecture: 72

Advisory: AIRC 20

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.

Course Schedule

## **AIRC 31 Commercial Electrical for Air Conditioning and Refrigeration**

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: AIRC 25

Electrical control of commercial air conditioning and refrigeration equipment emphasizing time clocks, defrost, three phase transformers, three phase motors, Variable Frequency Drives and troubleshooting of three phase systems.

Course Schedule

## **AIRC 32A Air Properties and Measurement**

**1.5 Units** (Degree Applicable)

Lecture: 27

Advisory: AIRC 20 and 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.

Course Schedule

## **AIRC 34 Advanced Mechanical Refrigeration**

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: AIRC 20

Principles of mechanical air conditioning and refrigeration based on operating characteristics of working equipment and the interpretation of the pressure-enthalpy chart. Technical aspects of mechanical components will be explored to include compressors, metering devices, pressure regulators, capacity controls, and defrost methods.

Course Schedule

**AIRC 61 Building Automation Fundamentals****2.5 Units** (Degree Applicable)

Lecture: 36 Lab: 27

Advisory: AIRC 20 and AIRC 25 and AIRC 31 and AIRC 34 and ELEC 11

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.

Course Schedule

**AIRC 63 Building Control Networks****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**AIRC 65 Building Automation Networks and Programming****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

Advisory: AIRC 61 and ELEC 11

Programming heating, ventilation, and air conditioning (HVAC) direct digital controllers using line (text) programming, icon based programming, and template programming. Stresses good programming practices including complete program documentation.

Course Schedule

**AIRC 67 Energy Management****4 Units** (Degree Applicable)

Lecture: 72

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.

Course Schedule

**AIRC 95 Work Experience in Air Conditioning and Refrigeration****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

Prerequisite: Approval of college Work Experience supervisor and compliance with Work Experience regulations as designated in the College Catalog.

Work experience in Air Conditioning & Refrigeration at an approved work site 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. Instructor approval required.

Course Schedule

# Aircraft Maintenance Technology (AIRM)

**AIRM 65A Aircraft Powerplant Maintenance Technology****13 Units** (Degree Applicable, CSU)

Lecture: 108 Lab: 376

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.

Course Schedule

**AIRM 65B Aircraft Powerplant Maintenance Technology: Reciprocating & Turbine****13 Units** (Degree Applicable, CSU)

Lecture: 108 Lab: 376

Prerequisite: AIRM 65A or (AIRM 95A and AIRM 95B and AIRM 96A and AIRM 96B)

Reciprocating and turbine engine systems and components. Approved and required for the Federal Aviation Administration (FAA) powerplant certification and Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 66A Aircraft Airframe Maintenance Structures****13 Units** (Degree Applicable, CSU)

Lecture: 108 Lab: 376

This course is approved by the Federal Aviation Administration FAA and required for all Aircraft Powerplant and Airframe Maintenance Technology majors. Topics span aerodynamics, design theory, construction, inspection, maintenance, repair and alteration of aircraft airframe structures.

Course Schedule

**AIRM 66B Airframe Maintenance Technology****13 Units** (Degree Applicable, CSU)

Lecture: 108 Lab: 376

Prerequisite: AIRM 66A OR (AIRM 90A and AIRM 90B and AIRM 91A and AIRM 91B)

Airframe systems and components. Approved and required for the Federal Aviation Administration (FAA) and required airframe certification and the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 70A Aircraft Maintenance Electricity and Electronics****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Advisory: AIRM 71

Electrical theory, series and parallel circuits, batteries, and electrical measuring instruments. Required for Federal Aviation Administration (FAA) certification.

Course Schedule

**AIRM 70B Aircraft Maintenance Electricity and Electronics****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Advisory: AIRM 70A and AIRM 71

Principles of alternating current electricity with emphasis on components and circuits. Required for FAA certification.

Course Schedule

**AIRM 71 Aviation Maintenance Science****6 Units** (Degree Applicable)

Lecture: 108

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.

Course Schedule

**AIRM 72 Aircraft Materials and Processes****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

Advisory: AIRM 71 AND AIRM 73

Part 147 Federal Aviation Administration (FAA) approved course covering aviation materials, non-destructive testing, basic heat-treating and machining.

Course Schedule

**AIRM 73 Aircraft Welding****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

Advisory: AIRM 71 or AIRM 72

Theory and techniques of gas and inert gas welding used in aircraft construction and repair. Required for Federal Aviation Administration (FAA) airframe and powerplant certification.

Course Schedule

**AIRM 74 Aircraft Maintenance Technology - Work Experience****2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 120-150

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.

Course Schedule

**AIRM 80 Laboratory Studies in Aircraft Maintenance Technology****0.5-1 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 27-54

Additional lab instruction for students lacking Federal Aviation Authority (FAA) mandated hours to complete a training certificate, required remediation of program modules or laboratory assignments.

Course Schedule

**AIRM 90A Airframe Maintenance Technology****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73

A Federal Aviation Administration (FAA) approved course covering aircraft flight, flight control and construction methods and procedures

Course Schedule

**AIRM 90B Airframe Maintenance Technology: Structure and Design****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: AIRM 90A or AIRM 66B

Aircraft structural designs, station numbers, aviation nomenclature and definitions. Approved by the Federal Aviation Administration (FAA) and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 91A Airframe Maintenance Technology****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM90A and AIRM 90B) or AIRM 66B

Aircraft wood structures, coverings, finishes, and maintenance. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 91B Airframe Maintenance Technology: Aluminum Repair****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 90A and AIRM 90B and AIRM 91A) or AIRM 66

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.

Course Schedule

**AIRM 92A Airframe Maintenance Technology: Hydraulics & Pneu****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 90A and AIRM 90B and AIRM 91A and AIRM 91B) or AIRM 66A

Aircraft hydraulic and pneumatic power systems, landing gear and wheel and brake systems. Approved by the Federal Aviation Administration (FAA) and required for the Airframe and Aircraft Power Plant Maintenance Technology major.

Course Schedule

**AIRM 92B Airframe Maintenance Systems 2****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: AIRM 92A or AIRM 66A

Aircraft warning systems, aircraft instrument systems and aircraft fuel storage and transfer systems. Approved by the FAA and required for the Aircraft Airframe and Powerplant Maintenance Technology major.

Course Schedule

**AIRM 93A Airframe Maintenance Technology: Systems****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 92A and AIRM 92B) or AIRM 66A

Federal Aviation Administration (FAA ) approved course covering aircraft cabin heating and cooling, communication and navigation systems, and ice and rain control systems in small and large aircraft.

Course Schedule

**AIRM 93B Airframe Maintenance Technology: Fire Suppression****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 92A and AIRM 92B and AIRM 93A) or AIRM 66A

Aircraft fire detection and suppression systems. Aircraft inspection requirements and procedures. Approved by the Federal Aviation Administration (FAA ) and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 95A Aircraft Powerplant Maintenance Technology****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Advisory: AIRM 70A, AIRM 70B, AIRM 71, AIRM 72, AIRM 73

FAA approved course covering piston powerplant theory. Includes calculations and construction methods.

Course Schedule

**AIRM 95B Aircraft Powerplant Maintenance Technology: Reciprocating Engines****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: AIRM 95A or AIRM 65B

Federal Aviation Administration (FAA) approved course covering piston engine overhaul, inspection, and troubleshooting procedures.

Course Schedule

**AIRM 96A Aircraft Powerplant Maintenance Technology: Turbine Engines****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 95A and AIRM 95B) or AIRM 65B

Aircraft turbine engine history, construction, thrust formulas and turbine engine types. Approved by the Federal Aviation Administration (FAA) and required for the Airframe and Aircraft Powerplant Maintenance Technology Major. Required for FAA certification.

Course Schedule

**AIRM 96B Aircraft Powerplant Maintenance Technology: Propellers****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 95A and AIRM 95B and AIRM 96A) or AIRM 65B

Propeller theory, nomenclature, application, constant speed devices, and propeller controls. Approved by the Federal Aviation Administration (FAA) and required for the Airframe and Aircraft Powerplant Maintenance Technology Major. Required for FAA certification.

Course Schedule

**AIRM 97A Aircraft Powerplant Maintenance Technology: Instrumentation****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 95A and AIRM 95B and AIRM 96A and AIRM96B) or AIRM 65B

Federal Aviation Administration (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.

Course Schedule

**AIRM 97B Aircraft Powerplant Maintenance Technology: Fuel Meter Systems****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: AIRM 97A or AIRM 65A

Reciprocating engine and turbine engine fuels, fuel metering devices, and system operation. Approved by the Federal Aviation Administration (FAA) and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 98A Aircraft Powerplant Maintenance Technology: Ignition Systems****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 97A and AIRM 97B) or AIRM 65A

Reciprocating and turbine engine ignition system theory and maintenance. Approved by the FAA and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

**AIRM 98B Aircraft Powerplant Maintenance Technology: Lubricating Systems****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: (AIRM 97A and AIRM 97B and AIRM 98A) or AIRM 65A

Reciprocating and turbine engine lubricants and lubricating systems. Approved by the Federal Aviation Administration (FAA ) and required for the Airframe and Aircraft Powerplant Maintenance Technology major.

Course Schedule

## Air Traffic Control (AIRT)

**AIRT 151 Aircraft Recognition and Performance****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100

Formerly AIRT 41. 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.

Course Schedule



**AIRT 201 Terminal Air Traffic Control****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100 and AIRT 41 or AIRT 151

Formerly AIRT 42A. 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.

Course Schedule

**AIRT 201L Air Traffic Control Laboratory****1 Unit** (Degree Applicable)

Lab: 54

Advisory: AERO 100

Formerly AIRT 51. 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.

Course Schedule

**AIRT 203 Enroute Air Traffic Control****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: AERO 23 or AERO 100 and AIRT 41 or AIRT 151

Formerly AIRT 42B. 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 & 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).

Course Schedule

**AIRT 203L Enroute Radar Laboratory****1 Unit** (Degree Applicable)

Lab: 54

Advisory: AERO 100

Formerly AIRT 55. Simulation of an air traffic control radar facility concentrating on air route traffic control, and approach and departure procedures using appropriate phraseology, flight progress strip markings and radar separation standards.

Course Schedule

**AIRT 251 Air Traffic Control Team Skills****1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Advisory: AIRT 201 or AIRT 42A

Formerly AIRT 43. Leadership skills for aviation professionals, with emphasis on FAA Crew Resource Management. This course will introduce students to the skills required to work in an aviation group environment. Students will be able to identify personality types and temperaments, analyze skills necessary to manage and improve individual performance, work effectively in the team environment, and recognize human factors that affect air traffic control, identify "threat and error" countermeasures.

Course Schedule

**AIRT 253 Work Experience in Air Traffic Control****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog

Formerly AIRT 47. 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.

Course Schedule

## Alcohol Drug Counseling (AD)

**AD 1 Alcohol/Drug Dependency****3 Units** (Degree Applicable, CSU)

Lecture: 54

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. Explores various approaches to recovery. Includes familiarization with terms.

Course Schedule

**AD 2 Physiological Effects of Alcohol/Drugs****3 Units** (Degree Applicable, CSU)

Lecture: 54

Examines effects of alcohol and drugs on the human body. Includes tolerance, habituation, cross-tolerance and synergistic effect.

Course Schedule

**AD 3 Chemical Dependency: Intervention, Treatment and Recovery****3 Units** (Degree Applicable, CSU)

Lecture: 54

Examines techniques used in chemical dependency treatment. Analyzes types of treatment programs and the essentials of recovery.

Course Schedule

**AD 4 Issues in Domestic Violence****3 Units** (Degree Applicable)

Lecture: 54

Examines the history, law and psychology of domestic violence; cultural/social aspects; relationship to substance abuse.

Course Schedule

**AD 5 Chemical Dependency: Prevention and Education****1.5 Units** (Degree Applicable, CSU)

Lecture: 27

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.

Course Schedule

**AD 6 Dual Diagnosis****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**AD 8 Group Process and Leadership****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**AD 9 Family Counseling****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**AD 10 Client Record and Documentation****1.5 Units** (Degree Applicable)

Lecture: 27

Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently

Documentation methods required by government regulatory bodies in clinical records. Emphasis on biopsychosocial history.

Course Schedule

**AD 11 Techniques of Intervention and Referral****3 Units** (Degree Applicable)

Lecture: 54

Advisory: AD 1, AD 2, AD 3 taken prior and AD 4, AD 5, AD 6 taken prior or concurrently

Practice techniques used for crisis intervention, counseling, intake and referral. Experiential format, allows participants to practice skills in attentive listening, and responding to levels of client communication.

Course Schedule

**AD 13 Internship/Seminar****4 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lecture: 27 Lab: 126

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.

Course Schedule

**AD 14 Advanced Internship/Seminar****4 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lecture: 27 Lab: 126

Prerequisite: AD 10 and AD 13

Second semester course focusing on the application of values, concepts and skills learned to actual process of helping chemically dependent persons.

Course Schedule

## American Language (AMLA)

**AMLA 21S Accent Reduction****2 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Pronunciation and listening for non-native speakers with emphasis on analysis of individual strengths and weaknesses. Focus on improving articulation, stress and intonation patterns, and listening.

Course Schedule

**AMLA 22S American Language Interpersonal Communication****2 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Enhances ability of non-native speakers to communicate in personal and academic situations. Emphasis on grammatical accuracy and sophistication as well as confidence in communications.

Course Schedule

**AMLA 23S American Language Formal Speaking****2 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Advisory: Eligibility for AMLA 43W

Enhances the ability of non-native speakers to listen effectively and speak formally. Emphasis is on note taking, outlining, organizing speeches, and verbal articulation of ideas.

Course Schedule

**AMLA 24 Idiomatic English****2 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Advisory: Eligibility for AMLA 42W

Intermediate course in the study of idiomatic language, including common American idioms and proverbs, as used in everyday language situations.

Course Schedule

**AMLA 31R American Language Basic Reading****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: Satisfactory score on appropriate Reading Placement Test or successful completion of noncredit ESL Level 4

Basic reading and vocabulary for non-native speakers.

Course Schedule

**AMLA 32R American Language Intermediate Reading****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: Successful completion of AMLA 31R, or satisfactory score on appropriate Reading Placement Test, or successful completion of noncredit ESL Level 5, 6, or VESL

Intermediate reading and vocabulary for non-native speakers.

Course Schedule

**AMLA 33R American Language Advanced Reading****4 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: Eligibility for AMLA 43Wt

Advanced reading and vocabulary for non-native speakers.

Course Schedule

**AMLA 41W American Language Basic Writing****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: Satisfactory score on the English Placement Test or successful completion of noncredit ESL Level 4

Advisory: AMLA 31R taken previously or concurrently

Basic grammar and writing for non-native speakers.

Course Schedule

**AMLA 42W American Language Intermediate Writing****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

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.

Course Schedule

**AMLA 43W American Language Advanced Writing****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

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.

Course Schedule

**AMLA 56 American Language Nouns and Articles****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**AMLA 57 American Language Verb Review I****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**AMLA 58 American Language Verb Review II****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**AMLA 59 American Language Prepositions****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**AMLA 60 American Language Verb Review III****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Advanced work on gerunds, infinitives and participles for non-native English students. Exercises and writing practice will emphasize improved verb usage in writing.

Course Schedule

**AMLA 61 American Language Word Forms****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Spoken and written practice in noun, verb, adjective, and adverb word forms for non-native English students.

Course Schedule

## **Anatomy & Physiology (ANAT)**

**ANAT 10A Introductory Human Anatomy****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Advisory: BIOL 1

Macroscopic and microscopic structures of the human body. Emphasis on cell structures, skeletal, muscular, respiratory, circulatory, nervous, digestive, excretory, endocrine, and reproductive systems.

Course Schedule

**ANAT 10B Introductory Human Physiology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: ANAT 10A or ANAT 35

Advisory: CHEM 10 or CHEM 40

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).

Course Schedule

**ANAT 35 Human Anatomy****5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

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.

Course Schedule

**ANAT 36 Human Physiology****5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

Prerequisite: BIOL 1 or BIOL 4 or BIOL 4H and ANAT 35 and CHEM 10 or CHEM 40

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.

Course Schedule

**ANAT 40A Human Prosection****2 Units** (Degree Applicable, CSU)

Lab: 108

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.

Course Schedule

**ANAT 40B Human Prosection****2 Units** (Degree Applicable, CSU)

Lab: 108

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.

Course Schedule

**ANAT 99 Special Projects in Anatomy****2 Units** (Not Degree Applicable, CSU)

Lecture: 36

Offers selected students recognition for their academic interest in anatomy and the opportunity to explore the discipline of anatomy in greater depth. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration. Instructor's authorization is required to enroll in this course.

Course Schedule

## Anthropology (ANTH)

**ANTH 1 Biological Anthropology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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 paleontological record are stressed.

Course Schedule

**ANTH 1H Biological Anthropology - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

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 paleontological record are stressed. An honors course designed to provide an enriched experience. Students may not receive credit for both ANTH 1 and ANTH 1H.

Course Schedule

**ANTH 1L Biological Anthropology Laboratory****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

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.

Course Schedule

**ANTH 3 Archaeology**

**3 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lecture: 54  
 Prerequisite: Eligibility for ENGL 1A  
 Advisory: READ 90

Aims, methods and ethics of archaeological research and their application to the archaeological record, in contrast to popular depictions of archaeology. Evolution of culture from the earliest stone toolmakers to the primary civilizations of the Old and New Worlds, emphasizing invention and spread of agriculture and the impact of this change on prehistoric cultures.

Course Schedule

**ANTH 4 Archaeology**

**4 Units** (Degree Applicable, CSU)  
 Lecture: 54 Lab: 54  
 Prerequisite: Eligibility for ENGL 1A  
 Advisory: Eligibility for READ 90

Concepts, theories, data, models, and ethics of anthropological archaeology that contribute to our knowledge of the human past. The nature of scientific inquiry; history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. Hands-on learning in lab component.

Course Schedule

**ANTH 5 Principles of Cultural Anthropology**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54

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.

Course Schedule

**ANTH 22 General Cultural Anthropology**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54

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.

Course Schedule

**ANTH 30 The Native American**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54  
 Prerequisite: Eligibility for ENGL 1A  
 Advisory: Eligibility for READ 100

Prehistory and history of Native Americans. 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.

Course Schedule

**ANTH 99 Special Projects in Anthropology**

**2 Units** (Degree Applicable, CSU)  
 Lecture: 36

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.

Course Schedule

## Arabic (ARAB)

**ARAB 1 Elementary Arabic**

**4 Units** (Degree Applicable, CSU, UC)  
 Lecture: 72

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.

Course Schedule

**ARAB 2 Continuing Elementary Arabic**

**4 Units** (Degree Applicable, CSU, UC)  
 Lecture: 72  
 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.

Course Schedule

## Architectural Technology (ARCH)

**ARCH 101 Design I - Elements of Design**

**4 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54 Lab: 54

Formerly ARCH 10. Fundamentals of design and design process. Elements include conceptualization, visualization, form making, presentation, expression, and site analysis of physical, contextual, and cultural aspects of design and/or the urban environment. Portfolio will be produced.

Course Schedule

**ARCH 102 Design II - Architectural Design****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Corequisite: ARCH 122 or ARCH 23

Advisory: (ARCH 10 and ARCH 11) or (ARCH 101 and ARCH 141)

Formerly ARCH 21. Second level architectural design studio with a focus on site analysis, design conceptualization, form making, program development and presentation. Emphasis is on critical thinking and problem solving integrated with the artistic design process. Investigations will stress symbolic expression, aesthetics, craftsmanship, technical skills, vocabulary and physical object making through the design of multi-family residential, institutional and cultural buildings. Field trips are required.  
Course Schedule

**ARCH 121 CADD and Digital Design Media Level I****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Formerly ARCH 16. CADD Level 1 (Computer Aided Design and Drafting) and computer application in architecture, engineering and related fields, including spreadsheet, CAD, and presentation application. Field trips required.

Course Schedule

**ARCH 122 Architectural Presentations****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Corequisite: ARCH 21 or ARCH 102

Advisory: (ARCH 10 and ARCH 11) or (ARCH 101 and ARCH 141)

Formerly ARCH 23. 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. Field trips required.

Course Schedule

**ARCH 141 Design Drawing and Communication****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Formerly ARCH 11. Architectural drawing techniques including graphic standards, scales, orthographic, paraline, and perspective projections.

Field trips required.

Course Schedule

**ARCH 142 Architectural Materials and Specifications****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: Eligibility for MATH 51

Formerly ARCH 12. Building materials and specifications used in architecture and construction. Includes a lab component of common building material applications. Field trips required.

Course Schedule

**ARCH 145 Building and Zoning Codes****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: ARCH 141 or ARCH 11

Formerly ARCH 14. 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.  
Course Schedule

**ARCH 146 Architectural Drawings and Fabrications****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: ARCH 141 (formerly ARCH 11)

Formerly ARCH 15. Architectural working drawings and construction documents for light frame construction. Field trips required.

Course Schedule

**ARCH 147 Architectural CAD and BIM****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: (ARCH 141 or ARCH 11) or (ARCH 121 or ARCH 16)

Formerly ARCH 18. 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. Field trips required.

Course Schedule

**ARCH 201 Design III - Environmental Design****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Advisory: (ARCH 21 or ARCH 102) or (ARCH 23 or ARCH 122) or equivalent experience

Formerly ARCH 27. Theory and principles of environmental design as applied to architecture, landscape architecture, urban design, urban planning and (civil) engineering. Portfolio will be produced. Field trips required.

Course Schedule

**ARCH 202 Design IV - Advanced Project****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: (ARCH 23 or ARCH 122) and (ARCH 27 or ARCH 201)

Formerly ARCH 29. Fourth level architectural design studio focusing on sustainability, energy efficiency and environmental conservation. Emphasis is on critical thinking and problem solving involving material selection, envelope design, advance space planning and the development of designs from complex building programs. Investigations will stress logical organization, craftsmanship, technical skills, vocabulary and physical object making through the design complex building types. Field trips are required.

Course Schedule

**ARCH 221 Architectural Illustration**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Advisory: ARCH 141 or ARCH 11

Formerly ARCH 13. Architectural and interior illustration including perspective drawing, sketching, shades and shadows, entourage, and color application utilizing various media and development of project portfolio. Field trips required.

Course Schedule

**ARCH 222 Advanced Digital Design, Illustration and Animation**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: ARCH 18 or ARCH 147

Formerly ARCH 28. Architectural Computer Aided Design (CAD), 3 Dimensional (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.

Course Schedule

**ARCH 247 Architectural CAD Working Drawings**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Advisory: (ARCH 15 or ARCH 146) or (ARCH 147 or ARCH 18)

Formerly ARCH 26. Architectural Computer Aided Design (CAD) for design development and working drawings. Portfolio of working drawings using Building Information Modeling (BIM) and CAD applications of integrated 3-D and 2-D BIM/CAD models will be produced. Field trips required.

Course Schedule

**ARCH 250 World Architecture I**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Formerly ARCH 31. Development of world architecture from pre-history to the Middle Ages. Influence of geography, religion, and socio-economic background on architecture from ancient Egypt, Europe through the Middle Ages, and classic civilizations of Asia and the Americas. Field trips required.

Course Schedule

**ARCH 251 World Architecture II**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Formerly ARCH 32. Development of world architecture from the Renaissance to the present. Influence of environment, religion and socio-economic movements on modern architecture. Field trips required.

Course Schedule

**ARCH 290 Architectural Work Experience**

**1-2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 60-150

Prerequisite: Compliance with work experience regulations as designated in the College Catalog

Formerly ARCH 89. Provide actual on-the-job experience in architecture at 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.

Course Schedule

## Art: Animation (ANIM)

**ANIM 100 Digital Paint and Ink**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Illustration skills used in digital animation and game production. Focuses on digital illustration tools, including painting and drawing using vector and bitmap for animation environments.

Course Schedule

**ANIM 101A Drawing - Gesture and Figure**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Contemporary and traditional approaches to sketching 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.

Course Schedule

**ANIM 101B Figure Gesture - Design**

**3 Units** (Degree Applicable)

Lecture: 36

Prerequisite: ANIM 101A

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.

Course Schedule

**ANIM 101C Figure Gesture Expressive Design**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

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.

Course Schedule

**ANIM 104 Drawing Fundamentals****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Creative expression through the use of drawing media and techniques. Emphasis is placed on use of construction, light logic, atmospheric and linear perspective, and gesture directed toward animation. Includes basic drawing skills and methods of achieving compositional integrity through objective analysis and synthesis. May require off-campus assignments.  
Course Schedule

**ANIM 107 Figure in Motion****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 101A or ARTD 17A

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.

Course Schedule

**ANIM 108 Principles of Animation****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Principles of drawing for traditional animation concentrating on the mechanics of movement, timing, and emotion for the creation of expressive line drawings.

Course Schedule

**ANIM 109 Advanced Principles of Animation****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

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.

Course Schedule

**ANIM 111A Animal Drawing****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

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.

Course Schedule

**ANIM 111B Animal Drawing****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

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.

Course Schedule

**ANIM 115 Storyboarding****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A or ANIM 104

Storyboarding with emphasis on storytelling, cinematography, drawing, and notation as it relates to the animation industry.

Course Schedule

**ANIM 116 Character Development****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

Prerequisite: ARTD 15A or ANIM 104

Drawing and development of characters for animation. Observation of details for character attitude, personality, movement, posing, dialogue, mouth positions, body language, and consistent drawing techniques for model sheets will be explored.

Course Schedule

**ANIM 117 Animation Background Layout****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ANIM 115 or ARTD 16

Drawing and painting techniques as applied to layout and background design.

Course Schedule

**ANIM 130 Introduction to 3D Modeling****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Corequisite: ANIM 100 (May have been taken previously)

Introduction to 3D modeling techniques using animation and gaming industry-standard software.

Course Schedule

**ANIM 131 Introduction to Gaming****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

The field of game design including the principles, tools, and strategies for designing various types of games.

Course Schedule

**ANIM 132 Intermediate 3D Modeling****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ANIM 130 and ANIM 100

Advisory: ANIM 104

3D modeling and texturing methods used in the film and game industries using Maya software. Topics covered include UV unwrapping, Photoshop texture painting, and organic modeling techniques.

Course Schedule



**ANIM 136 Animation Environment and Level Design****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 130 and ANIM 132

3D digital environment including designing, modeling, texturing, and lighting for computer graphic games, television programs, or films.

Includes environment levels for computer graphic games.

Course Schedule

**ANIM 137A Work Experience in New Digital Media****1-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog AND ANIM 132

This course provides college credit and instructional guidance in conjunction with work experience in areas of New Digital Media at an approved work site related to a certificate or degree program of study. 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. Instructor approval required.

Course Schedule

**ANIM 141 2D Game Level Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ANIM 131

Design of game levels based upon storytelling, platform and theme. Includes asset development of background, user interface, and character art.

Course Schedule

**ANIM 145 Advanced 3D Modeling****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: ANIM 132

3D modeling focusing on creating humanoids, animals, and creatures for Animation and Gaming industries.

Course Schedule

**ANIM 146 Advanced 3-D Animation****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 130

Advisory: ANIM 132

3D character animation principles and procedures used in computer graphics, games, film, and television. Includes walk, run, and action sequences for rigged characters using graph editor.

Course Schedule

**ANIM 148 Demo Reel****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: Completion of a minimum of 9 semester units in one of the following programs: Graphic Design, Illustration, Animation, Web Design, Architectural Design, Art, Fashion Merchandising, Industrial Design, Interior Design, or Photography.

Production of a demo reel and portfolio representative of interest, strength and skills for entry into animation fields, professional schools or baccalaureate institutions.

Course Schedule

**ANIM 149 3-D Character Rigging****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 145

The principles, techniques and processes of 3D character rigging. Character Rigging is the industry technique of setting up controls on a 3D mesh so that it is animatable. The principles, techniques and processes of 3D character rigging as done primarily for computer games and movie industry will be explored. Building a set of animatable character rigs built using forward kinematics, inverse kinematics, constraints, expressions, blend shapes among other techniques. No prior knowledge of rigging is necessary for this class.

Course Schedule

**ANIM 151 Game Prototype Production****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 131

Creation of game prototypes based upon specific game features and mechanics. Includes the four main game production cycles of: Designing the game, building the art, technical production, and marketing of the game.

Course Schedule

**ANIM 167 Visual Development****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 163 or (ANIM 101A AND ARTD 16)

Development of visual concepts and storytelling for entertainment illustration through use of value, design, color and composition as symbolic tools for communication. Students cannot receive credit for both ARTC 167 and ANIM 167.

Course Schedule

**ANIM 172 Motion Graphics, Compositing and Visual Effects****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 or ANIM 100

Elements of motion graphics and visual effects including design, typography, animation, compositing, and editing in a production environment (i.e. TV, Film, DVD, or Web). Focuses on using Adobe After Effects and other industry standard software. ANIM 172 and ARTC 272 cannot both be taken for credit.

Course Schedule

**ANIM 175 Digital Animation****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ANIM 100 or ARTC 100

Principles of animation using digital software for multimedia.  
Course Schedule

## Art: Basic Studio Arts (ARTB)

**ARTB 1 Understanding the Visual Arts****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Fundamentals of visual art forms and the role art plays in various historical periods and cultures. Off-campus trips may be required. Students may not earn credit for both ARTB 1 and AHIS 1 or AHIS 1H.  
Course Schedule

**ARTB 14 Basic Studio Arts****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Prerequisite: Eligibility for ENGL 68

Creative expression through the visual and applied arts. Painting, drawing, printmaking and sculpture are explored. May require field trips.  
Course Schedule

## Art: Gallery & Professional Practices (ARTG)

**ARTG 20 Art, Artists and Society****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

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.  
Course Schedule

**ARTG 21A Introduction to Exhibition Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTG 20 and Eligibility for ENGL 68

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.  
Course Schedule

**ARTG 21B Intermediate Exhibition Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

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.  
Course Schedule

**ARTG 22A Exhibition Design and Art Gallery Operation Work Experience****1-3 Units** (Degree Applicable)

Lab: 75-225

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.  
Course Schedule

## Art: Graphic Design and Illustration (ARTC)

**ARTC 100 Graphic Design I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: ARTD 15A and ARTD 20

Contemporary graphic design for the commercial art 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.  
Course Schedule

**ARTC 120 Graphic Design II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100

Corequisite: ARTD 20 (May be taken previously)

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.  
Course Schedule

**ARTC 140 Graphic Design III****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 and ARTD 20

Digital illustration, design, skills, and concepts working primarily with vector art. Focuses on using Adobe Illustrator as the primary development tool.  
Course Schedule

**ARTC 160 Typography****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 and ARTD 20

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.  
Course Schedule

**ARTC 163 Dynamic Sketching**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A or ANIM 104

Essential tools to conceptualize, communicate, and express creative ideas dynamically through the art of sketching. Emphasis on problem solving through the sketching process for illustrators, animators, entertainment designers, and fine artists.

Course Schedule

**ARTC 165 Illustration**

**3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A or ANIM 104

Corequisite: ARTD 20 or ARTD 21 or ARTD 17A or ANIM 101A (any of which may have been taken previously)

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.

Course Schedule

**ARTC 167 Visual Development**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 163 or (ANIM 101A AND ARTD 16)

Development of visual concepts and storytelling for entertainment illustration through use of value, design, color and composition as symbolic tools for communication. Students cannot receive credit for both ARTC 167 and ANIM 167.

Course Schedule

**ARTC 169 Contemporary Illustration**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A and (ARTD 25A or ARTC 165)

Advisory: ANIM 101A

Development of visual concepts to create unique and provocative illustrations based on social, cultural, and political issues. Exploration of personal style and media with emphasis on contemporary art trends.

Course Schedule

**ARTC 200 Web Design**

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 and ARTD 20

Design, usability, production and marketing of web sites using contemporary development methods including HTML 5 and CSS 3.

Course Schedule

**ARTC 220 Graphic Design IV**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 and ARTD 20

Advisory: ARTC 140

Intermediate to advanced graphic design concepts, composition, photo editing, and photo retouching. Focuses on using Adobe Photoshop as the primary development tool.

Course Schedule

**ARTC 272 Motion Graphics, Compositing and Visual Effects**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ARTC 100 or ANIM 100

Elements of motion graphics and visual effects including design, typography, animation, compositing, and editing in a production environment (i.e. TV, Film, DVD, or Web). Focuses on using Adobe After Effects and other industry standard software. ANIM 172 and ARTC 272 cannot both be taken for credit.

Course Schedule

**ARTC 280 Commercial Art Studio**

**3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 71

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 and 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. Professor approval required.

Course Schedule

**ARTC 290 Portfolio**

**3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: Completion of a minimum of 15 semester units in one of the following programs: Graphic Design, Illustration, Animation and Gaming, Architectural Design, Art, Fashion Merchandising, Industrial Design, Interior Design, or Photography.

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. The instructor will verify that the prerequisite has been met.

Course Schedule

**ARTC 299 Work Experience in Graphic Design****1-3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog

Advisory: ARTC 100 AND ARTC 120 AND ARTC 140 AND ARTC 200 AND ARTD 20 AND PHOT 5

Work 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.

Course Schedule

## Art History (AHIS)

**AHIS 1 Understanding the Visual Arts****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Fundamentals of visual art forms and the role art plays in various historical periods and cultures. Off-campus trips may be required. Students may not earn credit for both ARTB 1 and AHIS 1.

Course Schedule

**AHIS 3 History of Women and Gender in Art****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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. Field trips may be required.

Course Schedule

**AHIS 3H History of Women and Gender in Art - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

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. Field trips may be required.

Course Schedule

**AHIS 4 History of Western Art: Prehistoric Through Gothic****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 110)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**AHIS 4H History of Western Art: Prehistoric Through Gothic - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 110)

Lecture: 54

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.

Course Schedule

**AHIS 5 History of Western Art: Renaissance Through Modern****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 120)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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. Off-campus assignments may be required.

Course Schedule

**AHIS 5H History of Western Art: Renaissance Through Modern - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 120)

Lecture: 54

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. Off-campus assignments may be required.

Course Schedule

**AHIS 6 History of Modern Art****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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. Off campus trips may be required.

Course Schedule

**AHIS 6H History of Modern Art - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Artistic movements, influences, and individuals who have formed the Modern tradition. Emphasis is on the 20th century and the international and multicultural character of Modern art. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 6 (formerly ARTA 6) and AHIS 6H. Off-campus trips may be required.

Course Schedule

**AHIS 8 History of Medieval Art and Architecture****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Medieval art and architecture in Europe and the Mediterranean. Jewish, Christian, and Islamic arts will be studied in their cultural contexts.

Course Schedule

**AHIS 9 History of Asian Art and Architecture****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 130)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Asian artistic traditions. Major monuments of painting, sculpture, architecture and other visual art forms are studied within their religious and cultural contexts.

Course Schedule

**AHIS 10 A History of Greek and Roman Art and Architecture****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: Eligibility for ENGL 68

A critical history of Greek and Roman art and architecture before 500 CE will be examined in their cultural contexts. Historical perceptions of Classical art and culture and their impact on Europe and America will be studied.

Course Schedule

**AHIS 11 History of African, Oceanic, and Native American Art****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTH 140)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**AHIS 12 History of Precolumbian Art and Architecture****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**AHIS 12H History of Precolumbian Art and Architecture - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

The arts of Precolumbian 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. An honors course designed to provide an enriched experience. Students may not receive credit for both AHIS 12 (formerly ARTA 12) and AHIS 12H.

Course Schedule

**AHIS 14 Rome: The Ancient City****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

The art and culture of the ancient city of Rome. Major works of art and architecture will be studied in cultural and historical context. The importance of Rome and the Romans to later cultures will be explored.

Course Schedule

**AHIS 15 Culture and Art of Pompeii****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Art, architecture, and culture of Pompeii and neighboring cities destroyed in the volcanic eruption of 79 CE. Major monuments and archeological remains will be studied in cultural and historical context.

Course Schedule

**AHIS 99 Special Projects in Art History****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Advisory: AHIS 1

Offers selected students recognition for their academic interest and ability, and the opportunity to explore the discipline in greater depth. The content of this course and the methods of study vary and depend on the particular project under consideration.

Course Schedule

## Art: Special Studio Arts (ARTZ)

**ARTZ 50 Specialized Studio-Art Studies****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Allows the student to pursue more advanced studio projects and experiments in an area of interest in Studio Arts specialization. Professor authorization needed prior to enrollment.

Course Schedule

## Art: Three-Dimensional Studio Arts (ARTS)

**ARTS 22 Design: Three-Dimensional****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 101)

Lecture: 36 Lab: 71

Prerequisite: Eligibility for ENGL 68

Develops perception and enhances design 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 a variety of materials.

Course Schedule

**ARTS 30A Ceramics: Beginning I****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTS 30B Ceramics: Beginning II****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTS 31 Ceramics: Advanced Studio****2 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 108

Prerequisite: ARTS 30B

Advanced study of ceramics with emphasis on integrating form and surface with content and developing a personal style. Loading, firing and unloading kilns included. Field trips required.

Course Schedule

**ARTS 33 Ceramics: Hand Construction****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Clay, glazes and firing through projects that are hand built. Emphasis on developing skills, vocabulary and analysis of form, function, and craftsmanship through projects, discussion, oral and written criticism. Field trip required.

Course Schedule

**ARTS 34 The Sculptural Vessel****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 108

Prerequisite: ARTS 30A

Advisory: ARTS 33

Advanced study of the ceramic vessel through the integration of technique, form, and content. Field trips required.

Course Schedule

**ARTS 40A Sculpture: Beginning****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Traditional and contemporary approaches to sculpture. Principles of sculptural design, concept development, technique and materials as an integral part of creative expression.

Course Schedule

**ARTS 40B Sculpture: Intermediate****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

Prerequisite: ARTS 40A

Sculpture projects in subtractive, additive and manipulative approaches.

Course Schedule

**ARTS 40C Sculpture: Carving****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTS 41A Sculpture: Life****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTS 41B Sculpture: Intermediate Life****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Prerequisite: ARTS 41A

Sculptural study of the human figure with emphasis on artistic development and stylistic exploration of human anatomy using materials and techniques suitable for the human form.

Course Schedule

**ARTS 42 Sculpture: Mold Making****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

Construction and use of flexible and plaster molds.

Course Schedule

**ARTS 46A Sculpture: Special Effects Makeup****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

Advisory: ARTS 42

Modeling, molding, casting of makeup appliances and masks to the human figure.

Course Schedule

**ARTS 46B Sculpture: Special Effects Makeup****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTS 99 Sculpture Special Studies****2 Units** (Degree Applicable, CSU)

Lab: 108

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.

Course Schedule

## Art: Two-Dimensional Studio Arts (ARTD)

**ARTD 15A Drawing: Beginning****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 110)

Lecture: 36 Lab: 71

An entry level course emphasizing creative expression through the use of black and white drawing media. Emphasis is placed on basic drawing methods and skills, composition, and exploration of drawing media.

Course Schedule

**ARTD 15B Drawing: Intermediate****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 205)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A

Drawing course emphasizing perceptual and technical skills to compose in dry and fluid media. Uses the formal elements and principles in black, white and color in representational and expressionistic styles.

Course Schedule

**ARTD 16 Drawing: Perspective****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A or ANIM 104

Linear perspective drawing techniques for artists and illustrators.

Course Schedule

**ARTD 17A Drawing: Life****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 200)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A or ANIM 104

Contemporary and traditional approaches to drawing the human figure. Surface anatomy, proportion, line, light and shadow, composition, and the expressive potential of the human figure will be explored.

Course Schedule

**ARTD 17B Drawing: Life-Advanced****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Prerequisite: ARTD 17A

Contemporary and traditional approaches to drawing the human figure. Anatomy, proportion, line, light and shadow, composition, personal style and the expressive potential of the human figure will be explored.

Course Schedule

**ARTD 19A Figure Painting****3 Units** (Degree Applicable)

Lecture: 36 Lab: 71

Prerequisite: ARTD 17A

Painting the draped and nude figure with emphasis on observation and accurate representation. Through poses of various lengths, students will learn to depict the human figure using light logic, color palettes, compositional devices, and painting techniques.

Course Schedule

**ARTD 20 Design: Two-Dimensional****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 100)

Lecture: 36 Lab: 71

Prerequisite: Eligibility for ENGL 68

Two-dimensional composition in achromatic value and color using the elements and principles of art and design. Emphasis on vocabulary, theory, and analysis of the formal elements and principles as they apply to studio projects in design for all disciplines of the arts. Off-campus assignments may be required.

Course Schedule

**ARTD 21 Design: Color and Composition****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 270)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 23A Drawing: Heads and Hands****1.5 Units** (Degree Applicable, CSU, UC)

Lecture: 18 Lab: 36

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.

Course Schedule

**ARTD 23B Drawing: Advanced Heads and Hands****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

Prerequisite: ARTD 23A

Explores contemporary and traditional approaches to drawing the human head and hands. Emphasizes and develops techniques for rendering as well as capturing a likeness.

Course Schedule

**ARTD 23C Drawing: Expressive Heads and Hands****1.5 Units** (Degree Applicable)

Lecture: 18 Lab: 36

Prerequisite: ARTD 23A

Explores contemporary and traditional approaches to sketching the human head and hands. Emphasis is placed on personal interpretation, individual expression, and media exploration.

Course Schedule

**ARTD 25A Beginning Painting I****3 Units** (Degree Applicable, CSU, UC, C-ID #: ARTS 210)

Lecture: 36 Lab: 71

Development of basic paint applications in various styles and subjects focusing on the formal elements of composition, light logic, and color.

Course Schedule

**ARTD 25B Beginning Painting II****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 26A Intermediate Painting I****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 26B Intermediate Painting II****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 27 Painting: Watercolor****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

Prerequisite: ARTD 15A OR ARTD 20 OR ARTD 25A

Watercolor techniques as they relate to compositional and technical processes in painting. Emphasis is placed upon painting skills as related to transparent watercolor methods as well as exploration into opaque and mixed-media approaches. Off-campus assignments may be required.

Course Schedule

**ARTD 43A Introduction to Printmaking****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 43B Intermediate Printmaking in Intaglio and Relief****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 44A Printmaking: Introduction to Lithography I****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 44B Printmaking: Intermediate Lithography****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 45A Printmaking: Introduction to Screenprinting****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

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.

Course Schedule



**ARTD 45B Printmaking: Intermediate Screenprinting****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 46A Printmaking: Introduction to Monotype****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Painterly printmaking with a focus on monotype, monoprint, and collography printing. Field trips may be required.

Course Schedule

**ARTD 46B Intermediate Painterly Printmaking****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 71

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.

Course Schedule

**ARTD 47A Printmaking: Photo and Alternative Processes****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 71

Contemporary printmaking approaches using a variety of light-sensitive polymer plates, carborundum plates, and other alternatives to classic printmaking processes. Images are prepared by digital and manual means and combine new processes with traditional methods. Emphasis is on teaching graphic art concepts to develop visual statements and commentary, vocabulary, technical skills, and analysis of printmaking aesthetics, historical context, cultural traditions and craftsmanship through projects, discussion, and oral and written criticism. Field trips may be required.

Course Schedule

**ARTD 99 Figure Drawing Special Studies****2 Units** (Degree Applicable)

Lab: 108

Prerequisite: ARTD 17A or ANIM 101A or ARTD 23A

Offers selected students recognition for their academic interest in advanced and complex figure drawing and the opportunity to explore the development of an individual creative direction in greater depth. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration.

Course Schedule

# Astronomy (ASTR)

**ASTR 5 Introduction to Astronomy****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

An introductory, 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.

Course Schedule

**ASTR 5H Introduction to Astronomy - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A; Acceptance into the Honors Program

An honors course designed to provide an enriched experience. An introductory, 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.

Course Schedule

**ASTR 5L Astronomical Observing Laboratory****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Corequisite: ASTR 5 or ASTR 5H or ASTR 7 or ASTR 8 (May have been taken previously)

Advisory: MATH 51

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.

Course Schedule

**ASTR 7 Geology of the Solar System****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Geological features and evolution in the solar system. Course surveys techniques used to study cratering, tectonic and volcanic activity, weathering, landsliding, erosion and faulting. Emphasis on solid surfaces other than Earth. Enroll in ASTR 5L to receive lab science credit. Field trips required.

Course Schedule

**ASTR 8 Introduction to Stars, Galaxies, and the Universe****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**ASTR 99 Special Projects in Astronomy****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

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. Student must have instructor's authorization before enrolling in this class. Students who repeat this course will improve skills through further instruction and practice.

Course Schedule

## Biology (BIOL)

**BIOL 1 General Biology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: Eligibility for ENGL 68

Advisory: READ 90

Major principles and concepts, including cellular biology, energy relationships, biological systems, heredity, evolution and ecology for non-science majors.

Course Schedule

**BIOL 2 Plant and Animal Biology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: BIOL 1 or BIOL 4; and MATH 71

Organismal biology including concepts in systematics, evolution, plant and animal physiology, ecology, and biotic relationships. Field trips are required.

Course Schedule

**BIOL 3 Ecology and Field Biology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Advisory: Eligibility for ENGL 1A

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 and/or hiking. Hiking, weekend and other field trips required.

Course Schedule

**BIOL 4 Biology for Majors****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 71

Prerequisite: (CHEM 10 or CHEM 40) AND MATH 71

Advisory: Eligibility for ENGL 1A

Principles of biology required for advanced study, including cellular and molecular biology, bioenergetics, genetics, reproduction, evolution, biodiversity, and ecology. General Biology for science majors. One hour discussion group per week. Field trips with extensive hiking required.

Course Schedule

**BIOL 4H Biology for Majors - Honors****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 71

Prerequisite: Acceptance into the Honors Program; (CHEM 40 or CHEM 10) AND MATH 71

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. Students may not receive credit for both BIOL 4 and BIOL 4H. Field trips with extensive hiking required.

Course Schedule

**BIOL 5 Contemporary Health Issues****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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 on prevention of illness and injuries.

Course Schedule

**BIOL 6 Humans and the Environment****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Ecological concepts to aid understanding the Earth's 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.

Course Schedule

**BIOL 6L Humans and the Environment Laboratory****2 Units** (Degree Applicable, CSU, UC)

Lab: 108

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 BIOL 6 prior to BIOL 6L is highly recommended.

Course Schedule

**BIOL 8 Cell and Molecular Biology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: BIOL 4 or BIOL 4H, and CHEM 50

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.

Course Schedule

**BIOL 13 Human Reproduction, Development and Aging****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Human Development, from conception to death. Conception, growth, maturation and aging are studied as a natural continuum, influenced by our biophysical and psychosocial environment. Includes developmental theories and scientific methods used to study development. Field trips to several off-campus sites are required

Course Schedule

**BIOL 15 Human Sexuality****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Surveys biological, behavioral, cultural and ethical aspects of human sexuality. Contains mature and sexually explicit content.

Course Schedule

**BIOL 15H Human Sexuality - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**BIOL 17 Neurobiology and Behavior****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

An integrated analysis of the biological, ecological and evolutionary bases of animal behavior (ethology.) Historical and evolutionary contexts are emphasized through a detailed consideration of the psychobiological, ecological, ontological and sociobiological determinants of animal behavior. Field trip required.

Course Schedule

**BIOL 20 Marine Biology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**BIOL 21 Marine Biology Laboratory****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Corequisite: BIOL 20 (May have been taken previously)

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. Completion or concurrent enrollment in BIOL 20 is required. Field trips are required.

Course Schedule

**BIOL 24 Introduction to Public Health****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Organization and function of public health including 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.

Course Schedule

**BIOL 25 Conservation Biology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Concepts of conservation biology for natural resources, including biogeography, biodiversity and extinction, environmental law, public lands, and conservation organizations. Emphasis on strategies important to addressing biological conservation and sustainable management of natural and managed ecosystems. A field trip is required.

Course Schedule

**BIOL 34 Fundamentals of Genetics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: BIOL 4 or BIOL 4H

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 biotechnology.

Course Schedule

**BIOL 34L Fundamentals of Genetics Lab****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

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 polymerase chain reaction (PCR) and electrophoresis, population genetics, and bioinformatics.

Course Schedule

**BIOL 50 Biology Basic Skills****0.5 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 9

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.

Course Schedule

**BIOL 99A Special Projects in Biology****1-2 Units** (Degree Applicable, CSU)

Lecture: 18-36

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.

Course Schedule

## Botany (BTNY)

**BTNY 3 Plant Structures, Functions, and Diversity****5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

Advisory: BIOL 1 or BIOL 4 and eligibility for ENGL 1A

Structures, functions, and diversity of plants, fungi, and algae. Includes 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.

Course Schedule

## Business: Accounting (BUSA)

**BUSA 7 Principles of Accounting - Financial****5 Units** (Degree Applicable, CSU, UC, C-ID #: ACCT 110)

Lecture: 90

Prerequisite: BUSA 11 or eligibility for MATH 51

Advisory: Eligibility for ENGL 1A

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.

Course Schedule

**BUSA 8 Principles of Accounting - Managerial****5 Units** (Degree Applicable, CSU, UC, C-ID #: ACCT 120)

Lecture: 90

Prerequisite: BUSA 7

Managerial accounting concepts and principles. Includes the role of managerial accounting, cost management concepts, cost behavior and relevant costs, job order and process costing, cost-volume-profit analysis, absorption and variable costing, profit planning and budgeting, standard costing and flexible budgeting, responsibility accounting and segment reporting, capital budgeting decisions, activity based costing, and cost management for just in time environments. Excel spreadsheet software is used to solve accounting problems or decision making in business.

Course Schedule

**BUSA 11 Fundamentals of Accounting****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSA 68 or eligibility for MATH 50

Accounting vocabulary and theory, equations to solve word problems, simple and compound interest, present value, consumer and business credit, mortgages, financial statements and ratios, inventory, depreciation, business taxes, investments.

Course Schedule

**BUSA 21 Cost Accounting****4.5 Units** (Degree Applicable)

Lecture: 72 Lab: 18

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 and pricing methods, cost allocation, inventory management, capital budgeting, and transfer pricing.

Course Schedule

**BUSA 52 Intermediate Accounting****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSA 8

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 multifaceted economic environment and the use of accounting information in decision making

Course Schedule

**BUSA 58 Federal Income Tax Law****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSA 7 or BUSA 72

Federal income tax law as related to individuals, with comparison to partnerships, corporations and state. Emphasis is placed on individual income taxes and related problems including research through the use of a federal tax reporting service.

Course Schedule

**BUSA 68 Business Mathematics****3 Units** (Not Degree Applicable)

Lecture: 54

Addition, subtraction, multiplication, division, decimals, percentages, fractions, sign numbers, equations and problem solving.

Course Schedule

**BUSA 70 Payroll and Tax Accounting****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: Eligibility for BUSA 11

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.

Course Schedule

**BUSA 71 Personal Financial Planning****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**BUSA 72 Bookkeeping - Accounting****5 Units** (Degree Applicable)

Lecture: 90

Prerequisite: BUSA 68 or eligibility for MATH 50

Bookkeeping and accounting principles including the accounting cycle for service and merchandising companies, cash management, payroll and special journals. Computerized simulations and completion of an accounting project for a company.

Course Schedule

**BUSA 75 Using Microcomputers in Financial Accounting****1 Unit** (Degree Applicable)

Lecture: 18

Prerequisite: BUSA 7 or BUSA 72

Accounting concepts utilizing QuickBooks, a general-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.

Course Schedule

**BUSA 76 Using Microcomputers in Managerial Accounting****1 Unit** (Degree Applicable)

Lecture: 18

Prerequisite: BUSA 7 or BUSA 72

Analysis of financial data and preparation of managerial accounting reports using Excel software. Development of what-if formulas to be used as an aid in decision-making. Includes manufacturing and consolidation worksheets, financial statement analysis, and statement of cash flows.

Course Schedule

**BUSA 81 Work Experience in Accounting****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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.

Course Schedule

## Business : Business Communication (BUSO)

**BUSO 5 Business English****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Skills and techniques of English, as applied to business situations, with emphasis on effective document structure.

Course Schedule

**BUSO 25 Business Communications****3 Units** (Degree Applicable, CSU, C-ID #: BUS 115)

Lecture: 54

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.

Course Schedule

**BUSO 26 Oral Communications for Business****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Oral communication used in business situations such as training sessions, presentations, professional discussions, and telephone interactions.

Course Schedule

## Business: Economics (BUSC)

### **BUSC 1A Principles of Economics - Macroeconomics**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ECON 202)

Lecture: 54

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.

Course Schedule

### **BUSC 1AH Principles of Economics - Macroeconomics - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ECON 202)

Lecture: 54

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.

Course Schedule

### **BUSC 1B Principles of Economics - Microeconomics**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ECON 201)

Lecture: 54

Prerequisite: BUSC 1A or BUSC 1AH

Economic analysis with emphasis on price and distribution theory, scarcity, opportunity costs, supply, demand, elasticity of supply and demand, consumer's behavior, cost theory and output determination under various market structures, factor markets, public choice, income distribution, externalities and government regulation, and comparative economic systems.

Course Schedule

### **BUSC 1BH Principles of Economics - Microeconomics - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ECON 201)

Lecture: 54

Prerequisite: BUSC 1A or BUSC 1AH

Economic analysis with emphasis on price and distribution theory, scarcity, opportunity costs, supply, demand, elasticity of supply and demand, consumer's behavior, cost theory and output determination under various market structures, factor markets, public choice, income distribution, externalities and government regulation, and comparative economic systems. This is an honors course designed to provide an enriched experience. Students may not receive credit for both BUSC 1B and BUSC 1BH.

Course Schedule

### **BUSC 17 Applied Business Statistics**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

## Business: Law (BUSL)

### **BUSL 18 Business Law**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: BUS 125)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Principles of business law emphasizing legal setting of business, nature of the law and court procedures, principles of contract law, sales of goods under the Uniform Commercial Code, torts, ethics, the U.S. Constitution, and criminal law.

Course Schedule

### **BUSL 18H Business Law - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: BUS 125)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Principles of business law emphasizing legal setting of business, nature of the law and court procedures, principles of contract law, sales of goods under the Uniform Commercial Code, torts, ethics, the U.S. Constitution, and criminal law. An honors course designed to provide an enriched experience. Students may not receive credit for both BUSL 18 and BUSL 18H.

Course Schedule

### **BUSL 19 Advanced Business Law**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: BUSL 18

Principles of business law emphasizing commercial paper, agency, partnerships, corporations, bankruptcy, regulation of trade and real property.

Course Schedule

### **BUSL 20 International Business Law**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**BUSL 100 Everyday Law****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Practical aspects of current U.S. law, including the court system and civil procedures, the U.S. Constitution, legal ethics, tort law, criminal law and procedures, contracts, real estate law, family law, and careers in law. Required for 2+2+3 articulation.

Course Schedule

## Business: Management (BUSM)

**BUSM 10 Principles of Continuous Quality Improvement****3 Units** (Degree Applicable)

Lecture: 54

Advisory: BUSO 5 or eligibility for ENGL 68

History and evolution of thought in Continuous Quality Improvement (CQI), including the theories and methods of Deming, Juran and Crosby.

Practical application of Quality management processes and tools are presented for the continuous improvement of (organizational quality. Relevant case studies are included.

Course Schedule

**BUSM 20 Principles of Business****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Business and its functions, background, development, organization, and opportunities. Business terms, current trends, methods, contemporary and future problems, and current business practices are covered.

Course Schedule

**BUSM 50 World Culture: A Business Perspective****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**BUSM 51 Principles of International Business****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: Eligibility for ENGL 68 or BUSO 5

International business environment with 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.

Course Schedule

**BUSM 52 Principles of Exporting and Importing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: Eligibility for ENGL 68 or BUSO 5

Practical information needed to participate in activities related to the exporting and importing of goods and services. Includes vocabulary, acronyms and information needed for an understanding of and participating in the exporting and importing of goods and services.

Course Schedule

**BUSM 60 Human Relations in Business****3 Units** (Degree Applicable, CSU)

Lecture: 54

Inter-disciplinary study of how people work and relate at the individual, group and organizational level. Topics include motivation, team work, leadership skill and how to handle organizational change.

Course Schedule

**BUSM 61 Business Organization and Management****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: BUSM 20

Functions of management, management concepts, planning, organizing, staffing and controlling. Theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls.

Course Schedule

**BUSM 62 Human Resource Management****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**BUSM 66 Small Business Management****3 Units** (Degree Applicable, CSU)

Lecture: 54

Organizing, starting, and operating a small business enterprise. Emphasis on entrepreneurial applications in a small business environment.

Course Schedule

**BUSM 81 Work Experience in Business****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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.

Course Schedule

**BUSM 85 Special Issues in Business****2 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Provide business majors with a forum to gain knowledge, develop techniques, problem solve and implement solutions in an actual business situation to add to the creation of a career portfolio.

Course Schedule

## Paralegal (PLGL)

**PLGL 30 Introduction to Paralegal/Legal****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Federal and state legal systems, role of the paralegals and relationship of paralegals to attorneys, basic civil litigation, legal writing, investigation of claims, and legal ethics for paralegals.

Course Schedule

**PLGL 31 Legal Analysis and Writing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Course Schedule

**PLGL 31A Legal Analysis and Writing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: PLGL 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.

Course Schedule

**PLGL 31B Advanced Legal Analysis and Writing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: PLGL 30 and PLGL 31A

Preparation of research memoranda, trial briefs, appellate briefs and other paralegal documents.

Course Schedule

**PLGL 33A Civil Procedure I****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 33B Civil Procedure II****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: PLGL 33A

Preparing for litigation. Includes discovery, preparation of law and motion documents, remedies, summary judgments, motions to dismiss, settlements, and arbitration.

Course Schedule

**PLGL 35A Law Office Procedures****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: PLGL 30 (may have been taken previously)

Examines procedures utilized by a paralegal in a law office. 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.

Course Schedule

**PLGL 35B Automated Law Office Procedures****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: PLGL 30 and PLGL 35A

Advisory: CISB 15

Use of the personal computer for special purposes in the law office; includes the drafting of pleadings, document control, preparation of billing, law office and case load management, and tax reports.

Course Schedule

**PLGL 36 Paralegal Internship****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75

Prerequisite: PLGL 31A and PLGL 33A and PLGL 35A

Corequisite: PLGL 31B and PLGL 33B and PLGL 35B and PLGL 37 and PLGL 39 (All 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.

Course Schedule

**PLGL 37 Tort Law****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule



**PLGL 38 Employment and Ethical Issues in Paralegalism**

**2 Units** (Degree Applicable)

Lecture: 36

Prerequisite: PLGL 31A and PLGL 33A and PLGL 35A

Corequisite: PLGL 31B and PLGL 33B and PLGL 35B and PLGL 37 and PLGL 39 (All may have been taken previously)

Job search skills including preparation of resumes and cover letters, interviewing, networking, and paralegal and attorney ethics.

Course Schedule

**PLGL 39 Contract Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 40 Landlord-Tenant Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 41 Property Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 42 Family Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Laws relating to marriage, dissolution, nullity, and legal separation. Includes topics of community property, child custody, child support, spousal support, and prenuptial and antenuptial agreements.

Course Schedule

**PLGL 43 Wills and Trusts**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Legal principles of the laws of wills and trusts, organization and jurisdiction of the California Probate Courts, estate planning and estate taxes.

Course Schedule

**PLGL 44 Bankruptcy Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Creation, scope, and administrative function of federal bankruptcy proceedings and arrangements. Includes wage earner plans and insolvency proceedings.

Course Schedule

**PLGL 45 Creditors' Rights**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Creation, perfection, and enforcement of security interests in property. Unsecured creditors and their methods of enforcing rights and obtaining judgments.

Course Schedule

**PLGL 47A Litigation Procedures**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 47B Litigation Practice**

**1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Corequisite: PLGL 47A (May have been taken previously)

Litigation practice including the mechanics of trial, opening statements and closing arguments, and direct and cross-examinations.

Course Schedule

**PLGL 48 Criminal Law and Procedures**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 49 Evidence Law**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PLGL 50 Comparative Law**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

# Business: Real Estate (BUSR)

## **BUSR 50 Real Estate Principles**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

## **BUSR 51 Legal Aspects of Real Estate**

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSR 50

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.

Course Schedule

## **BUSR 52 Real Estate Practice**

**3 Units** (Degree Applicable)

Lecture: 54

Corequisite: BUSR 50 (May have been taken previously)

Office procedures and practices in listings, advertising, prospecting, financing, exchanges, property management, salesmanship, land utilization and public relations. Must be completed prior to applying to take the Salesperson License Exam.

Course Schedule

## **BUSR 52D Real Estate Practice Work Experience**

**3 Units** (Degree Applicable)

Lab: 225

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.

Course Schedule

## **BUSR 53 Real Estate Finance**

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSR 50

Real estate financing sources, loans underwriting, applications, and appraisals. Can be used to meet the additional education requirement of the salesperson or broker license.

Course Schedule

## **BUSR 55 Real Estate Economics**

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSR 50

Analysis of international, national and local factors which determine the value of real estate.

Course Schedule

## **BUSR 57 Income Tax Aspects of Real Estate Investments**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

## **BUSR 59 Real Estate Property Management**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

## **BUSR 60 Real Estate Investment Planning**

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSR 50

Investment strategies, techniques, systems, and theories involving all forms of real estate with particular emphasis on research methods needed for successful investing.

Course Schedule

## **BUSR 62 Mortgage Loan Brokering and Lending**

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: BUSR 50

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.

Course Schedule

## **BUSR 76 Escrow Procedures I**

**3 Units** (Degree Applicable)

Lecture: 54

Escrow procedures including processing of case study sale escrows with and without new trust deed financing, including escrow vocabulary, 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.

Course Schedule

**BUSR 81 Appraisal: Principles and Procedures****3.5 Units** (Degree Applicable)

Lecture: 63

Advisory: BUSR 50

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.

Course Schedule

## Business: Sales, Merchandising & Marketing (BUSS)

**BUSS 33 Advertising and Promotion****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**BUSS 35 Professional Selling****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**BUSS 36 Principles of Marketing****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**BUSS 50 Retail Store Management and Merchandising****3 Units** (Degree Applicable, CSU)

Lecture: 54

Principles and practices used in the management and merchandising of retail stores. Includes critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service.

Course Schedule

**BUSS 79 Work Experience in Marketing Management****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

Prerequisite: BUSS 33 or BUSS 35 or BUSS 36 or BUSS 50 and compliance with Work Experience regulations as designated in the College Catalog

Job experience in an approved work site relating to classroom-based learning for marketing students. 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.

Course Schedule

**BUSS 85 Special Issues in Marketing****2 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Prerequisite: BUSS 33 or BUSS 35 or BUSS 36 or BUSS 50

Provides marketing students with an opportunity to problem solve and develop a marketing plan or related project as requested by a local business.

Course Schedule

## Chemistry (CHEM)

**CHEM 10 Chemistry for Allied Health Majors****5 Units** (Degree Applicable, CSU, UC)

Lecture: 72 Lab: 54

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.

Course Schedule

**CHEM 20 Introductory Organic and Biochemistry****5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

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.

Course Schedule

**CHEM 40 Introduction to General Chemistry****5 Units** (Degree Applicable, CSU, UC, C-ID #: CHEM 101)

Lecture: 72 Lab: 54

Prerequisite: Eligibility for MATH 71

Advisory: Eligibility for ENGL 1A

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.)

Course Schedule

**CHEM 50 General Chemistry I****5 Units** (Degree Applicable, CSU, UC, C-ID #: CHEM 110)

Lecture: 54 Lab: 108

Prerequisite: CHEM 40 or satisfactory score on Chemistry Placement Examination; and MATH 71 or MATH 71B or MATH 71X or equivalent.

General Chemistry topics including chemical formulas, equations, nomenclature, reactions, stoichiometry, thermochemistry, periodic trends, atomic structure, chemical bonding and structure, properties of gases, liquids, solids and solutions. Emphasis is on critical thinking as well as mathematical and dimensional analysis problem-solving. Laboratory experiments emphasize the scientific method as well as computer-based technologies in data acquisition and analysis. Introduces laboratory report writing skills.

Course Schedule

**CHEM 50H General Chemistry I - Honors****5 Units** (Degree Applicable, CSU, UC, C-ID #: CHEM 110)

Lecture: 54 Lab: 108

Prerequisite: Acceptance into the Honors Program. CHEM 40 or satisfactory score on Chemistry Placement Examination, and MATH 71, 71B, or 71X or equivalent.

General Chemistry topics including chemical formulas, equations, nomenclature, reactions, stoichiometry, thermochemistry, periodic trends, atomic structure, chemical bonding and structure, properties of gases, liquids, solids and solutions. Emphasis is on critical thinking as well as mathematical and dimensional analysis problem-solving. Laboratory experiments emphasize the scientific method as well as computer-based technologies in data acquisition and analysis. Introduces laboratory report writing skills. An honors course designed to provide an enriched experience. Students may not receive credit for both CHEM 50 and CHEM 50H.

Course Schedule

**CHEM 51 General Chemistry II****5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

Prerequisite: CHEM 50 or CHEM 50H

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 support lecture topics and use a variety of instrumentation and technology in data acquisition and analysis.

Course Schedule

**CHEM 51H General Chemistry II - Honors****5 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 108

Prerequisite: Acceptance into the Honors Program and CHEM 50 or CHEM 50H

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 support lecture topics and use a variety of instrumentation and technology in data acquisition and analysis. An honors course designed to provide an enriched experience. Students may not receive credit for both CHEM 51 and CHEM 51H.

Course Schedule

**CHEM 80 Organic Chemistry****5 Units** (Degree Applicable, CSU, UC, C-ID #: CHEM 160S)

Lecture: 54 Lab: 108

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.

Course Schedule

**CHEM 81 Organic Chemistry II****5 Units** (Degree Applicable, CSU, UC, C-ID #: CHEM 160S)

Lecture: 54 Lab: 108

Prerequisite: 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.

Course Schedule

**CHEM 99 Special Projects in Chemistry****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: CHEM 50

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.

Course Schedule

## Child Development (CHLD)

**CHLD 1 Child, Family, School and Community****3 Units** (Degree Applicable, CSU, UC, C-ID #: CDEV 110)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Home, child, school and community relationships as they pertain to the historical and contemporary perspectives on the education and socialization of children. Family systems and community resources and the influences of age, gender, culture, diverse abilities, socioeconomic status and public policies factors that affect children and families.

Course Schedule

**CHLD 5 Principles and Practices in Child Development Programs****3 Units** (Degree Applicable, CSU, C-ID #: ECE 120)

Lecture: 54

Note: Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at <http://mtsac.edu/cdc/immunization>

Course Schedule

**CHLD 6 Introduction to Child Development Curriculum****3 Units** (Degree Applicable, CSU, C-ID #: ECE 130)

Lecture: 54

Advisory: CHLD 5 or CHLD 10 or CHLD 10H

Curriculum designs, content areas and environments related to early education programs appropriate for children ages birth-8 years old. Explores materials and resources used when planning and implementing developmentally appropriate curriculum for children ages birth to 8 years old. Examines the teacher's role in the on-going process of observation and assessment to support development, play, and learning. TB test and observations required.

Course Schedule

**CHLD 10 Child Growth and Lifespan Development****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Human lifespan and developmental influences. Developmental approach to the study of the person 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.

Course Schedule

**CHLD 10H Child Growth and Lifespan Development- Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Human lifespan and developmental influences. Developmental approach to the study of the person 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. An honors course designed to provide an enriched experience for accelerated students. Students may not receive credit for both CHLD 10 and CHLD 10H.

Course Schedule

**CHLD 11 Child and Adolescent Development****3 Units** (Degree Applicable, CSU, UC, C-ID #: CDEV 100)

Lecture: 54

Examines major physical, psychosocial, cognitive, language and brain developmental processes prenatal through adolescence. Emphasis on developmental theory, research methodologies, maturational processes and environmental factors. Meets Title 22 and Title V requirements for the Child Development Permit. TB test, out-of-class observations and interviews required.

Course Schedule

**CHLD 50 Teaching in a Diverse Society****3 Units** (Degree Applicable, CSU, C-ID #: ECE 230)

Lecture: 54

Advisory: CHLD 1

Development of social identities in diverse societies of young children in classroom settings. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches teaching all children in becoming competent members of a diverse society. Course utilizes theories and teaching strategies that include self-examination, reflection and opportunity to address issues related to social identity, stereotypes and bias, oppression, social and educational access, media and schooling. Out-of-class observations required. TB test required.

Course Schedule

**CHLD 51 Early Literacy in Child Development****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**CHLD 61 Language Arts and Art Media for Young Children****3 Units** (Degree Applicable)

Lecture: 54

Exploration of activities and techniques to develop artistic creativity and literacy skills in young children. Participation in art and literacy experiences to evaluate materials and approaches used in the early education setting. Discussion of the creative process and other relevant literacy activities within diverse cultures that support learning. Development of a culturally and linguistically appropriate learning environment which encourages children's use of senses and builds children's awareness of aesthetic materials through art and language arts activities.

Course Schedule

**CHLD 62 Music and Motor Development for Young Children****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**CHLD 63 Creative Sciencing and Math for Young Children****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: Eligibility for ENGL 68

Exploration of children's thinking processes and problem-solving abilities as they become aware of the physical world. Includes planning and creating science and math experiences that emphasize the creative aspects of math and science.

Course Schedule

**CHLD 64 Health, Safety and Nutrition of Children****3 Units** (Degree Applicable, CSU, C-ID #: ECE 220)

Lecture: 54

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

Course Schedule

**CHLD 66 Early Childhood Development Observation and Assessment****2 Units** (Degree Applicable, CSU, C-ID #: ECE 200)

Lecture: 36

Prerequisite: CHLD 5 and (CHLD 10 or CHLD 10H or CHLD 11)

Corequisite: CHLD 66L

The appropriate use of observation and assessment strategies to document children's behavior, development and growth. Recording strategies, documentation panels, rating systems, and multiple assessment tools are explored. CHLD 66L must be taken concurrently.

Course Schedule

**CHLD 66L Early Childhood Development Observation and Assessment Laboratory****1 Unit** (Degree Applicable, CSU)

Lab: 54

Prerequisite: CHLD 5 and (CHLD 10 or CHLD 10H or CHLD 11)

Corequisite: CHLD 66

Note: Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at <http://mtsac.edu/cdc/immunization>

Course Schedule

**CHLD 67 Early Childhood Education Practicum****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: CHLD 1 and CHLD 66 and CHLD 66L

Corequisite: CHLD 67L

Child development principles in the preschool classroom setting and recognition of skills necessary for the teacher of young children. Evaluation of participation experiences.

Course Schedule

**CHLD 67L Early Childhood Education Practicum Laboratory****1 Unit** (Degree Applicable, CSU)

Lab: 63

Corequisite: CHLD 67

Course Schedule

**CHLD 68 Children With Special Needs****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68 and (CHLD 10 or CHLD 10H or CHLD 11)

Typical and atypical characteristics in physical, cognitive, and social-emotional development for those planning to work with children with special needs. Topics relevant to the inclusive classroom are examined from a culturally sensitive, family-centered perspective. Examines current and historical legal issues, current educational trends, and community resources. TB test required for off-campus observations.

Course Schedule

**CHLD 69 Early Childhood Development Field Work Seminar****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: (CHLD 67 and CHLD 67L) or (CHLD 86 and CHLD 87)

Corequisite: CHLD 91

Selected student teaching problem-solving topics related to placement in community sites. Topics include philosophical orientation, curriculum, parent involvement, staff relations, professionalism and professional growth.

Course Schedule

**CHLD 71A Administration of Child Development Programs****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: CHLD 1 and CHLD 5 and CHLD 6 and CHLD 10 or CHLD 10H

Administration of children's programs including laws governing children's programs in California, site development and supervision, administrator's duties, program budget and management, personnel selection and standards, records and reports, health and safety supervision and staff policies.

Course Schedule

**CHLD 71B Management/Marketing/Personnel for ECD Programs****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: CHLD 71A

Strategic planning for childhood programs, including financial administration, marketing strategies and staff development. Personnel management practices designed to facilitate administrator and staff relationships, skill building in leadership, and team work.

Course Schedule

**CHLD 72 Teacher, Parent, and Child Relationships**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**CHLD 73 Infant/Toddler Care and Development**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: CHLD 10

Note: Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at <http://mtsac.edu/cdc/immunization>

Course Schedule

**CHLD 74 Program Planning for the School Age Child**

**3 Units** (Degree Applicable)

Lecture: 54

Advisory: CHLD 10 or CHLD 10H or CHLD 11

Principles of child development related to working with school-age children. Program planning and legal requirements for school-age programs emphasized. Explores discipline and conflict resolution. Methods of integrating after-school activities with California content standards. TB test required for observations.

Course Schedule

**CHLD 75 Supervising Adults in Early Childhood Settings**

**2 Units** (Degree Applicable)

Lecture: 36

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.

Course Schedule

**CHLD 81 Current Curriculum Models in Child Development**

**1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**CHLD 82 Advocacy in Child Development**

**1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Current issues in Child Development; explores process of advocacy on behalf of children.

Course Schedule

**CHLD 83 Current Issues in Child Development**

**1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**CHLD 84 Guidance and Discipline in Child Development Settings**

**1 Unit** (Degree Applicable, CSU)

Lecture: 18

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.

Course Schedule

**CHLD 85 Infants At Risk**

**3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**CHLD 91 Early Childhood Development Field Work**

**1 Unit** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 75

Prerequisite: (CHLD 67 and CHLD 67L) or (CHLD 86 and CHLD 87)

Corequisite: CHLD 69

Note: Students must provide documentation of influenza, pertussis (TDap), and measles immunization, as well as TB clearance, as required by SB792 prior to being permitted to enroll in this class. Instructions on submitting documentation are available at <http://mtsac.edu/cdc/immunization>

Course Schedule

## Chinese (CHIN)

### CHIN 1 Elementary Chinese

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.  
Course Schedule

### CHIN 2 Continuing Elementary Chinese

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.  
Course Schedule

### CHIN 3 Intermediate Chinese

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: CHIN 2

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.  
Course Schedule

### CHIN 4 Continuing Intermediate Chinese

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: CHIN 3

Using Mandarin in traveling, telling stories, describing experiences and discussing Chinese literary works, festivals, food and advanced grammar.  
Course Schedule

## Computer and Networking Technology (CNET)

### CNET 50 PC Servicing

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: ELEC 50A and ELEC 50B taken prior or concurrently

PC and peripheral servicing techniques, preventative maintenance, hardware configurations, software configurations, software diagnostics, and the use of test equipment.  
Course Schedule

### CNET 52 PC Operating Systems

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: CNET 50 taken prior

Current operating systems required for A+ and Network+ Certification and general computer servicing. Includes: identification of major components, installation, configuration, upgrading and troubleshooting.  
Course Schedule

### CNET 54 PC Troubleshooting

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: CNET 50 taken prior

Personal computer (PC) servicing. Includes isolating, identifying, and repairing specific problems in the computer environment at the hardware level. Prepares students for the A+ Certification Exam.  
Course Schedule

### CNET 56 Computer Networks

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

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 certifications.  
Course Schedule

### CNET 58 Server Systems

**4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: CNET 56

Server systems, both physical and virtual. 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. Software content in this course is covered only to the extent that is required for hardware troubleshooting, repair and implementation per CompTIA.  
Course Schedule

### CNET 60 A+ Certification Preparation

**2 Units** (Degree Applicable)

Lecture: 36

Advisory: CNET 50 and CNET 52

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.  
Course Schedule



**CNET 62 Network+ Certification Preparation****2 Units** (Degree Applicable)

Lecture: 36

Advisory: CNET 56

Prepares the student or A+ certified technician for the Network+ (Net+) certification examination. Includes Open System Interconnection (OSI) model, Transmission Control Protocol/Internet Protocol (TCP/IP), and implementing, installing, maintaining, and supporting networks.

Course Schedule

**CNET 64 Server+ Certification Preparation****2 Units** (Degree Applicable)

Lecture: 36

Advisory: CNET 58

Prepares the computer/network service technician for the CompTIA Server+ certification examination.

Course Schedule

**CNET 66 Security+ Certification Preparation****2 Units** (Degree Applicable)

Lecture: 36

Advisory: CNET 54 and CNET 56

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.

Course Schedule

## Computer Information Systems: Auxiliary (CISX)

**CISX 94 Special Projects in Computer Information Systems****1-3 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 54-162

Prerequisite: Instructor Approval

Offers selected students recognition for their academic interest and ability, and the opportunity to explore the discipline in greater depth. The content of this course and the methods of study vary and depend on the particular project under consideration.

Course Schedule

## Computer Information Systems: Beginning (CISB)

**CISB 10 Office Skills****3 Units** (Degree Applicable)

Lecture: 54

Skills necessary to work in an office setting including: alpha and numeric keyboarding, email etiquette and standards, electronic calendaring, ten-key, composing, formatting and storing business documents, telephone techniques.

Course Schedule

**CISB 11 Computer Information Systems****3.5 Units** (Degree Applicable, CSU, UC, C-ID #: BUS 140, ITIS 120)

Lecture: 54 Lab: 27

Overview of computer information systems including computer hardware, software, networking, programming, databases, Internet, security, systems analysis, ethics, and problem solving using business applications.

Course Schedule

**CISB 15 Microcomputer Applications****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Windows 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.

Course Schedule

**CISB 16 Macintosh Applications****2 Units** (Degree Applicable, CSU)

Lecture: 27 Lab: 27

Macintosh operating system and related tools; creating files using office applications; storing and sharing files using iCloud.

Course Schedule

**CISB 21 Microsoft Excel****3 Units** (Degree Applicable, CSU)

Lecture: 54

Spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, pivot tables, macros, and Visual Basic for Applications (VBA) code.

Course Schedule

**CISB 31 Microsoft Word****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Advisory: Ability to type 25 words a minute or CISI 11

Word processing with Microsoft Word and its editing, formatting, and language tools to create, edit and format business and publication documents. Includes creating flyers, newsletters, and other publication documents using advanced formatting techniques and tools.

Course Schedule

**CISB 51 Microsoft PowerPoint****3 Units** (Degree Applicable, CSU)

Lecture: 54

Using PowerPoint to plan, design, and produce effective presentations. Includes creating charts, diagrams, and storyboards; developing appropriate text content; adding sound, animation, and movies.

Course Schedule

# Computer Information Systems: Database (CISD)

## **CISD 11 Database Management - Microsoft Access**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISD 11L

Advisory: CISB 15 or CISB 11

Design, creation, and management of relational databases using Microsoft Access. Basic database design, creation of tables, queries, forms, reports, and macros. Creation of custom graphical user interface and introduction to Visual Basic for Applications (VBA) code.

Course Schedule

## **CISD 11L Database Management - Microsoft Access Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISD 11

Laboratory for CISD 11 - Database Management - Microsoft Access, Exercises focusing on design and development of a business database using Microsoft Access software, including creation of tables and relationships between tables, queries, forms, reports, macros and an introduction to Visual Basics for Applications (VBA) programming language to make a fully-functioning, user-friendly Access database.

Course Schedule

## **CISD 14 VBA for Excel and Access**

**3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISD 14L

Advisory: CISD 11 AND CISB 21

Excel and Access programming using Visual Basic for Applications (VBA) programming language for business applications. Event-driven programming, Excel and Access Object Models, ActiveX Data Objects model (ADO), VBA structures, arrays, embedded SQL (Structured Query Language) into Access VBA, and error-handling.

Course Schedule

## **CISD 14L VBA for Excel and Access Lab**

**0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISD 14

Laboratory component for the CISD 14 course. Visual Basic for Applications (VBA) programming language exercises in both Excel and Access applications. Uses the structures learned in the CISD 14 course, including decision statements, looping, array manipulation, and error-handling. Use the Excel and Access Object Models and the ActiveX Data Objects model in programming projects.

Course Schedule

## **CISD 21 Database Management - Microsoft SQL Server**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISD 21L

Advisory: CISB 11 or CISB 15

Structured query language (SQL) and Transact-SQL for Microsoft SQL Server. Topics include creating database objects, retrieving and updating data, writing scripts, developing stored procedures and functions, developing triggers, and creating cursors. Student must be enrolled in CISD 21L, a concurrent lab co-requisite.

Course Schedule

## **CISD 21L Database Management - Microsoft SQL Server Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISD 21

Laboratory for CISD 21 - Structured query language (SQL) and Transact-SQL for Microsoft SQL Server. Topics include creating database objects, retrieving and updating data, writing scripts, developing stored procedures/functions, triggers, and creating cursors. Student must be enrolled in CISD 21, a concurrent lecture co-requisite.

Course Schedule

## **CISD 31 Database Management - Oracle**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISD 31L

Advisory: CISB 11 or CISB 15

Oracle database management system (DBMS) functions, concepts, and terms. Procedure Language/Structure Query Language (PL/SQL) is used to code, test, and implement stored procedures, functions, triggers, and packages. Relational database projects will be built using PL/SQL. Concurrent enrollment in CISD 31L is required.

Course Schedule

## **CISD 31L Database Management - Oracle Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISD 31

Laboratory for CISD 31 - Oracle database management system (DBMS) functions, concepts, and terms. Procedure Language/Structured Query Language (PL/SQL) is used to code, test, and implement stored procedures, functions, triggers, and packages. Relational database projects will be built using PL/SQL. Concurrent enrollment in CISD 31 is required.

Course Schedule

## **CISD 40 Database Design**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: CISD 11 and CISD 11L

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 databases, learning basic database administrator objectives and tasks, and understanding the role of data warehousing and data mining.

Course Schedule

# Computer Information Systems: Management (CISM)

## **CISM 11 Systems Analysis and Design**

**3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Advisory: CISB 11

Information systems and the discipline of systems analysis in relation to the system development life cycle. Develops skills in applying the tools, techniques, and concepts of systems analysis to information systems development. Application of structured analysis and design methods and tools, including Computer Aided System Engineering (CASE) tools.  
Course Schedule

# Computer Information Systems: Networking (CISN)

## **CISN 11 Telecommunications/Networking**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISN 11L

Advisory: CISB 11

Prepares students for the first year Cisco Certified Network Associate (CCNA) and Network+ certification. Telecommunications networking focusing on network concepts and designs, network standards, Transmission Control Protocol and Internet Protocol (TCP/IP) version 4 (IPv4) and version 6 (IPv6), Open Systems Interconnection (OSI), network protocols, transmission media, switch, hardware architecture, local area network (LAN), wide area network (WAN), remote connectivity, Microsoft and Linux network operating system, network troubleshooting, maintenance, and upgrade, network and wireless security, system vulnerability, and network sniffing analysis.

Course Schedule

## **CISN 11L Telecommunications/Networking Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISN 11

Telecommunications Networking lab preparing students for first year Cisco Certified Network Associate (CCNA) and Network+ certification. Telecommunications Networking focusing on network concepts and designs, network standards, Transmission Control Protocol and Internet Protocol (TCP/IP) version 4 (IPv4) and version 6 (IPv6), Open Systems Interconnection (OSI), network protocols, transmission media, switch, hardware architecture, local area network (LAN), wide area network (WAN), remote connectivity, Microsoft and Linux network operating system, network troubleshooting, maintenance, and upgrade, network and wireless security, system vulnerability, and network sniffing analysis.  
Course Schedule

## **CISN 21 Windows Operating System**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: CISB 11 or CISB 15

Windows operating system installation and performance tweaking, including hardware and software issues, Windows system files, and Windows security.  
Course Schedule

## **CISN 24 Window Server Network and Security Administration**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISN 24L

Advisory: CISN 11

Computer Network Administration and Security Management (CNASM) core. Microsoft Certified Systems Engineer (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).  
Course Schedule

## **CISN 24L Window Server Network and Security Administration**

### **Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISN 24

Laboratory applications for Microsoft Certified Systems Engineer (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). Student must be enrolled in CISN 24 - Window Server Network and Security Administration, a concurrent lecture co-requisite.  
Course Schedule

## **CISN 31 Linux Operating System**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISN 31L

Advisory: CISB 11

Concepts and skills in planning and installing Linux Operating System and its graphical user interface; using Linux Shells and system administration commands; managing user accounts; installing hardware and software; and maintaining file systems and system resources.  
Course Schedule

**CISN 31L Linux Operating System Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISN 31

Laboratory for planning, installing and managing Linux Operating System and its graphical user interface; using Linux Shells and system administration commands; managing user accounts; installing hardware and software; and maintaining file systems and system resources. Concurrent enrollment in CISN 31 lecture course is required.  
Course Schedule

**CISN 34 Linux Networking and Security****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISN 34L

Advisory: CISN 31

Installation and management of Linux operating system networks and security modules. Concept study and installation of: TCP/IP protocols, IP addressing, network protocols and servers, routers, and network applications. Creating Linux intranets and connecting to Internet. Student must take CISN 34L, a concurrent lab co-requisite.  
Course Schedule

**CISN 34L Linux Networking and Security Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISN 34

Laboratory for installation and management of Linux operating system networks and security modules. Concept study and installation of: TCP/IP protocols, IP addressing, network protocols and servers, routers, and network applications. Creating Linux intranets and connecting to Internet. Student must be enrolled in CISN 34, a concurrent lecture course co-requisite.  
Course Schedule

**CISN 51 Cisco CCNA Networking and Routing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISN 51L

Advisory: CISN 11

Computer Network Administration and Security Management (CNASM) core. Preparation for Cisco Certified Network Associate (CCNA) certification. Design and configuration of local area networks (LAN), wide area networks (WAN), open systems interconnection (OSI) model, advanced Subnetting, route summarization, command line Interface (CLI), transmission control protocol and Internet protocol (TCP/IP), Cisco internetwork operating system (IOS), router, advanced switching, virtual LAN (VLAN), access control lists (ACL), wireless and network security, Internet protocol version 6 (IPv6), point-to-point protocol (PPP), voice over Internet protocol (VoIP), and routing protocols including static route, routing information protocol (RIP), enhanced interior gateway routing protocol (EIGRP), and open shortest path first (OSPF). Student must be enrolled in CISN 51L, a concurrent lab co-requisite  
Course Schedule

**CISN 51L Cisco CCNA Networking and Routing Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISN 51

Lab to prepare for Cisco Certified Network Associate (CCNA) certification. Design and configuration of local area networks (LAN), wide area networks (WAN), open systems interconnection (OSI) model, advanced subnetting, route summarization, command line interface (CLI), transmission control protocol and Internet protocol (TCP/IP), Cisco internetwork operating system (IOS), router, advanced switching, virtual LAN (VLAN), access control lists (ACL), wireless and network security, Internet protocol version 6 (IPv6), point-to-point protocol (PPP), voice over Internet protocol (VoIP), and routing protocols including static route, routing information protocol (RIP), enhanced interior gateway routing protocol (EIGRP), and open shortest path first (OSPF). Student must be enrolled in CISN 51 - Cisco CCNA Networking and Routing, a concurrent lecture co-requisite.  
Course Schedule

**CISN 61 Virtualization Technology****3 Units** (Degree Applicable)

Lecture: 54

Advisory: CISB 11 or CISN 21 or CISN 31

Plan, configure, secure, install, and maintain latest virtual systems from prominent vendors.

Course Schedule

## Computer Information Systems: Programming (CISP)

**CISP 10 Principles of Object-Oriented Design****2.5 Units** (Degree Applicable, CSU)

Lecture: 27 Lab: 54

Advisory: Advisory corequisites CISP 11 or CISP 21 or CISP 31 or CISP 41

Object-oriented design, patterns, and use of Unified Modeling Language (UML) in different programming languages that will enable students to build large packages and business applications. The course also covers Agile and Scrum methodologies.

Course Schedule

**CISP 11 Programming in Visual Basic****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 11L

Advisory: CISB 11 or CISB 15 or CISP 10

Visual Basic programming in the business environment includes: 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. Student must be concurrently enrolled in CISP 11L - Programming in Visual Basic Lab.

Course Schedule

**CISP 11L Programming in Visual Basic Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 11

Laboratory for CISP 11 - Programming in Visual Basic. Planning and writing object-oriented applications in the business environment, 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. Concurrent enrollment in the lecture course CISP 11 - Programming in Visual Basic is required. Course Schedule

**CISP 14 Advanced Visual Basic .NET****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 14L

Advisory: CISP 11 and CISP 11L

Advanced programming concepts using Visual Basic .NET: 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. Student must be enrolled in CISP 14L, a concurrent lab co-requisite.

Course Schedule

**CISP 14L Advanced Visual Basic.NET Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 14

Advisory: CISP 11 and CISP 11L

Laboratory for advanced programming concepts using Visual Basic .NET: 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. Student must be enrolled in CISP 14, a concurrent lecture co-requisite.

Course Schedule

**CISP 21 Programming in Java****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 21L

Advisory: CISP 10 and (CISP 11 or CISP 15)

Design and development of object-oriented Java programming applications. Includes object-oriented business programs and applications, documentation and debugging techniques, user-interface, objects, various data types, methods, events, elementary control structures, arrays, and inheritance. Student must take CISP 21L concurrently.

Course Schedule

**CISP 21L Programming in Java Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 21

Laboratory for CISP21 - Java Programming exercises focusing on design and development of object-oriented business programs and applications, documentation and debugging techniques, user-interface, objects, variables, methods, events, elementary control structures, lists, arrays, and inheritance. Concurrent enrollment in the lecture course CISP 21 - Programming in Java is required.

Course Schedule

**CISP 24 Advanced Java Programming****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 24L

Advisory: CISP 21 and CISP 21L

Advanced object-oriented programming using Java: designing, coding, testing and implementing multi-tier applications in serialization, multithreading, Advanced Swing Components (ASC), networking, server-side technology which include servlets, remote method invocation (RMI), Java server pages, Java Database Connectivity (JDBC), public key infrastructure (PKI), mobile applications and security. Student must be enrolled in CISP 24L, a concurrent lab co-requisite.

Course Schedule

**CISP 24L Advanced Java Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 24

Advisory: CISP 21 and CISP 21L

Laboratory for advanced programming concepts using Java: designing, coding, testing and implementing multi-tier applications in serialization, multithreading, Advanced Swing Components (ASC), networking, server-side technology which include servlets, remote method invocation (RMI), Java server pages, Java Database Connectivity (JDBC), public key infrastructure (PKI), mobile applications and security. Student must be enrolled in CISP 24, a concurrent lecture co-requisite.

Course Schedule

**CISP 31 Programming in C++****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 31L

Advisory: CISP 10 or (CISP 11 and CISP 11L) or (CISP 21 and CISP 21L)

Object-oriented programming in C++ including object-oriented design, documentation, and debugging techniques. Elementary control structures, classes, overload operators and functions, and single and multiple inheritance. Student must be enrolled in CISP 31L, a concurrent laboratory co-requisite.

Course Schedule

**CISP 31L Programming in C++ Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 31

Laboratory for object-oriented programming in C++ including object-oriented design, documentation, and debugging techniques. Elementary control structures, classes, overload operators and functions, and single and multiple inheritance. Student must be enrolled in CISP 31, a concurrent lecture co-requisite.

Course Schedule

**CISP 34 Advanced C++ Programming****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: CISP 34L

Advisory: CISP 31 and CISP 31L

Object-oriented programming in C++ concepts and principles. Covers data structures: vectors, linked lists, queues, stacks & hash tables. Also graphical-user interface (GUI), database access & web services. Student must be enrolled in CISP 34L, a concurrent lab co-requisite.

Course Schedule

**CISP 34L Advanced C++ Programming Laboratory****0.5 Units** (Degree Applicable, CSU, UC)

Lab: 27

Corequisite: CISP 34

Laboratory for object-oriented programming in C++ concepts. Covers principles covers data structures: vectors, linked lists, queues, stacks & hash tables. Also graphical-user interface (GUI), database access & web services. Student must be enrolled in CISP 34, a concurrent lecture co-requisite.

Course Schedule

**CISP 41 Programming in C#****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISP 41L

Advisory: CISP 10 and CISB 11 and CISB 15

Programming in C# using Windows Forms and Web Forms. Course covers control structures (loops, if statements, and switch blocks), database access, multiple forms, and object-oriented programming concepts. Student must be enrolled in CISP 41L, a concurrent lab co-requisite.

Course Schedule

**CISP 41L Programming in C# Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISP 41

Laboratory for programming in C# using Windows Forms and Web Forms. Course covers control structures (loops, if statements, and switch blocks), database access, multiple forms, and object-oriented programming concepts. Student must be enrolled in CISP 41, a concurrent lecture co-requisite.

Course Schedule

**CISP 52 Mobile Device Programming****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISP 52L

Advisory: CISP 10 and CISW 21

Mobile device programming covers user interface patterns and design, connectivity, and application architecture design. Student must be enrolled in CISP 52L, a concurrent lab co-requisite.

Course Schedule

**CISP 52L Mobile Device Programming Laboratory****0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISP 52

Mobile device programming laboratory: user interface, connectivity, and application architecture and design. Student must be enrolled in CISP 52, a concurrent lecture co-requisite.

Course Schedule

**CISP 53 iOS Programming****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISP53L

Advisory: CISP10, CISP52, and CISP52L

Programming for iOS devices covers user interface patterns and design, connectivity, and application (app) architecture. Students must be enrolled in CISP 53L, a concurrent lab co-requisite.

Course Schedule

**CISP 53L iOS Programming Laboratory****0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISP 53

iOS programming laboratory: user interface, connectivity, and application (app) architecture and design. Student must be enrolled in CISP 53, a concurrent lecture co-requisite.

Course Schedule

**CISP 54 Programming for Android Devices****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISP54L

Advisory: CISP10, CISP52 and CISP52L

Android device programming, user interface patterns and design, connectivity, and application (app) architecture with an emphasis on creating effective mobile apps. Student must be enrolled in CISP 54L, a concurrent lab co-requisite.

Course Schedule

**CISP 54L Android Programming Laboratory****0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISP54

Laboratory for Android programming user interface, connectivity, and application (app) architecture and design. Student must be enrolled in CISP 54, a concurrent lecture co-requisite.

Course Schedule

**CISP 61 Introduction to Game Programming****3 Units** (Not Degree Applicable, CSU)

Lecture: 54

Corequisite: CISP 61L

Advisory: CISP 31 and CISP 34

Game programming technologies and techniques, including programming languages and IDEs (Integrated Development Environment), libraries and engines, development design and principles, and application of game specific programming techniques. Student must be enrolled in CISP 61L concurrently.

Course Schedule

**CISP 61L Introduction to Game Programming Laboratory****0.5 Units** (Not Degree Applicable, CSU)

Lab: 27

Corequisite: CISP 61

Provides practical implementation of game development using different software packages. Student must be enrolled in CISP 61, a concurrent lecture co-requisite.

Course Schedule

**CISP 62 Introduction to OpenGL****3 Units** (Not Degree Applicable)

Lecture: 54

Corequisite: CISP 62L

Advisory: CISP 34 and CISP 34L

Programming and creating 3D animated games with OpenGL

Course Schedule

**CISP 62L Introduction to OpenGL Laboratory****0.5 Units** (Not Degree Applicable)

Lab: 27

Corequisite: CISP 62

The course provides practical implementation of OpenGL programming. Student must take CISP 62, a concurrent lecture co-requisite.

Course Schedule

## Computer Information Systems: Security (CISS)

**CISS 11 Practical Computer Security****2 Units** (Degree Applicable)

Lecture: 27 Lab: 27

Advisory: CISB 11

Computer security for all computer users. Provides awareness for computer users to protect user accounts and computer systems from attacks. Projects illustrate security software and hardware configuration.

Course Schedule

**CISS 13 Principles of Information Systems Security****4 Units** (Degree Applicable)

Lecture: 72

Advisory: CISS 11 and CISB 11

Certified Information Systems Security Professional (CISSP) exam course preparation including legal, business, and ethical topics.

Course Schedule

**CISS 15 Operating Systems Security****3 Units** (Degree Applicable)

Lecture: 54

Advisory: CISB 11 or CISN 21

Operating systems security concepts and techniques: covers how attackers operate, how viruses strike, strengthening operating systems, repelling attacks, and applying security techniques to different operating systems like Windows, Unix, Linux, etc.

Course Schedule

**CISS 21 Network Vulnerabilities and Countermeasures****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISS 21L

Advisory: CISN 11 or CISN 24 or CISN 51

Network vulnerabilities from a hacker's perspective. Cyber security legal and ethical issues. Written security, use policy, and instance response policy. Scanning and penetration tests, vulnerability assessments and countermeasures for Windows and Linux operating systems. Secure programming, virtual private network (VPN), cryptography, wireless, Web, and remote access securities. Student must be enrolled in CISS 21L, a concurrent lab co-requisite.

Course Schedule

**CISS 21L Network Vulnerabilities and Countermeasures Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISS 21

Laboratory for network vulnerabilities from a hacker's perspective. Cyber security legal and ethical issues. Written security, use policy, and instance response policy. Scanning and penetration tests, vulnerability assessments and countermeasures for Windows and Linux operating systems. Secure programming, virtual private network (VPN), cryptography, wireless, Web, and remote access securities. Student must be enrolled in CISS 21, a concurrent lecture co-requisite.

Course Schedule

**CISS 23 Network Analysis, Intrusion Detection/Prevention Systems****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISS 23L

Advisory: CISN 11 or CISN 24 or CISN 51

WireShark, Netflow network analyzer, and computer forensic tools to troubleshoot network problems and monitor network traffics. Detect and block network attacks with standalone Cisco Intrusion Detection Systems and Intrusion Prevention Systems (IDS/IPS), integrated Cisco Adaptive Security Appliance (ASA) IPS, Linux Snort and Windows IDS/IPS. Student must be enrolled in CISS 23L, a concurrent lab co-requisite.

Course Schedule

### **CISS 23L Network Analysis, Intrusion Detection/Prevention Systems Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISS 23

Laboratory course using WireShark, Netflow network analyzer, and computer forensic tools to troubleshoot network problems and monitor network traffics. Detect and block network attacks with standalone Cisco Intrusion Detection Systems and Intrusion Prevention Systems (IDS/IPS), integrated Cisco Adaptive Security Appliance (ASA) IPS, Linux Snort and Windows IDS/IPS. Student must be enrolled in CISS 23, a concurrent lecture co-requisite.

Course Schedule

### **CISS 25 Network Security and Firewalls**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISS 25L

Advisory: (CISN 11 and CISN 11L) or (CISN 24 and CISN 24L) or (CISN 51 and CISN 51L)

Design, configure, and implement firewalls to secure enterprise, medium, and small businesses networks. Cisco Adaptive Security Appliance (ASA) with intrusion prevention system (IPS) and Linux firewall with IPS integration. Site to site and remote client Virtual Private Network (VPN), Access Control Lists (ACL), content filtering, Confidentiality Integrity Availability (CIA), Radius, and Certificate Authentication (CA). Cisco ASA and Linux firewall troubleshooting technique. Student must enroll in CISS 25L concurrently.

Course Schedule

### **CISS 25L Network Security and Firewalls Laboratory**

**0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISS 25

Laboratory to design, configure, and implement firewall to secure enterprise, medium, and small businesses networks. Cisco Adaptive Security Appliance (ASA) with intrusion prevention system (IPS) and Linux firewall with IPS integration. Site to site and remote client Virtual Private Network (VPN), Access Control Lists (ACL), content filtering, Confidentiality Integrity Availability (CIA), Radius, and Certificate Authentication (CA). Cisco ASA and Linux firewall troubleshooting technique. Student must enroll in CISS 25, a concurrent lecture co-requisite.

Course Schedule

### **CISS 27 Cyber Defense**

**1 Unit** (Degree Applicable)

Lab: 54

Cyber security hands-on activities in defending, responding, mitigating, and analyzing attacks through IT infrastructure and application service vulnerabilities. Prepare students to secure, configure, monitor, and analyze computer, switch, router, firewall, Intrusion Prevention Systems (IPS), Voice over IP (VoIP), smart phone, and application services such as Web, email, Structured Query Language (SQL) database, Domain Name Systems (DNS), and Virtual Private Network (VPN).

Course Schedule

### **CISS 29 CNASM Service Learning**

**1 Unit** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 54

Explore career objectives and advanced skills from Computer Network Administration and Security Management (CNASM) courses through lab activities and community services.

Course Schedule

## **Computer Information Systems: Web Applications (CISW)**

### **CISW 15 Web Site Development**

**3.5 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 27

Advisory: CISB 15 or CISB 16

Plan, develop, implement, publish and maintain Web sites with a professional visual Web-authoring application, includes working with text and images, internal and external hyperlinks, image maps, tables, Cascading Style Sheets (CSS), 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.

Course Schedule

### **CISW 17 HTML, CSS & JavaScript Programming**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: CISB 11

Plan, program, implement, publish and maintain web sites using Hypertext Markup Language version 5 (HTML5), Cascading Style Sheets version 3 (CSS3), and JavaScript. Includes working with text, semantic and multimedia objects, tables, forms, Application Programming Interfaces (APIs), Document Object Model (DOM), cross-browser compatibility, markup validation, client-side interactivity, and principles of web page design, web site construction, documentation, and publishing.

Course Schedule

### **CISW 21 Secure Web Programming with ASP.NET**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: CISW 21L

Advisory: CISB 15

Secure Web programming using programming, scripting and markup languages such as XML (eXtensible Markup Language), XHTML (XML HyperText Markup Language), Dynamic HTML, Javascript, AJAX (Asynchronous Javascript and XML), and ASP.NET (Active Server Pages .NET) with VB.NET (Visual Basic .NET) for designing user interfaces, processing user input, and accessing Web servers and databases. Student must be enrolled in CISW 21L, a concurrent lab co-requisite

Course Schedule



**CISW 21L Secure Web Programming with ASP.NET Laboratory****0.5 Units** (Degree Applicable, CSU)

Lab: 27

Corequisite: CISW 21

Laboratory for secure Web programming using programming, scripting and markup languages such as XML (eXtensible Markup Language), XHTML (XML HyperText Markup Language), Dynamic HTML, Javascript, AJAX (Asynchronous Javascript and XML), and ASP.NET (Active Server Pages .NET) with VB.NET (Visual Basic .NET) for designing user interfaces, processing user input, and accessing Web servers and databases. Student must be enrolled in CISW 21, a concurrent lecture co-requisite.

Course Schedule

**CISW 24 Secure Server Side Web Programming****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISW 24L

Secure web programming to create user interfaces, extract information and manage databases, manage files, format reports, and access web servers by using Practical Extraction and Report Language (PERL), Python, Ruby or any Web scripting or programming language. Student must be enrolled in CISW 24L, a concurrent lab co-requisite.

Course Schedule

**CISW 24L Secure Server Side Web Programming Laboratory****0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISW 24

Laboratory for secure web programming to create user interfaces, extract information and manage databases, manage files, format reports, and access web servers by using Practical Extraction and Reporting Language (PERL), Python, Ruby or any Web scripting or programming language. Student must be enrolled in CISW 24, a concurrent lecture co-requisite.

Course Schedule

**CISW 31 Secure Web Servers****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: CISW 31L

Advisory: (CISN 34 and CISN 34L) or (CISW 24 and CISW 24L)

Plan, install, and manage secure Apache Web servers using server side programming language like PHP (PHP: Hypertext Preprocessor) to access, manage, and secure MySQL databases. Student must be enrolled in CISW 31L, a concurrent lab co-requisite.

Course Schedule

**CISW 31L Secure Web Servers Laboratory****0.5 Units** (Degree Applicable)

Lab: 27

Corequisite: CISW 31

Plan, install and manage secure Apache Web servers using server side programming language like PHP to access, manage and secure MySQL databases. Student must be enrolled in CISW 31, a concurrent lecture co-requisite.

Course Schedule

**CISW 41 XML Secure Programming****3 Units** (Degree Applicable)

Lecture: 54

Advisory: CISW 21 and CISW 21L

Principles, components and secure programming of Extensible Markup Language (XML). Also includes Extensible Stylesheet Language Transformation (XSLT), XML Path Language (XPath), Extensible Stylesheet Language Formatting Objects (XSL-FO), Document Type Definition (DTD), XML Schema, and XML Namespaces.

Course Schedule

## Computer Science (CSCI)

**CSCI 110 Fundamentals of Computer Science****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Prerequisite: MATH 71 or MATH 71B or MATH 71X

Advisory: Eligibility for ENGL 1A

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.)

Course Schedule

**CSCI 140 C++ Language and Object Development****4 Units** (Degree Applicable, CSU, UC, C-ID #: COMP 122)

Lecture: 54 Lab: 54

Prerequisite: CSCI 110

For computer science, mathematics, engineering and other science students. 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. Data structures in C++, string processing and recursion.

Course Schedule

**CSCI 145 Java Language and Object Oriented Programming****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: CSCI 110

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

Course Schedule

**CSCI 150 Assembly Language/Machine Architecture****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Prerequisite: CSCI 110

Advisory: CSCI 140 or CSCI 145

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.

Course Schedule

**CSCI 170 Introduction to Unix Operating System****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Prerequisite: CSCI 110

For computer science, mathematics, engineering and other science students. 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.

Course Schedule

**CSCI 190 Discrete Mathematics Applied to Computer Science****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: MATH 71 or equivalent

A study of set theory, propositional and predicate calculus, modular arithmetic, counting techniques, combinatorics, mathematical induction, recursion, binary search trees, graphs and finite probability. For students in computers science, engineering, mathematics and other sciences.

Course Schedule

**CSCI 220 Data Structures I****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Prerequisite: CSCI 140 or CSCI 145

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.

Course Schedule

**CSCI 230 Data Structures II****3.5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 27

Prerequisite: CSCI 220

Basic searching/sorting algorithms, hashing, graphs, memory/disk management, indexing, B-trees, advanced tree structures and analysis.

Course Schedule

## Counseling (COUN)

**COUN 1 Introduction to College****1 Unit** (Degree Applicable, CSU, UC)

(May be taken for Pass/No Pass only)

Lecture: 18

Higher education and the college experience including orientation to college life and higher education resources. Explores graduation, transfer, career options, factors in educational decision making, and educational planning.

Course Schedule

**COUN 1H Introduction to College - Honors****1 Unit** (Degree Applicable, CSU, UC)

Lecture: 18

Prerequisite: Acceptance into Honors Program.

Higher education and the college experience. Orientation to college life and resources. Explores graduation, transfer, career options, factors in educational decision making and educational planning.

Course Schedule

**COUN 2 College Success Strategies****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Strategies and techniques to be an effective college student including time management, study skills, college resources, career exploration and educational planning. Develop skills necessary to reach educational and career goals.

Course Schedule

**COUN 5 Career and Life Planning****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Advisory: Eligibility for AMLA 33R or Eligibility for READ 90

A systematic approach to self-exploration related to the career and life planning process, including identification of values, interests, skills, and self-management style. Develop decision making and goal setting skills and identify barriers to success. Explores and evaluates careers and job search techniques.

Course Schedule

**COUN 7 Introduction to the Transfer Process****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Advisory: Eligibility for ENGL 1A

Exploration of transfer requirements, admission procedures and requirements for majors. Explore academic and support services, financial aid and other transitional issues to enable students to make informed choices on majors, four-year institutions and academic planning. Field trips are required.

Course Schedule

**COUN 20 Peer Counselor Training****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: Eligibility for ENGL 68

Group experience with interpersonal communication and approaches to peer counseling and advising at Mt. SAC. Provide opportunities to develop skills with a variety of communication styles that include open expression, active listening, and feedback. Opportunities may be available for students to become employed as peer counselors.

Course Schedule

**COUN 51 Career Planning****1 Unit** (Degree Applicable, CSU)

Lecture: 18

An abbreviated career planning course designed for students who want assistance in making informed career decisions. A variety of assessments, inventories, and computer generated information will be used to help students explore careers and majors.

Course Schedule

**COUN 54 Single Parent Academy****3 Units** (Degree Applicable)

Lecture: 54

Explores and develops strategies and techniques to be an effective college student as a single parent. Strategies include time management, study skills, college resources, decision making, goal setting, career exploration and educational planning.

Course Schedule

**COUN 99A Special Projects in Counseling****0.5-3 Units** (Degree Applicable, CSU)

Lecture: 8-48

Opportunity to explore academic interest and aspirations in greater depth. Instructor's authorization is required. A field trip may be required.

Course Schedule

## Dance: Activity (DNCE)

**DNCE 1 Ballet Fundamentals****0.5-2 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-108

Introduces fundamental vocabulary, technique, and movement combinations for ballet. Includes floor work, barre work, center work, floor progressions, and musicality and phrasing.

Course Schedule

**DNCE 2A Ballet I****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

Beginning vocabulary, technique, and movement combinations for ballet. Includes barre work, center floor work, floor progressions, preparation for turning, and musicality and phrasing.

Course Schedule

**DNCE 2B Ballet II****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

Intermediate technique, vocabulary and movement combinations for ballet. Includes intermediate barre work, demi-pointe work, use of epaulement and increasingly difficult center floor combinations. Students who repeat this course will improve proficiency through continued instruction and practice.

Course Schedule

**DNCE 3 Ballet Performance****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

Introduces the experienced dance student to the performance aspect of ballet. Includes advanced barre work, center work, floor progressions, and performance of classical ballet variations.

Course Schedule

**DNCE 4 Choreography****0.5-2 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-108

Prerequisite: DNCE 12A or DNCE 12B or DNCE 13

Designed for the experienced dancer to learn the techniques of choreography, forms and compositional design.

Course Schedule

**DNCE 8 Latin Dance I****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

Latin styles of dance. Includes Cha Cha, Samba, Rumba, Pasodoble and Jive.

Course Schedule

**DNCE 10 Modern Fundamentals****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

Fundamental vocabulary, technique, and movement combinations for Modern Dance. Includes floor work, center work, floor progressions, musicality and phrasing.

Course Schedule

**DNCE 11A Social Dance Forms I****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36-54

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. Off-campus assignment may be required.

Course Schedule

**DNCE 11B Social Dance Forms II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Advanced social dance techniques. Improve 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. Off-campus assignment may be required.  
Course Schedule

**DNCE 12A Modern I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Basic vocabulary, technique, and movement combinations for modern dance.  
Course Schedule

**DNCE 12B Modern II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Intermediate technique and movement combinations for modern dance. Students who repeat this course will improve skills through further instruction and practice.  
Course Schedule

**DNCE 13 Modern Performance**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-108

The experienced dance student studies the performance aspects of modern dance including advanced technique, choreographic elements and performance. Students who repeat this course will improve proficiency through continued instruction and practice.  
Course Schedule

**DNCE 14A Jazz I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Beginning vocabulary, technique, and movement combinations for jazz dance. Includes warm-up, progressions and center floor routines.  
Course Schedule

**DNCE 14B Jazz II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Intermediate vocabulary, technique, and movement combinations for jazz dance. Includes warm-up, progressions and center floor routines.  
Course Schedule

**DNCE 15 Jazz Performance**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Introduces the experienced dancer to the performance styles and techniques of jazz dance. Includes advanced warm-up, floor progressions and performance of complex jazz dance routines.  
Course Schedule

**DNCE 17 Jazz Fundamentals**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-108

Introduces fundamental vocabulary, technique, and movement combinations for jazz dance. Includes floor work, center work, floor progressions, routines and musicality and phrasing.  
Course Schedule

**DNCE 18A Tap I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Beginning level technique, rhythms and routines for tap dance.  
Course Schedule

**DNCE 18B Tap II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Intermediate technique, rhythms and routines for tap dance.  
Course Schedule

**DNCE 19 Tap Performance**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Introduces the experienced dancer to the performance aspects of tap by providing advanced techniques leading to the performance of compositions.  
Course Schedule

**DNCE 22 Dance Rehearsal**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Designed for the experienced dancer to work in a rehearsal environment and to be a participant in the beginning elements of concert production.  
Course Schedule

**DNCE 24 Dance Production**

**1-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 54-108

Designed for the experienced dancer to apply previously learned choreographic skill, to conduct stage rehearsals and learn costuming techniques.  
Course Schedule

**DNCE 28 Theater Dance I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Simple dance excerpts from various theater musicals and/or movies.  
 Course Schedule

**DNCE 29 Theater Dance II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Advanced theatre dance variations for the technically skilled dancer drawn from a variety of theater musicals and/or movies. Includes concepts of acting and staging incorporated with musical theatre choreography.  
 Course Schedule

**DNCE 30 Contemporary Dance**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Opportunity for the beginning to advanced dancer to experience different techniques of leading contemporary dancers and choreographers.  
 Course Schedule

**DNCE 31 Classical Dance**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-108

Advanced ballet repertoire focusing on the different schools of technique including Balanchine, Bournonville, and Vaganova.  
 Course Schedule

**DNCE 32 Commercial Dance**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Provides the intermediate to advanced jazz dancer the opportunity to experience the different techniques of leading commercial dancers, teachers and choreographers.  
 Course Schedule

**DNCE 33 Improvisation**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Improvisation in dance and choreography. For all levels of dance. Students who repeat this course will improve proficiency through continued instruction and practice.  
 Course Schedule

**DNCE 34 Dance Directives**

**0.5-1 Units** (Degree Applicable, CSU)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54  
 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.  
 Course Schedule

**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)  
 Lab: 108  
 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.  
 Course Schedule

**DNCE 36 Commercial Dance II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Styles of Hip Hop dance. Intermediate and advanced levels of Hip Hop dance routines. Includes Hip Hop choreographic skills.  
 Course Schedule

**DNCE 39A Alignment and Correctives I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Pilates method of conditioning. Includes mat-work, Reformer and special conditioning exercises and body awareness resulting in improved alignment, strength, flexibility, control, coordination and breathing.  
 Course Schedule

**DNCE 39B Alignment and Correctives II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54  
 Advisory: DNCE 39A

Pilates method of conditioning. Intermediate mat-work, Reformer and basic Wunda Chair repertoire focusing on developing improved body alignment, strength, flexibility and control.  
 Course Schedule

**DNCE 40 Conditioning Through Dance**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54

Improves fitness through the coordination of dance exercises. Focuses on strength, flexibility and range of motion. Designed for the dancer and non-dancer.  
 Course Schedule

**DNCE 41 Pilates I**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54  
 Advisory: DNCE 39A

Pilates beginning and intermediate Mat work and beginning Reformer. Includes Pilatesstick and the Magic Circle.  
 Course Schedule

**DNCE 42 Pilates II**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-54  
 Advisory: DNCE 41

Pilates intermediate mat, Reformer and Pilatesstick. Beginning Wunda Chair, Step Barrel and Ped-a-Pul. Includes use of physioball in Mat work.  
 Course Schedule

**DNCE 43 Pilates III**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 Lab: 36-54  
 Prerequisite: DNCE 42

Pilates intermediate and advanced mat, Reformer (with use of Jumpboard), Wunda Chair (with use of split pedal), and Pilatesstick. Includes beginning Cadillac and High Barrel.  
 Course Schedule

## Dance: Theory (DN-T)

**DN-T 18 Introduction to Dance**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54  
 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.  
 Course Schedule

**DN-T 20 History and Appreciation of Dance**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54  
 Advisory: Eligibility for ENGL 68

Theatrical 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 theatrical dance on other art forms.  
 Course Schedule

**DN-T 27 Theory and Principles of Pilates**

**3 Units** (Degree Applicable)  
 Lecture: 54  
 Corequisite: DNCE 39A (may have been taken previously)

Teaching skills for the Pilates method of physical and mental conditioning. Concepts and principles as applied to the mat and apparatus repertoire.  
 Course Schedule

**DN-T 28 Functional Anatomy for Pilates**

**2 Units** (Degree Applicable)  
 Lecture: 36  
 Advisory: DNCE 39A

Functional human anatomy as applied to the Pilates method of conditioning.  
 Course Schedule

**DN-T 29 Teaching Pilates Mat Repertoire**

**1.5 Units** (Degree Applicable)  
 Lecture: 18 Lab: 36  
 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.  
 Course Schedule

**DN-T 30 Teaching Pilates Reformer Repertoire**

**1.5 Units** (Degree Applicable)  
 Lecture: 18 Lab: 36  
 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.  
 Course Schedule

**DN-T 31 Pilates Teaching-Mat and Reformer**

**3 Units** (Degree Applicable)  
 Lecture: 18 Lab: 108  
 Prerequisite: DN-T 28 and DN-T 30

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.  
 Course Schedule

**DN-T 32 Teaching Pilates Cadillac and Wunda Chair Repertoire**

**1.5 Units** (Degree Applicable)  
 Lecture: 18 Lab: 36  
 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.  
 Course Schedule

**DN-T 33 Teaching Pilates Ped-a-Pul, Barrels and Auxiliary Equipment Repertoire**

**1.5 Units** (Degree Applicable)  
 Lecture: 18 Lab: 36  
 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.  
 Course Schedule

**DN-T 34 Pilates Teaching-Cadillac, Wunda Chair & Auxiliary Equipment****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

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.

Course Schedule

**DN-T 38 Dance Teaching Methods****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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.

Course Schedule

## Disabled Students (DSPS)

**DSPS 12 Career Exploration and Planning for Students with Disabilities****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

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.

Course Schedule

**DSPS 13 Orientation to College for Students with Disabilities****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Examine the college experience in relationship to disabilities. Develop an understanding of how disability related factors may influence the educational decision-making process.

Course Schedule

**DSPS 15 Career Exploration for Students with Disabilities****1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 18

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.

Course Schedule

**DSPS 20 Improving Spelling and Reading of Words****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

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 students with learning disabilities. Students who repeat this course will improve skills through further instruction and practice.

Course Schedule

**DSPS 25 Language Development for Deaf Students in ASL and English****2 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 108

Language Development for Deaf or hard of hearing students who use sign language to improve written English and ASL communication.

Course Schedule

**DSPS 26 Language Enhancement for Deaf Students in ASL and English****2 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 108

Advisory: DSPS 25

Language Enhancement for Deaf or hard of hearing students who use sign language to improve written English and ASL communication.

Course Schedule

**DSPS 30 Academic Success Strategies for Students with Disabilities****1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Strategies for academic success intended for students with physical or learning-related disabilities. Addresses language, memory and reasoning with subject-specific techniques.

Course Schedule

**DSPS 31 Memory Strategies for Students with Disabilities****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

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. Focuses on the memory process, improving specific memory components, identifying key concepts to memorize, and the independent application of memory strategies to other academic courses.

Course Schedule

**DSPS 32 Technology for Students with Learning Disabilities****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Advisory: Eligibility for ENGL 67 or AMLA 42W and READ 80 or AMLA 32R. Concurrent 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.

Course Schedule

**DSPS 33 Strategies for Success in Math for Students with Disabilities****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

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.

Course Schedule

**DSPS 34 Writing Strategies****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Prerequisite: Eligibility for ENGL 67

Strategies for success for students who struggle with writing concurrently enrolled in ENGL 67, 68, 1A, 1B, or 1C classes. These strategies are applied to their English writing assignments by supporting the student's strengths and compensating for their weaknesses in writing.

Course Schedule

## Education (EDUC)

**EDUC 10 Introduction to Education****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Concepts and issues related to teaching diverse learners in contemporary public schools (K-12). Topics include historical and philosophical foundations of America education, teaching as a profession and career, contemporary education issues, California content standards, and teacher performance standards. In addition to class time, the course requires 45 hours of structured classroom observations. Proofs of a negative TB test and fingerprint clearance are required for classroom observations.

Course Schedule

**EDUC 16 Aspects and Issues in Teaching****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: Eligibility for ENGL 68

Survey of the teaching profession, including teaching and learning styles, state content standards and testing, recent California and national legislation, social issues, school funding and teacher and student rights and responsibilities. Off-site assignments may be required.

Course Schedule

## Electronics (ELEC)

**ELEC 10 Introduction to Mechatronics****2 Units** (Not Degree Applicable)

Lecture: 18 Lab: 54

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.

Course Schedule

**ELEC 11 Technical Applications in Microcomputers****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Personal computer (PC) applications used in electronics technology. Includes word processing, spreadsheets, database, computer presentation methods, and internet research specifically designed for electronics technology.

Course Schedule

**ELEC 12 Computer Simulation and Troubleshooting****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Advisory: ELEC 51 and ELEC 56 taken prior

Troubleshooting of electronic hardware, including use of computer-based tools for simulation and troubleshooting of analog and digital circuits. National Instruments Multisim software will be used for circuit analysis, value substitution, and fault diagnostics.

Course Schedule

**ELEC 50A Electronic Circuits - Direct Current (DC)****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: Eligibility for MATH 51

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.)

Course Schedule



**ELEC 50B Electronic Circuits (AC)****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

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.

Course Schedule

**ELEC 51 Semiconductor Devices and Circuits****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: ELEC 50B

Solid-state devices and circuits, including bipolar-junction and field-effect transistors, rectifier diodes, operational amplifiers, and thyristors. Analog circuits studied include discrete and integrated circuit amplifiers, voltage regulators, oscillators and timers. Emphasizes configurations, classes, load lines, characteristic curves, gain, troubleshooting, measurements, and frequency response.

Course Schedule

**ELEC 53 Communications Systems****4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: ELEC 51 taken prior or concurrently

Analog and digital communications systems. Emphasizes analog and digital modulation principles, multiplexing, protocols, and telecommunications circuits and systems.

Course Schedule

**ELEC 54A Industrial Electronics****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: ELEC 51 taken prior

Industrial electronic components and basic control circuits. Includes time delay controls, thyristor controls, relays, opto devices, DC and AC motor control, transducers, silicon controlled rectifier (SCR), and unijunction transistor (UJT) devices.

Course Schedule

**ELEC 54B Industrial Electronic Systems****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Systems application of industrial electronics including industrial production and processes, automation, and programmable and motor controllers. Emphasis is on programmable logic controllers (PLCs).

Course Schedule

**ELEC 55 Microwave Communications****4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Advisory: ELEC 50B taken prior

Microwave components and circuits. Stresses transmission lines, Smith Charts, impedance matching, antenna characteristics, wave propagation, frequency analysis and measurement techniques.

Course Schedule

**ELEC 56 Digital Electronics****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

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.

Course Schedule

**ELEC 61 Electronic Assembly and Fabrication****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: ELEC 50A and ELEC 50B

Manufacturing and fabrication processes associated with the electronics industry. Printed circuit board (PCB) design from conception to completion. Emphasizes electrical schematics, bill of material (BOM), component selection, layout design, manufacturability, assembly, soldering, de-soldering, and surface-mount technology.

Course Schedule

**ELEC 62 Advanced Surface Mount Assembly and Rework****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Advisory: ELEC 61

Advanced course in assembly and repair (soldering) on surface mount assemblies (SMT). Prepares for the IPC surface mount assembly and rework certifications.

Course Schedule

**ELEC 74 Microcontroller Systems****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: ELEC 56

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.

Course Schedule

**ELEC 76 FCC General Radiotelephone Operator License Preparation****2 Units** (Not Degree Applicable)

Lecture: 18 Lab: 54

Advisory: ELEC 50B

Prepares qualified electronics and aviation technicians for the Federal Communications Commission (FCC) commercial General Radiotelephone Operator License (GROL).

Course Schedule

**ELEC 81 Laboratory Studies in Electronics Technology****1-2 Units** (Degree Applicable)

Lab: 54-108

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.

Course Schedule

**ELEC 91 Work Experience in Electronics**

**1-4 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 75-300  
 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.

Course Schedule

## Electronics Systems Technology (EST)

**EST 50 Electrical Fundamentals for Cable Installations**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54

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.

Course Schedule

**EST 52 Fabrication Techniques for Cable Installations**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54

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.

Course Schedule

**EST 54 Cabling and Wiring Standards**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54  
 Advisory: EST 50

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.

Course Schedule

**EST 56 Home Theater, Home Integration, & Home Security Systems**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54  
 Advisory: EST 54

Home theater, home integration, home management Power Line Carriers (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.

Course Schedule

**EST 62 Electronic Troubleshooting- I**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54  
 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).

Course Schedule

**EST 64 Electronic Troubleshooting - II**

**4 Units** (Degree Applicable)  
 Lecture: 54 Lab: 54  
 Advisory: EST 62

Troubleshooting advanced electronic video circuits and systems to component level. Includes HDTV (plasma, LCD, LED).

Course Schedule

## Emergency Medical Service (EMS)

**EMS 1 Paramedic Fundamentals and Selection**

**4 Units** (Degree Applicable)  
 Lecture: 72

Prerequisite: Completed Paramedic Program application, current California EMT I (Basic) certificate, and 1200 hours employment as an EMT I, Eligibility for ENGL 68, Eligibility for READ 90, and Eligibility for MATH 51

Assessment and review of required Emergency Medical Technician (EMT) competencies as part of the selection process for the Emergency Medical Technician Paramedic (EMT-P) program. Includes current practices, medical terminology, mathematical skills for drug calculations, and applied physiology and anatomy of human body systems.

Course Schedule

**EMS 2 Preparation for Paramedic Program**

**1 Unit** (Not Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 54

Prerequisite: Acceptance into the paramedic program AND EMS 1

Emergency Medical Technician (EMT)-Basic Skills development and practice for patient assessment and treatment decision-making in preparation for the paramedic program. Focuses on life support, trauma response, and immobilization techniques for healthcare providers. Includes the American Heart Association Healthcare Provider (AHA HCP) Basic Life Support (BLS) skills, Basic Trauma Life Support (BTLS) and the Los Angeles County Emergency Medical Services (EMS) standards and resuscitation policies. Ride-alongs with 911 call response teams are highly recommended.

Course Schedule

**EMS 10 Anatomy and Physiology for Paramedics**

**3.5 Units** (Degree Applicable)  
 Lecture: 61

Prerequisite: Admission to Paramedic Program and EMS 1 and EMS 2  
 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.

Course Schedule

**EMS 20 Emergency Cardiac Care for Paramedics****2 Units** (Degree Applicable)

Lecture: 18 Lab: 48

Prerequisite: Admission to the Paramedic Program

Corequisite: EMS 10, EMS 30, EMS 40, EMS 50, and EMS 60 (courses may have been taken previously)

Certifies students in Pediatric Advanced Life Support (PALS), and Advanced Cardiac Life Support (ACLS) according to the standards of the American Heart Association (AHA). Enhances advanced assessment and treatment skills according to national and Los Angeles County Treatment Guidelines.

Course Schedule

**EMS 30 Pharmacology for Paramedics****3 Units** (Degree Applicable)

Lecture: 44 Lab: 44

Prerequisite: Admission to the Paramedic Program

Corequisite: EMS 10, EMS 20, EMS 40, EMS 50, EMS 60

Paramedic drugs with emphasis on dosages supplied and ordered, routes of administration, expected therapeutic outcomes and possible adverse reactions.

Course Schedule

**EMS 40 Cardiology for Paramedics****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: Admission to the Paramedic Program

Corequisite: EMS 10 and EMS 20 and EMS 30 and EMS 50 and EMS 60

Familiarizes the paramedic with the normal, abnormal, and diseased heart, assessments, assessment tools, interpretation of dysrhythmias, and paramedic interventions.

Course Schedule

**EMS 50 Paramedic Skills Competency****5.5 Units** (Degree Applicable)

Lecture: 67 Lab: 80

Prerequisite: Admission to the Paramedic Program

Corequisite: EMS 10, EMS 20, EMS 30, EMS 40, EMS 60

Paramedic skills required for field operation as a paramedic and for licensing in competency-based exams.

Course Schedule

**EMS 60 EMS Theory for Paramedics****9 Units** (Degree Applicable)

Lecture: 157

Prerequisite: Admission to the Paramedic Program

Corequisite: EMS 10, EMS 20, EMS 30, EMS 40, and EMS 50

Paramedic theories, principles, and practices including assessment skills, care of the sick and injured at a paramedic level, with applications to anatomy and physiology, pathologic processes, and mechanisms of injury.

Course Schedule

**EMS 70 Paramedic Clinical Internship****4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 192

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.

Course Schedule

**EMS 80 Paramedic Field Externship****10 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 480

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.

Course Schedule

## Emergency Medical Technician (EMT)

**EMT 90 Emergency Medical Technician****8 Units** (Degree Applicable)

Lecture: 105 Lab: 115

Prerequisite: EMT 90-A High school graduation or equivalent and minimum of 18 years of age

Approved by the Los Angeles County and Emergency Medical Services (EMS) Agencies. Develops the ability to recognize the signs and symptoms of various illnesses and injuries. Teaches proper procedures of pre-hospital emergency care per local and national standards. Awards an Emergency Medical Technician (EMT) Course Completion Certificate needed to take National Registry Certifying Exam. Necessary for many jobs in emergency care and is a prerequisite for entry into a paramedic program and most fire department jobs.

Course Schedule

**EMT 90-A Introduction to EMS System****2 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 24 Lab: 20

Prerequisite: High school graduation or equivalent

Prerequisite for EMT 90. Introduces concepts of the Emergency Medical Services (EMS) System, roles and responsibilities. Basic concepts of patient assessment and scene management taught. Stresses collaboration with other scene team members.

Course Schedule

**EMT 91 Emergency Medical Technician I Refresher****1.5 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 16 Lab: 16

Prerequisite: Completion of an approved California State EMT course and possession of a currently valid EMT certificate or one which has expired for no more than 20 months

Renews EMT certification. Approved by the L.A. County and State Departments of Health. Fulfills updates for Emergency Medical Technician 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 level. Special approval required to enroll.

Course Schedule

**EMT 95 EMT for Fire Technology****8 Units** (Degree Applicable)

Lecture: 100 Lab: 100

Prerequisite: Must be at least 18 years old

Advisory: FIRE 1 and FIRE 13

Designed for pre-Fire Academy students, this course is approved by the L.A. County and State EMS Agencies and prepares students to take the National Registry of EMTs certifying exam. Develops knowledge and skills needed for recognition of illnesses and injuries and emphasizes proper pre-hospital emergency care per local and national protocols.

Course Schedule

## Engineering Design Technology (EDT)

**EDT 16 Basic CAD and Computer Applications****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: Eligibility for MATH 51

Basic CAD (Computer Aided Design and Drafting) and computer application in engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications).

Course Schedule

**EDT 18 Engineering CAD Applications****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Advisory: EDT 16

Intermediate CAD for engineering, explores the 2-D and 3-D environments, 3-D parametric solid modeling.

Course Schedule

**EDT 24 Engineering CAD 3-D Solids and Surfaces****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: EDT 18

Advanced engineering CAD for developing detailed working drawings in 3D environments, incorporating 3D parametric solid modeling, bill of materials, and surface development.

Course Schedule

**EDT 26 Civil Engineering Technology and CAD****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Advisory: EDT 11 AND 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.

Course Schedule

**EDT 89 Engineering Design Technology Work Experience****1-2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-150

Prerequisite: Application approved by department faculty and compliance with Work Experience regulations as designated in the College Catalog

Provides on-the-job experience at an approved work site which is related to classroom instruction in Engineering Design Technology. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. If this is a volunteer program on or off campus, a minimum number hours per month will be required as part of the 60 hour total.

Course Schedule

## Engineering (ENGR)

**ENGR 1 Introduction to Engineering****1 Unit** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Engineering and surveying professions including academic requirements, articulation agreements with four-year institutions, transfer, engineering study as a preparation for other careers, and academic and employment strategies. Also includes professional engineering licensure and engineering ethics. Field trips are required.

Course Schedule

**ENGR 1C Engineering Critical Thinking****3 Units** (Not Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

Prerequisite: ENGL 1A or ENGL 1AH

A critical thinking course for science and engineering students. Analyze, criticize, and reason inductively and deductively and reach well-supported factual or judgmental conclusions. Main topics include: identifying topics for investigation, developing planning strategies, locating pertinent information, critically analyzing sources of information, testing hypotheses, synthesizing and organizing results for effective written and verbal communication. Students will complete a hands-on experience with a client-centered engineering design project to develop critical thinking skills.

Course Schedule

**ENGR 6 Introduction to Engineering Programming Concepts and Methodologies****4 Units** (Degree Applicable, CSU, C-ID #: ENGR 120)

Lecture: 54 Lab: 54

Prerequisite: Math 160

Fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, interface of software with the physical world, use of sensors, and application of numerical techniques.

Course Schedule

**ENGR 7 Programming Applications for Engineers****4 Units** (Degree Applicable, CSU, UC, C-ID #: ENGR 220)

Lecture: 54 Lab: 54

Prerequisite: Math 180

Engineering computation using MATLAB and Simulink. Topics include matrix computation, statistical analysis, graphics, and numerical methods. Common examples and applications of physics and engineering are used throughout the course.

Course Schedule

**ENGR 8 Properties of Materials****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: (CHEM 40 or CHEM 50) and (PHYS 4A or PHYS 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 and electronic packaging materials.

Course Schedule

**ENGR 18 Introduction to Engineering Graphics****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

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.

Course Schedule

**ENGR 24 Engineering Graphics****4 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 108

Prerequisite: MATH 150 and (ENGR 18 or eligibility for ENGR 24)

Advisory: CISB 15

2D and 3D Computer-aided design (CAD) for engineering students. The principles of engineering drawing and sketching for mechanical design, the use of computer graphics and solid modeling in design representation of 3D objects, assembly and simulation as well as ASME standards on geometric dimensioning and tolerances.

Course Schedule

**ENGR 40 Statics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: PHYS 4A

Vector approach to 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.

Course Schedule

**ENGR 41 Dynamics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGR 40

Vector approach to classical mechanics including 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, and introduction to mechanical vibrations.

Course Schedule

**ENGR 42 Mechanics of Materials****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

**ENGR 44 Electrical Engineering****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: PHYS 4B

Electrical circuit analysis including applications of Kirchoff's Laws and Thevenin's Theorems to DC and AC circuits. Fundamental principles including steady state and transient circuit response; complex impedance and admittance, Fourier and Laplace transforms and three-phase circuits. Application of fundamental circuit principles to operational amplifier and transistor circuits.

Course Schedule

**ENGR 50A Robotics Team Project Development****2 Units** (Degree Applicable, CSU)

(May be taken four times for credit)

Lab: 108

Prerequisite: Instructor approval required for robotics competition team members

This course is for members of the Robotics Team. Introduces the knowledge, skills and activities needed to organize, promote and manage the design phase of a robotics competition team. Includes a survey of problem analysis, programming, mechanical design, and project management. Intended for students with an interest in robotics who need to gain experience as members of an engineering design team. Instructor approval required. Off-campus competition required.

Course Schedule

**ENGR 99 Special Projects in Engineering****1-2 Units** (Not Degree Applicable)

Lab: 54-108

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.

Course Schedule

## English: Composition (ENGL)

**ENGL 1A Freshman Composition****4 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 100)

Lecture: 72

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.

Course Schedule

**ENGL 1AH Freshman Composition - Honors****4 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 100)

Lecture: 72

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.

Course Schedule

**ENGL 1B English - Introduction to Literary Types****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 120)

Lecture: 54

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.

Course Schedule

**ENGL 1BH English - Introduction to Literary Types - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 120)

Lecture: 54

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.

Course Schedule

**ENGL 1C Critical Thinking and Writing****4 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 105)

Lecture: 72

Prerequisite: ENGL 1A or ENGL 1AH

Develops critical thinking, reading, and writing skills beyond the level achieved in ENGL 1A. Increases the student's capacity for logical analysis and argumentative writing.

Course Schedule

**ENGL 1CH Critical Thinking and Writing - Honors****4 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 105)

Lecture: 72

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. May not receive credit for both ENGL 1C and ENGL 1CH.

Course Schedule

**ENGL 8A Creative Writing - Fiction****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ENGL 1A or ENGL 1AH

Elements, processes, and techniques of fiction writing. Includes genre, setting, point of view, character development, plot development, description, and dialogue with an emphasis on student development as a writer of fiction through practice and discussion.

Course Schedule

**ENGL 8B Creative Writing - Poetry****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ENGL 1A or ENGL 1AH

Emphasizes the student's development as a poet.

Course Schedule

**ENGL 8C Creative Writing - Novel**

**3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ENGL 8A

Elements, processes, and techniques of novel writing. Includes genre, setting, point of view, character development, plot development, description, and dialogue with an emphasis of student development as a writer of novels through practice and discussion.

Course Schedule

**ENGL 8D Creative Writing - Poetry Collection**

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

**ENGL 8E Creative Writing - Memoir**

**3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: English 1A

Analysis and writing of memoirs including stylistic and syntactic forms and composition strategies used when writing memoir.

Course Schedule

**ENGL 8F Creative Writing - Nonfiction**

**3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ENGL 1A

Analysis and writing of creative nonfiction including stylistic and syntactic forms and composition strategies used when writing creative nonfiction.

Course Schedule

**ENGL 8G Creative Writing-Memoir Collection**

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

**ENGL 8I Creative Writing - Nonfiction Collections**

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

**ENGL 9A Writing the Personal Journal**

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

**ENGL 9B Expanding the Personal Journal**

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ENGL 9A

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.

Course Schedule

**ENGL 64 Writing Effective Sentences**

**1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**ENGL 65 Grammar Review**

**1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**ENGL 66 Paragraph Writing****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Analysis and writing of paragraphs. Through the process of writing, the student learns to state and support an idea about a focused topic.

Course Schedule

**ENGL 67 Writing Fundamentals****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: Satisfactory score on the English Placement Test or completion of AMLA 42W or completion of LERN 81

Emphasizes sentence, outlining, summary, paragraph and essay skills, and critical thinking through combining reading and writing.

Course Schedule

**ENGL 68 Preparation for College Writing****4 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: ENGL 67 or AMLA 43W or satisfactory score on the English Placement Test

Development of the academic essay based on critical reading of texts. Reviews paragraph structure and introduces principles of documentation. Continues to develop critical thinking through reading of and writing about increasingly complex texts.

Course Schedule

**ENGL 75 Vocabulary Building****3 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Expands students' reading, writing and speaking vocabularies through study of the principles of word formation, emphasizing prefixes, roots, suffixes and the effective use of content clues as well as dictionaries and other reference works.

Course Schedule

**ENGL 81 Language Acquisition****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: ENGL 1A

Language structure, linguistics, and 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.

Course Schedule

**ENGL 99 Special Projects in English****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Prerequisite: ENGL 1A

Offers selected students recognition for their academic interest and ability, and the opportunity to explore the discipline in greater depth. The content of this course and the methods of study vary and depend on the particular project under consideration. Instructor authorization needed prior to enrollment.

Course Schedule

**English: Literature (LIT)****LIT 1 Early American Literature****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 130)

Lecture: 54

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.

Course Schedule

**LIT 2 Modern American Literature****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 135)

Lecture: 54

Prerequisite: ENGL 1A

Emphasizes characteristic late 19th, 20th, and 21st century concerns as they relate to American literary form and content.

Course Schedule

**LIT 3 Multicultural American Literature****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Analyzes the representative contributions of 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 may include that of or by Black Americans, Latino/a Americans, Native Americans, Asian Americans, LGBTQ Americans, and people with differing abilities and religions.

Course Schedule

**LIT 6A Survey of English Literature****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 160)

Lecture: 54

Prerequisite: ENGL 1A

A chronological study of major works from Beowulf and the Anglo-Saxon period to the mid-18th century.

Course Schedule



**LIT 6B Survey of English Literature**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Major works from the Romantic Era through the Victorian and Modern periods to contemporary texts.

Course Schedule

**LIT 10 Survey of Shakespeare**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Shakespeare's histories, tragedies, comedies, and selected sonnets with their historical and literary contexts, emphasizing their relevance to contemporary culture and values.

Course Schedule

**LIT 11A World Literature to 1650**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 140)

Lecture: 54

Prerequisite: ENGL 1A

Survey of selected works derived from antiquity to 1650 from Europe, the Near and Mid East, Egypt, Asia, Greece, and Rome. The course explores the relationships between world literatures, art, society, politics, and philosophy.

Course Schedule

**LIT 11B World Literature from 1650**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGL 145)

Lecture: 54

Prerequisite: ENGL 1A

LIT 11B conducts a comparative survey of selected works of literature, in English translation, originating since 1650 to the 21st century, from Europe, Asia, Africa, the Middle East, and South America. The course explores relationships between world literatures, art, culture, politics and philosophy.

Course Schedule

**LIT 14 Introduction to Modern Poetry**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Examines the significant poetry of England and America in the 20th and 21st centuries, with the major emphasis on contemporary poems.

Course Schedule

**LIT 15 Introduction to Cinema**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**LIT 20 African American Literature**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**LIT 25 Contemporary Mexican American Literature**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

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.

Course Schedule

**LIT 36 Introduction to Mythology**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Major myths, including creation, fertility, and hero myths. 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.

Course Schedule

**LIT 40 Children's Literature**

**3 Units** (Degree Applicable, CSU, C-ID #: ENGL 180)

Lecture: 54

Prerequisite: ENGL 1A

Children's fiction and non-fiction books from around the world. 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.

Course Schedule

**LIT 46 The Bible As Literature: Old Testament**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Considers the Bible as a collection of literary texts and applies the principles of literary analysis to the Old Testament in their historical and cultural contexts.

Course Schedule

**LIT 47 The Bible as Literature: New Testament**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A

Considers the Bible as a collection of literary texts and applies the principles of literary analysis to selected books of the New Testament in their historical and cultural contexts.

Course Schedule

## Family & Consumer Sciences (FCS)

### FCS 41 Life Management

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Life skills for effective self-management now and in the future. Examines theories of life management including Maslow's Hierarchy of Needs and how it can be applied to daily use of one's resources including energy, abilities, priorities, and money. Major topics include steps in value clarification, goal setting, resource allocation, decision-making, priority management, money management, workplace management, communication skills, and healthy habits. In addition, the course explores the effect of cultural forces and future trends.

Course Schedule

### FCS 51 Consumerism: The Movement, its Impact, and Issues

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Analysis of the role of consumption in economic systems. The consumer movement past, present and future viewed as a response to economic and social conditions. Contemporary consumer issues, information sources, legislation, and protection.

Course Schedule

### FCS 80 Personal Financial Planning

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

### FCS 91 Work Experience in Family and Consumer Sciences

**1-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

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-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 Family and Consumer Sciences faculty. Instructor approval required.

Course Schedule

## Fashion Merchandising & Design (FASH)

### FASH 8 Introduction to Fashion

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Fashion industry from concept to consumer, industry background, and technology. Includes design, manufacturing, distribution, sales, and promotion with emphasis on career opportunities and qualifications.

Course Schedule

### FASH 9 History of Costume and Fashion

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Survey of Western costume and fashion from antiquity to contemporary times. Emphasis is placed on styledevelopment as it relates to social, economic and political forces, and the relationship of historic styles to current fashion.

Course Schedule

### FASH 10 Clothing Construction I

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Essentials of industry standard apparel construction techniques using a variety of machines and equipment. Students will be given instruction in single needle machine operation, industrial overlock operation, and garment assembly.

Course Schedule

### FASH 12 Clothing Construction II

**3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: FASH 10

Advanced industry construction techniques using overlock and single needle machines.

Course Schedule

### FASH 14 Dress, Culture, and Identity

**3 Units** (Degree Applicable, CSU)

Lecture: 54

The interrelatedness of socio-psychological, economic, cultural, and political/religious influences on dress, adornment, and fashion in historical perspective. Includes cross-cultural analysis of Western and non-Western dress.

Course Schedule

### FASH 15 Aesthetic Design in Fashion

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: FASH 25

Design principles and influences in apparel selection and fashion design. Projects applying design elements and principles using computer-aided design (CAD) software.

Course Schedule

**FASH 17 Textiles****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**FASH 21 Patternmaking I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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, patterns will be created, constructed and fitted.

Course Schedule

**FASH 22 Fashion Design By Draping****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: FASH 10

Advisory: FASH 21

Three dimensional dress design through draping fabrics directly to a dress form to create original designs and patterns to interpret fashion illustrations and technical flats.

Course Schedule

**FASH 23 Patternmaking II****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: FASH 21 and FASH 25

Intermediate pattern drafting and flat patternmaking, with an introduction to the grading of patterns and technical packages. Development of patternmaking skills to include drafting flat patterns from measurements and creating advanced sleeves and collars. Students apply patternmaking theories to create ready-to-wear sportswear designs for misses and women's wear.

Course Schedule

**FASH 24 Fashion Patternmaking by Computer****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: 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.

Course Schedule

**FASH 25 Fashion Computer-Assisted Drawing****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: FASH 10

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.

Course Schedule

**FASH 30 Fashion Design and Product Development I****3 Units** (Degree Applicable)

Lecture: 54

Advisory: FASH 15 and FASH 8

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.

Course Schedule

**FASH 59 Fashion Retailing****3 Units** (Degree Applicable, CSU)

Lecture: 54

Principles that focus on the fashion segment of the retailing industry and the merchandising of fashion products. Includes an overview of fashion retailing, on site environments, online fashion stores, and retail management.

Course Schedule

**FASH 62 Retail Buying and Merchandising****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: MATH 51

Principles and practices used in the retail buying and merchandising environment. This course emphasizes the buyer's role in merchandising management, pricing strategies, promotion, retail formulas, and costing calculations.

Course Schedule

**FASH 63 Fashion Promotion****3 Units** (Degree Applicable, CSU)

Lecture: 54

Principles and techniques of advertising and promoting apparel wholesale and retail products. Emphasis placed on promotional mix, trend and forecast research, branding, special events, integrated marketing, promotional media, and communication strategy.

Course Schedule

**FASH 66 Visual Merchandising Display****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: FASH 25 or ARTC 140

Design principles, color theory, space and lighting in relation to visual merchandising display areas and interior design of stores using various applications of computer graphics programs.

Course Schedule

**FASH 81 Work Experience in Fashion Merchandising and Retail**

**1-3 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 75-225  
 Prerequisite: FASH 8

Provides fashion merchandising 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 in apparel merchandising, buying and/ or retail business required for each one unit of credit. Students are responsible for securing their own internships and must be ready for the first week of class. Students who repeat this course will improve skills through further instruction and practice.  
 Course Schedule

## Fire Technology (FIRE)

**FIRE 1 Fire Protection Organization**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54

Careers in fire protection and related fields, history of fire protection, fire loss analysis, and public, quasi-public, and private fire protection services. Also includes specific fire protection functions and fire behavior, suppression, and extinguishment.  
 Course Schedule

**FIRE 2 Fire Prevention Technology**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54

History of fire prevention, including codes, identification (ID) and correction of hazards, investigation, and public safety education.  
 Course Schedule

**FIRE 3 Fire Protection Equipment and Systems**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1

Portable fire extinguishing equipment, sprinkler and standpipe systems, protection systems for special hazards, fire alarm and detection systems, maintenance, design and operation of sprinkler systems, water supply, pump, tanks, and connections.  
 Course Schedule

**FIRE 4 Building Construction for Fire Protection**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1

Building construction and fire code safety effects on pre-planning, engineering, inspections, fire ground operations, fire and building codes relationships.  
 Course Schedule

**FIRE 5 Fire Behavior and Combustion**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1

Theory of how and why fires start, spread and are controlled; in depth study of fire chemistry and physics, characteristics of materials, extinguishing of materials, extinguishing agents and fire control techniques.  
 Course Schedule

**FIRE 6 Hazardous Materials/ICS**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1

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, and protocols that meet Occupational Safety and Health Administration (OSHA) requirements.  
 Course Schedule

**FIRE 7 Fire Fighting Tactics and Strategy**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1 or equivalent taken prior

Principles of fire control through utilization of staff, equipment and extinguishing agents, fire command and control procedures, understanding types of building construction as they relate to fire control, review of fire chemistry, pre-fire planning, organized approach to decision making on the fire scene, and basic firefighting strategies and tactics.  
 Course Schedule

**FIRE 8 Fire Company Organization and Management**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1

Fire department company organization, management, leadership, company officer responsibilities, personnel issues, administration, communication, firefighter safety and wellness, firefighting capability, records, and reports.  
 Course Schedule

**FIRE 9 Fire Hydraulics**

**3 Units** (Degree Applicable, CSU)  
 Lecture: 54  
 Advisory: FIRE 1 or equivalent taken prior and eligibility for MATH 51

Mathematics, hydraulic laws, and formulas as applied to fire service. Application of formulas and mental calculation to hydraulic problems, water supply problems, and underwriter requirements for pumps.  
 Course Schedule

**FIRE 10 Arson and Fire Investigation**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: FIRE 1

Cause, origin, arson, incendiaries, related laws and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses, adult and juvenile fire setters, court procedure and testimony.

Course Schedule

**FIRE 11 Fire Apparatus and Equipment**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: FIRE 1 or equivalent taken prior

Mechanized equipment operated by 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.

Course Schedule

**FIRE 12 Wildland Fire Control**

**4.5 Units** (Degree Applicable, CSU)

Lecture: 65 Lab: 14

Advisory: Eligibility for ENGL 68

Addresses wildland fire behavior, safety considerations, strategy, tactics, and operational differences within the wildland urban interface. Field trip required.

Course Schedule

**FIRE 13 Principles of Fire and Emergency Services Safety and Survival**

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: FIRE 1

Fire Technology principles. History of the National Firefighter Life Safety Initiative and need for cultural and behavioral change. This course meets the National Fire and Emergency Services Higher Education objectives as it pertains to firefighter safety and survival techniques used in today's fire service.

Course Schedule

**FIRE 86 Basic Fire Academy**

**14.5 Units** (Degree Applicable)

Lecture: 135 Lab: 383

Prerequisite: FIRE 1 through 5 and FIRE 13 or equivalent, KIN 50, approved EMT course completion, and either KINF 51 or KINF 52 (or equivalent).

Corequisite: KINF 53

Standard fire department apparatus and equipment, salvage covers and fire extinguishment techniques 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.

Course Schedule

**FIRE 91 Fire Academy Ladder Orientation**

**1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 8 Lab: 32

Intensive training in ladder manipulation to prepare students for Fire Academy and physical fitness tests given by the fire departments.

Course Schedule

**FIRE 93 Firefighter 1 Skills Review and Testing**

**1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 4 Lab: 36

Prerequisite: FIRE-86 Basic Fire Academy course completion

Review of skills learned in the basic fire academy in accordance with the State Fire Marshal Firefighter 1 curriculum. This course also provides the student the opportunity to take the National Capstone tests for International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Services Professional Qualifications (Pro Board) certification. Successful completion of this course would provide the student with the opportunity to apply for employment outside the state of California with those states that offer reciprocity.

Course Schedule

**FIRE 96 Work Experience Fire Science**

**1-4 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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.

Course Schedule

**FIRE 100 Company Officer 2C: Fire Inspections and Investigations**

**1.5 Units** (Degree Applicable)

Lecture: 33 Lab: 7

Company Officer's role in fire prevention and investigation, the relationship between life safety and building construction, the elements of a quality company inspection program, determination of origin and cause of fire scene and how to address complex hazards encountered during an inspection.

Course Schedule

**FIRE 101 Company Officer 2D All Risk Command Operations****1.5 Units** (Degree Applicable)

Lecture: 20 Lab: 20

Prerequisite: Fire Academy Course Completion Certificate and I-200 online certificate and Hazardous Material Incident Commander (CSTI) Certification

Principles of command for the Company Officer including the development of incident priorities, strategy, tactics, safety, and the risk management process. An overview of Company Officer pre- and post-incident planning considerations, and crew roles and responsibilities. Each student will have the opportunity to gain experience through structure fire incident simulations and role play.

Course Schedule

**FIRE 102 Company Officer 2B General Administrative Functions****1 Unit** (Degree Applicable)

Lecture: 15 Lab: 5

Company Officer 2B general administrative functions and the implementation of department policies and procedures. Addresses the fire department's role, image, and mission to the public.

Course Schedule

**FIRE 103 Company Officer 2E : Wildland Incident Operations****1.5 Units** (Degree Applicable)

Lecture: 24 Lab: 16

Prerequisite: Fire Academy Course Completion Certificate and FIRE 101 and S-290 (classroom delivery only)

Principles of command in the wildland urban interface environment. Overview of the concepts of command safety and the risk management process, personnel qualifications, preincident planning considerations, command considerations at wildland incidents, fire behavior forecasting, firefighting limitations, key points from historic fires, the challenges of local conditions, and public expectations.

Course Schedule

**FIRE 104 Instructional Methodology****1.5 Units** (Degree Applicable)

Lecture: 24 Lab: 16

This course is part of the Company Officer Certification track for the California State Fire Marshal. Methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations.

Course Schedule

**FIRE 107 Company Officer 2A: Human Resource Management for Company Officers****1.5 Units** (Degree Applicable)

Lecture: 33 Lab: 7

Company Officer 2A Human Resource Management for Company Officers course prepares or enhances the ability of the first line supervisor to supervise subordinates through the use of human resource management skills to accomplish assignment, evaluate member performance, and integrate health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

Course Schedule

**FIRE 108 ICS 300: Advance Incident Command****1 Unit** (Degree Applicable)

Lecture: 16 Lab: 8

Prerequisite: ICS 100 and ICS 200 online FEMA certificates

ICS 300 is part of the State Fire Marshal Officer Certification track and intended for persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff. Topics include Incident Command System (ICS) staffing and organization, transfer of command, unified command functions in a multi-jurisdictional or multi-agency incident, ICS forms, resource management, interagency mission planning and procurement.

Course Schedule

## French (FRCH)

**FRCH 1 Elementary French****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Beginning course for students without prior 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.

Course Schedule

**FRCH 2 Continuing Elementary French****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

**FRCH 3 Intermediate French****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

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.

Course Schedule

**FRCH 4 Continuing Intermediate French****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: FRCH 3

Continued development of intermediate-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.

Course Schedule

**FRCH 53 Intermediate Conversational French**

**3 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lecture: 54  
 Prerequisite: FRCH 2

Intermediate level fluency through expansion of vocabulary and practical use of language.  
 Course Schedule

**FRCH 54 Continuing Intermediate Conversational French**

**3 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lecture: 54  
 Prerequisite: FRCH 3 or FRCH 53 or equivalent

Continuing to intermediate fluency through further expansion of vocabulary and practical use of language.  
 Course Schedule

**FRCH 60 French Culture Through Cinema**

**3 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lecture: 54

French culture and history as presented in classic and contemporary 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.  
 Course Schedule

## Geography (GEOG)

**GEOG 1 Elements of Physical Geography**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 110)  
 Lecture: 54  
 Prerequisite: Eligibility for ENGL 68

Study of the natural processes creating the earth's 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.  
 Course Schedule

**GEOG 1H Elements of Physical Geography - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 110)  
 Lecture: 54  
 Prerequisite: Acceptance into the Honors Program

Study of the natural processes creating the earth's 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.  
 Course Schedule

**GEOG 1L Physical Geography Laboratory**

**1 Unit** (Degree Applicable, CSU, UC, C-ID #: GEOG 111)  
 Lab: 54  
 Corequisite: GEOG 1 or GEOG 1H (May have been taken previously)  
 Advisory: MATH 50

Geographical observations, experiments, and demonstrations in a laboratory setting to explore natural earth processes and systems.  
 Course Schedule

**GEOG 1LH Physical Geography Laboratory - Honors**

**1 Unit** (Degree Applicable, CSU, UC, C-ID #: GEOG 111)  
 Lab: 54  
 Prerequisite: Acceptance into the Honors Program  
 Corequisite: GEOG 1 or GEOG 1H (May have been taken previously)  
 Advisory: MATH 50

Geographical 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.  
 Course Schedule

**GEOG 2 Human Geography**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 120)  
 Lecture: 54  
 Prerequisite: Eligibility for ENGL 1A

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 literacy in the geography of place names and in world regional understanding.  
 Course Schedule

**GEOG 2H Human Geography - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 120)  
 Lecture: 54  
 Prerequisite: Acceptance into the Honors Program

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 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.  
 Course Schedule

**GEOG 5 World Regional Geography**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 120)  
 Lecture: 54  
 Prerequisite: Eligibility for ENGL 68

Developmental study of the world's regions, addressing the major regions of the world in terms of population, resources, economic development, physical environment, and geographic problems.  
 Course Schedule

**GEOG 8 The Urban World****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Geographical analysis of past and current patterns of world urbanization. Emphasis is on city origins, growth, development, and current problems. Off-campus assignments may be required.

Course Schedule

**GEOG 10 Introduction to Geographic Information Systems****3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 155)

Lecture: 36 Lab: 54

Advisory: Eligibility for ENGL 68

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.

Course Schedule

**GEOG 30 Geography of California****3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 140)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

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. A field trip may be required.

Course Schedule

**GEOG 30H Geography of California - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: GEOG 140)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

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. A field trip may be required. An honors course designed to provide an enriched experience. Students may not receive credit for both GEOG 30 and GEOG 30H.

Course Schedule

**GEOG 99 Special Projects in Geography****2 Units** (Degree Applicable, CSU)

Lecture: 36

Offers students recognition for their academic interests in geography and the opportunity to explore the discipline of geography in greater depth. The content and methods of the course vary from semester to semester depending on the particular project under consideration.

Course Schedule

# Geology (GEOL)

**GEOL 1 Physical Geology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: Eligibility for MATH 51

Minerals, rocks, earthquakes, volcanoes, and landscapes are presented within a framework of plate tectonics operating in concert with atmospheric and oceanic processes. A required course for students entering geoscience majors. May be taken by non-majors as a transferable physical science plus lab. Required field trips may involve overnight camping.

Course Schedule

**GEOL 2 Historical Geology****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: GEOL 1 or GEOL 8L

An Earth systems approach applied to tracing the tectonic, biologic, and climatic development of Earth, with focus on North America, through geologic time. Study of Earth history using geologic maps, cross-sections, minerals, rocks, and fossils and integrating basic geological field methods. Required field trips may involve overnight camping.

Course Schedule

**GEOL 7 Geology of California****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**GEOL 8 Earth Science****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**GEOL 8H Earth Science - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

An honors course designed to provide an enriched experience. 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 or university. Field trips are required. Students may not receive credit for both GEOL 8 and GEOL 8H.

Course Schedule



**GEOL 8L Earth Science Laboratory****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

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.

Course Schedule

**GEOL 9 Environmental Geology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: ENGL 1A

Human interactions with the geological environment for non-science majors. Relevant aspects of the geological environment and the problems currently caused by 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 required.

Course Schedule

**GEOL 10 Natural Disasters****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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 required.

Course Schedule

**GEOL 24 Geologic Field Studies: Central California****4 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54 Lab: 54

Field studies of selected Central California geological provinces and surrounding areas. Overnight field trips with substantial hiking required.

Course Schedule

**GEOL 25 Geologic Field Studies: Southern California****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Field studies of selected Southern California geological provinces and surrounding areas. Overnight field trips required. Trips require significant hiking.

Course Schedule

**GEOL 29 Special Topics in Field Geology****3 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 108

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.

Course Schedule

**GEOL 99 Special Projects in Geology****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

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.

Course Schedule

## German (GERM)

**GERM 1 Elementary German****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

**GERM 2 Continuing Elementary German****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: GERM 1

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.

Course Schedule

**GERM 3 Intermediate German****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: GERM 2

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.

Course Schedule

## History (HIST)

**HIST 1 History of the United States****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History of the United States from Native American and colonial times to the present. Designed for transfer students who need a one-semester course in United States history to meet general education requirements. History and social science majors should take History 7 and 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.

Course Schedule

**HIST 3 World History: Prehistoric to Early Modern****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**HIST 3H World History: Prehistoric to Early Modern - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**HIST 4 World History: Early Modern to the Present****3 Units** (Degree Applicable, CSU, UC, C-ID #: HIST 160)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Social, political, economic, and cultural changes during the modern period from a global and comparative perspective.

Course Schedule

**HIST 4H World History: Early Modern to the Present - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: HIST 160)

Lecture: 54

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.

Course Schedule

**HIST 7 History of the United States to 1877****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**HIST 7H History of the United States to 1877 - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**HIST 8 History of the United States from 1865****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

United States history from 1865 to the present. Examines social, economic, political, intellectual, and military themes and patterns of United States development. 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.

Course Schedule

**HIST 8H History of the United States from 1865 - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

United States history from 1865 to the present. Examines social, economic, political, intellectual, and military themes and patterns of United States development. 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.

Course Schedule

**HIST 10 History of Premodern Asia****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History of East, South, and Southeast Asia from the prehistoric age to the early modern period. Emphasizes social, political, economic, and cultural changes in Asia from a regional and comparative perspective.

Course Schedule

**HIST 11 History of Modern Asia****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History of East, South, and Southeast Asia from the early modern period to the present. Emphasizes social, political, economic, and cultural changes in Asia during the modern period from a regional and comparative perspective.

Course Schedule

**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)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History of the 19th Century Trans-Mississippi West (also known as the Wild West or the 19th Century American West) including significant historical, economic, and political events and personalities which make up this time period.

Course Schedule

**HIST 19 History of Mexico****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Cultural and social history of the Mexican people from pre-Colombian civilization to modern Mexico.

Course Schedule

**HIST 30 History of the African American 1619-1877****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

The history of African Americans from 1619 to 1877, 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.

Course Schedule

**HIST 31 History of the African American****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**HIST 35 History of Africa****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History of Africa from prehistoric times to the present with a focus on cultural, social, political, and economic changes. Topics include ancient African societies, European colonialism, and the reemergence of independent African states in recent decades.

Course Schedule

**HIST 36 Women in American History****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**HIST 39 California History****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

The social, intellectual, economic, and political development of California and the Pacific Coast from earliest times to the present.

Course Schedule

**HIST 40 History of the Mexican American****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

U.S. history from colonial times to the present with a special emphasis on the role of Mexican Americans 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.

Course Schedule

**HIST 44 History of Native Americans****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**HIST 99 Special Projects in History****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: Eligibility for ENGL 1A

Offers 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. Instructor authorization needed prior to enrollment.

Course Schedule

## Histotechnology (HT)

**HT 1 Introduction to Histotechnology****1 Unit** (Degree Applicable)

Lecture: 18

Advisory: Eligibility for ENGL 1A

The role of histotechnicians in preparation and analysis of tissues samples for diagnostic and research purposes. Internet resources, support organizations and periodical references for histotechnicians, as well as regulatory agencies. Set up of an educational plan and portfolio to be used throughout the program.

Course Schedule

**HT 2 Scientific Basics for Histotechnicians****3 Units** (Degree Applicable)

Lecture: 54

Advisory: CHEM 10 and Eligibility for ENGL 1A

General laboratory issues including general laboratory protocols (GLP's), safety, ethics, and terminology relative to the preparation of tissue samples.

Course Schedule

**HT 10 Histology****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: ANAT 35

Microscopy, cell structure, cell reproduction, and staining. Identification of tissues, organs, and special microstructures, and their detailed morphology. Involves distinguishing normal features from pathological conditions.

Course Schedule

**HT 12 Beginning Histotechniques****5 Units** (Degree Applicable)

Lecture: 54 Lab: 108

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&E), and microorganism staining. Quality control as it relates to routine histological techniques and equipment.

Course Schedule

**HT 14 Advanced Histotechniques****5 Units** (Degree Applicable)

Lecture: 54 Lab: 108

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.

Course Schedule

**HT 16 Histochemistry and Immunohistochemistry****4 Units** (Degree Applicable)

Lecture: 54 Lab: 54

Prerequisite: HT 10 and HT 12

Practical applications of enzyme and immunological reactions as they relate to tissue staining. Field trip required.

Course Schedule

**HT 17 Work Experience in Histotechnology****1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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. Placement by Program Director.

Course Schedule

## Hospitality & Restaurant Management (HRM)

**HRM 51 Introduction to Hospitality****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Hospitality industry segments and types of operations with an emphasis on career opportunities. Includes an overview of: tourism, lodging, restaurants, managed services, gaming, recreation, event management, leadership, and marketing.

Course Schedule

**HRM 52 Food Safety and Sanitation****1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Prerequisite: Eligibility for ENGL 68

Principles of food safety and sanitation in the food service industry. Emphasis on the role of management in creating and implementing a culture of applied food safety practices within the work place. Students must pass the ServSafe Food Protection Manager Certification exam to get credit for this course.

Course Schedule

**HRM 53 Dining Room Service Management****3 Units** (Degree Applicable, CSU)

Lecture: 54

Skills and knowledge needed for all aspects of dining room service. Exploration of the various styles of service. Table setting styles, buffet set-ups, wine and beverage service, and service as a sales tools are covered. Safety of both customer and staff are discussed. Field trip required.

Course Schedule

**HRM 54 Basic Cooking Techniques****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: HRM 52

Professional cooking, tasting, and evaluating techniques for commercial operations. Emphasis on identification and use of proper equipment and ingredients in the production of: stocks, sauces, soups, salads, dressing, meats, poultry, fish, vegetables, starch, and dessert. Uniform and student knife set required. Students must be ServSafe Manager Certified.

Course Schedule

**HRM 56 Hospitality Supervision****3 Units** (Degree Applicable, CSU)

Lecture: 54

Human resource management procedures and skills needed to hire, train, and manage employees in the hospitality industry. Role, responsibilities, and legal issues related to supervision. Application of management techniques including: effective communication, recruitment, selection, training, coaching, team building, performance evaluation, discipline, and conflict management.

Course Schedule

**HRM 57 Hospitality Cost Control****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: HRM 51 (May have been taken previously)

Analyzing and managing: food, beverage, labor, and other costs within a hospitality operation. Emphasis on problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control.

Course Schedule

**HRM 61 Menu Planning****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: HRM 51

Menu development, design, and analysis. Emphasis on demographics and market research, facility assessment, costing, pricing, menu analysis, menu design and layout. Includes a practical concept-to-creation capstone project.

Course Schedule

**HRM 62 Event Planning and Catering****3 Units** (Degree Applicable, CSU)

Lecture: 54

Event planning and catering with an emphasis on organizing and catering both on-site and off-site events. Includes: event types, revenue-cost analysis, menu pricing, staff coordination, organizing logistical components, client negotiation and contracts, contracting vendors, conflict resolutions, and marketing.

Course Schedule

**HRM 64 Hospitality Financial Accounting****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: BUSA 11 or Eligibility for MATH 50

Financial accounting specific to hospitality businesses. Emphasis on: bookkeeping, financial statements development and analysis, and tailoring the Uniform System of Accounting to hotels, restaurants, clubs and other food service operations.

Course Schedule

**HRM 66 Hospitality Law****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: HRM 51

Business law topics as they relate to the hospitality industry. Principles of negligence, civil rights, contracts, liability, rights of guests and innkeepers, and labor law are covered. Field trip required.

Course Schedule

**HRM 70 Introduction to Lodging****3 Units** (Degree Applicable, CSU)

Lecture: 54

Operations in the lodging industry including: hotel organization, front office operations, reservations, registration, guest services, security, front office accounting, housekeeping, night audit, sale and marketing, planning and evaluating, revenue management, and human resources. Independent field trips required for this course.

Course Schedule

**HRM 81 Garde Manger****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Preparation and presentation of cold kitchen foods including: sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets.

Course Schedule

**HRM 82 Baking and Pastry****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Preparation of baked goods and pastries including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts.

Course Schedule

**HRM 83 International Cuisines****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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.

Course Schedule

**HRM 91 Hospitality Work Experience****1-4 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 75-300

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog

Provides students with actual 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.

Course Schedule

## Humanities (HUMA)

**HUMA 1 The Humanities****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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. Off-campus assignments may be required.

Course Schedule

## Industrial Design Engineering (IDE)

**IDE 110 Design Foundation-Visual Literacy****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Corequisite: IDE 120 and IDE 130

Develops visual literacy to communicate industrial design concepts, analyze visual structures of images and objects, and decipher manufacturing techniques used for existing products. A portfolio-based course that explores sketching techniques for industrial design based on formal design concepts and principles and promote an understanding of design used for functional and aesthetic problem solving used in industrial design.

Course Schedule

**IDE 120 Introduction to CAD****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Corequisite: IDE 110 and IDE 130

Computer Aided Design (CAD) applications and design processes used in industrial design and manufacturing. A portfolio-based course that requires students to generate industry standard CAD drawings used for manufacturing.

Course Schedule

**IDE 130 Shop Processes****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Corequisite: IDE 110 and IDE 120

Methods and tools used for creating production prototypes, breadboards, and mock-ups used for fabrication and manufacturing industries.

Focus is on tool and process selection, safety, and mastery of machine operation skills and techniques.

Course Schedule

**IDE 150 Design Foundations****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 110 and IDE 120 and IDE 130

Corequisite: IDE 160 and IDE 170

Digital graphic media for industrial design used to convey complex design and manufacturing criteria. Focuses on design solutions for conceptual and structural problems with an emphasis on drawing techniques, rapid visualization, color theory, and Computer Assisted Design (CAD) techniques required for effective visual communication.

Course Schedule

**IDE 160 Intermediate CAD****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 110 and IDE 120 and IDE 130

Corequisite: IDE 150 and IDE 170

Applications, methods, theories, and industrial design processes used in engineering and industrial design fields. A portfolio-based course that develops skills in sketching, communicating, constructing mock ups and displays, prototyping, and 2D and 3D Computer Assisted Design (CAD) parametric solid modeling.

Course Schedule

**IDE 170 Introduction to Prototyping****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 110 and IDE 120 and IDE 130

Corequisite: IDE 150 and IDE 160

Processes and materials typically employed when creating breadboards, proof of concept models, form studies and production-intent prototypes. Provides hands-on experience with fabrication techniques including related tools and machinery. Emphasis is placed how the design process is influenced by material and manufacturing limitations.

Course Schedule

**IDE 210 Advanced Media****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 150 and IDE 160 and IDE 170

Corequisite: IDE 220 and IDE 230

Digital media used for designing, redesigning, and inventing industrial products. Develops illustration and conceptualization skills using media and technology such as digital project photography, 2D scanners, sketch tablets, and presentation and illustration software. Emphasis is placed on refining and completing a comprehensive portfolio.

Course Schedule

**IDE 220 Advanced CAD****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 150 and IDE 160 and IDE 170

Corequisite: IDE 210 and IDE 230

Complex surface modeling in hybrid surface and solid environments using rapid modeling methods. Integrates manufacturing technologies, materials, and machine design with an emphasis on translating concepts from visualization manufacturing projects generated using computer aided manufacturing (CAM) and rapid prototyping technologies.

Course Schedule

**IDE 230 Introduction to Mechanical Principles****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: IDE 150 and IDE 160 and IDE 170

Corequisite: IDE 210 and IDE 220

Mechanical devices, concepts and principles common to manufactured products and manufacturing processes. Analysis, discussion, and problem solving related to mechanical design scenarios and supported by computer aided design (CAD). Exploration of inherent strengths and weaknesses of specific devices and various design approaches. Emphasis on the way mechanical principles affect design strategies.

Course Schedule

**IDE 250 Product Design and Viability****6 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 162

Prerequisite: IDE 210 and IDE 220 and IDE 230

Corequisite: IDE 270

Product life cycle from design through manufacturing and distribution. Portfolio-based course that includes fabrication of a viable product and incorporates every stage of project management including research, graphic presentation, parts sourcing, material choices and fabrication of prototype.

Course Schedule

**IDE 270 Manufacturing Processes and Materials****3 Units** (Degree Applicable, CSU)

Lecture: 9 Lab: 135

Prerequisite: IDE 210 and IDE 220 and IDE 230

Corequisite: IDE 250

Relationships between common manufacturing processes and associated materials including advantages, limitations, and their impact on the design process. Reverse engineering and computer aided design (CAD) model construction assists with understanding common design approaches and real-world manufacturing problems and solutions.

Course Schedule

## Inspection & Estimating, Building (INSP)

**INSP 17 Legal Aspects of Construction****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Advisory: INSP 70 taken prior or concurrently

Legal aspects of the construction industry involving the owner, contractor, builder or developer and design professional. Includes codes, licensing, contracts, bonds, and lien laws. May include off-campus assignments.

Course Schedule

**INSP 67 Reading Construction Drawings****3 Units** (Degree Applicable, CSU)

Lecture: 54

Reading construction drawings as they apply to architecture, construction, interior design, and related fields. Off-campus assignments required.

Course Schedule

**INSP 70 Elements of Construction****3 Units** (Degree Applicable, CSU)

Lecture: 54

Construction processes, terminology and procedures. Topics include construction careers, building systems, sustainability, quality control, management and scheduling of resources (materials, equipment, time, personnel and finance).

Course Schedule

**INSP 71 Construction Estimating****3 Units** (Degree Applicable, CSU)

Lecture: 54

Construction estimating and bidding procedures using contract documents, construction drawings and cost data. Estimating methods and use of estimating forms or software, including detailed quantity take-offs of building materials and labor required in building construction.

Course Schedule

**INSP 87 Fundamentals of Construction Inspection****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

## Interior Design (ID)

**ID 10 Introduction to Interior Design****2 Units** (Degree Applicable, CSU)

Lecture: 36

Interior design and the planning of total interior environments that meet individual, functional and environmental needs. Field trips may be required.

Course Schedule

**ID 10L Introduction to Interior Design Laboratory****1 Unit** (Degree Applicable, CSU)

Lab: 54

Corequisite: ID 10 (May have been taken previously)

Application of the interior design practice and the planning of total interior environments that meet individual, functional and environmental needs. Field trips may be required.

Course Schedule

**ID 12 Materials and Products for Interior Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: ID 10

Analysis, application, and evaluation of products and materials used in interior design. Field trips required.

Course Schedule

**ID 14 History of Furniture and Decorative Arts****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**ID 20 Color and Design Theory I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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.

Course Schedule

**ID 21 Color and Design Theory II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: ID 20

Systematic process of designing three-dimensional objects including color theory, surface, and volume investigation for interior design. Elements include visualization, perception, presentation, expression, and site analysis of physical, contextual, and cultural aspects of design and the urban environment. Portfolio pieces will be produced. Field trips may be required.

Course Schedule

**ID 22 Design Drawing for Interior Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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.

Course Schedule

**ID 23 Computer Aided Drawing for Interior Design I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: ID 22 or ARCH 141 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.

Course Schedule

**ID 25 Space Planning for Interior Design I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ID 23 or ARCH 141 or ARCH 11

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.

Course Schedule

**ID 26 Space Planning for Interior Design II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ID 23 or ARCH 141 or ARCH 11

Advisory: ID 25

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.

Course Schedule



**ID 27 Rapid Visualization****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ID 23 or ARCH 141 or ARCH 11

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.

Course Schedule

**ID 29 Interior Design Studio I****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 26

Advisory: ID 12, ID 21, ID 27

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.

Course Schedule

**ID 31 Building Systems for Interior Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ID 23 or ARCH 141 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.

Course Schedule

**ID 32 Lighting Design and Theory for Interior Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ID 23 or ARCH 141 or ARCH 11

Advisory: ID 26

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.

Course Schedule

**ID 34 Computer Aided Drawing for Interior Design II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Advisory: ID 22 or ARCH 141 or ARCH 11

Three-dimensional computer modeling, rendering, lighting, and fly-throughs as used in interior design. Portfolio pieces will be produced. Field trips may be required.

Course Schedule

**ID 36 Portfolio Development for Interior Design****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

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.

Course Schedule

**ID 37 Business Practices for Interior Design****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**ID 38 Internship in Interior Design****1-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

Prerequisite: Compliance with Work Experience/Internship regulations as designated in the College Catalog

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 unit is required.

Course Schedule

**ID 39 Interior Design Studio II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: ID 26

Advisory: ID 29

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.

Course Schedule

**ID 40 Kitchen and Bath Studio I****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: ID 22 or ARCH 11 or ARCH 141

Advisory: ID 32 and ID 31 and ID 25

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.

Course Schedule

**ID 41 Kitchen and Bath Studio II****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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 Americans with Disabilities Act (ADA) considerations. Projects will utilize graphic standards as recommended by the National Kitchen and Bath Association (NKBA). Field trips may be required.

Course Schedule

**ID 48 Internship in Kitchen and Bath****1-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

Prerequisite: Compliance with Work Experience/Internship regulations as designated in the College Catalog

Corequisite: ID 40 (May have been taken previously)

On-the-job experience in the interior design profession at a National Kitchen and Bath Association (NKBA) member work site, which relates to students' 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 unit is required.

Course Schedule

**ID 50 Interior Design Specialized Studio****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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. Portfolio pieces will be produced. Field trips may be required.

Course Schedule

**ID 99 Special Projects in Interior Design****1-3 Units** (Degree Applicable)

Lab: 54-162

Prerequisite: ID 10

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. Portfolio pieces will be produced. Offers students recognition for their academic interests in interior design and the opportunity to explore the discipline of interior design to greater depth. Students will be able to pursue more advanced and complex laboratory projects and experiments. Portfolio pieces will be produced. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration. Instructor authorization is needed prior to enrollment.

## Italian (ITAL)

**ITAL 1 Elementary Italian****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Intended for students without previous exposure to Italian. Begins to develop the ability to converse, read, and write in Italian. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to Italian culture.

Course Schedule

**ITAL 2 Continuing Elementary Italian****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: ITAL 1

Further development of conversational, reading and writing skills in Italian with special emphasis on verbs, grammar and extension of vocabulary. Includes study of Italian culture.

Course Schedule

**ITAL 3 Intermediate Italian****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: ITAL 2

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.

Course Schedule

**ITAL 4 Continuing Intermediate Italian****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: ITAL 3

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.

Course Schedule

**ITAL 52 Conversational Italian****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ITAL 1

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.

Course Schedule

**ITAL 53 Continuing Conversational Italian****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ITAL 2 or ITAL 52

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.

Course Schedule

**ITAL 54 Advanced Conversational Italian****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: ITAL 3 or ITAL 53

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.

Course Schedule

**ITAL 60 Italian Culture Through Cinema****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Italian culture through cinema from 1900 - present 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.

Course Schedule

## Japanese (JAPN)

**JAPN 1 Elementary Japanese****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Elementary course for students without prior exposure to Japanese. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures and an introduction to Japanese culture.

Course Schedule

**JAPN 2 Continuing Elementary Japanese****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: JAPN 1

Further development of elementary skills in Japanese including conversational, reading, and writing skills with special emphasis on verbs, grammar, and extension of vocabulary. Includes a discussion of Japanese culture.

Course Schedule

**JAPN 3 Intermediate Japanese****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: JAPN 2

Continued development of writing ability emphasizing development of thought through Kanji, Hiragana and Katakana. Additional development of cultural application of Japanese.

Course Schedule

**JAPN 4 Continuing Intermediate Japanese****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: JAPN 3

Continuing intermediate study and review of grammar and vocabulary. Readings and discussions of Japanese cultural topics and introduction to Japanese literature.

Course Schedule

**JAPN 5 Advanced Japanese****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: JAPN 4 or equivalent

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.

Course Schedule

**JAPN 53 Conversational Japanese****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

# Journalism (JOUR)

## JOUR 100 Introduction to Mass Media

**3 Units** (Degree Applicable, CSU, UC, C-ID #: JOUR 100)

Lecture: 54

Prerequisite: ENGL 1A

Mass media and interrelationships with society, including history, structure, and trends. Additionally, the following topics will be covered as they pertain to the mass media: economics, law, ethics, technology, and such social issues as gender and cultural diversity.

Course Schedule

## JOUR 101 Beginning Newswriting

**3 Units** (Degree Applicable, CSU, UC, C-ID #: JOUR 110)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Gathering, organizing and writing news in journalistic style across multiple platforms. Writing and reporting based on original interviews and research. Covering meetings, speeches and events, writing under deadline, and the use of Associated Press (AP) Style. Role of the journalist and related legal and ethical issues.

Course Schedule

## JOUR 102 Intermediate Newswriting

**3 Units** (Degree Applicable, CSU, UC, C-ID #: JOUR 210)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: JOUR 101

Newsgathering, organizing and writing news and features in journalistic style across multiple platforms. Public affairs, local and regional government, police, courts, arts and entertainment, and sports beats writing and reporting on and off campus.

Course Schedule

## JOUR 103 Magazine Staff Production Lab

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Advisory: JOUR 110

Practical experience in a lab setting writing and producing the print and online editions of the college student magazine. Writing and editing articles; creating multimedia to accompany stories and images for print, web and broadcast.

Course Schedule

## JOUR 104 Student Media Photography Laboratory

**2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Practical lab experience in the creation, preparation, and publishing of photos for the student newspaper, magazine, and online media. Provides learning through the use of digital cameras, Photoshop image editing, emerging technology, and scanners. Students may choose to use their own digital cameras, but digital cameras are available in the newsroom for checkout.

Course Schedule

## JOUR 105 Editor Training

**1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 54

Advisory: JOUR 101

Leadership skills in a journalistic setting using the student media as a practical laboratory. Designed for students selected to serve as editors or managers of the student media.

Course Schedule

## JOUR 106 Online Media Laboratory

**2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Practical experience in a newsroom lab setting in a variety of online publishing activities to produce and enhance the online student media. Use of computers, software and emerging technologies including audio, video, live broadcast, and wireless computer technology, as well as social media applications.

Course Schedule

## 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)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Role of mass media and advertising in the integration of minorities, cultures, women, and lesbians, gays-bisexuals, and transgenders LGBT into American society. Examines how the mass media impacts public attitudes.

Course Schedule

## JOUR 108 Introduction to Public Relations

**3 Units** (Degree Applicable, CSU, C-ID #: JOUR 150)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: JOUR 101

Theory, principles and professional practice of public relations. Concepts of planning and executing effective communication strategies including writing news releases and press pieces, and writing for and distribution through traditional, online and social media outlets, for any organization.

Course Schedule

## JOUR 109 Public Relations Internship

**3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 225

Advisory: JOUR 108 or JOUR 8

Field work in public 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.

Course Schedule

**JOUR 110 Magazine Writing and Production****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Advisory: JOUR 101

Writing and production of a student-run magazine. Artistic design, harmony, creativity and layout are stressed. Writing and editing magazine features, designing pages, selecting photographs and illustrations, preparing them for production; working under deadlines and other aspects of the magazine business are included.

Course Schedule

**JOUR 111 Writing Broadcast and Web News****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

News gathering and writing for radio, television and the Web. Newscast planning, story organization, and functions of a broadcast and multimedia newsroom are explored. Lecture and discussion of issues facing broadcast journalists in a new media environment will include ethics, law, and emerging technologies along with shooting video, recording audio, and editing video and audio. Opportunities to contribute to the campus student media.

Course Schedule

**JOUR 112 Work Experience in Journalism****3-4 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 225-300

Prerequisite: (JOUR 101 or JOUR 1A) and ENGL 1A. 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 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.

Course Schedule

**JOUR 114 Student News Media Staff****3 Units** (Degree Applicable, CSU, C-ID #: JOUR 130)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 108

Newsroom lab setting writing and producing the college student news publications. Researching, writing and editing articles for both publications; photography, videography, and multimedia to create stories and images for print, web and broadcast; layout, design and graphic illustrations. Basic fundamentals of journalism law and ethics.

Course Schedule

**JOUR 115 Student News Media Editing Staff****3 Units** (Degree Applicable, CSU, C-ID #: JOUR 131)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 108

Prerequisite: JOUR 114

Management and leadership involvement in writing and producing the college student print publications. Researching, writing and editing articles for both publications; photography, videography, multimedia, and emerging new technologies to create stories and images for print, web and broadcast; art direction, layout, design and graphic illustrations. Journalism law, copyright and ethics.

Course Schedule

**JOUR 116 Multimedia Storytelling****3 Units** (Degree Applicable, CSU, C-ID #: JOUR 120)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Prerequisite: Eligibility for ENGL 1A

Multimedia storytelling with a journalism emphasis. Techniques explored include the use of video, photos, audio and text to convey interactive news and feature stories for online publishing. Cultivates skills in interviewing, sourcing and information, gathering content using photographic, audio and video recording equipment.

Course Schedule

## Kinesiology: Adaptive (KINL)

**KINL 2 Physical Fitness for the Physically Limited****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINL 18 Weight Training for the Physically Limited****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Designed to assist students with a disability or limitation develop strength, endurance, flexibility, and physical fitness through weight training.

Course Schedule

## Kinesiology: Aquatics (KINA )

**KINA 8A Swimming - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Designed to teach basic swimming strokes and aquatic skills to individuals with little or no swimming ability.

Course Schedule

**KINA 8B Swimming - Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Designed to improve competence in swimming ability for individuals who have had instruction in all of the basic strokes and can swim 25 yards in deep water. Students should be able to demonstrate proper mechanics for Front Crawl and Backstroke.

Course Schedule

**KINA 8C Swimming - Advanced**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINA 14 Water Polo**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Fundamental water polo skills including conditioning, drills, and game situations. Students who repeat this course will improve skills through further instruction and practice.

Course Schedule

**KINA 20 Aquatic Fitness**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

## Kinesiology: Athletics (KINX)

**KINX 6 Baseball - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 8 Basketball - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 9 Conditioning for Sports**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

Conditioning course for athletes to develop muscular strength and endurance, flexibility, core training skills, and cardiorespiratory fitness.

Course Schedule

**KINX 10 Basketball - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 11 Cross Country - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 12 Cross Country - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 16 Football - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINX 18 Golf - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

Intended for Men's Intercollegiate Golf Team candidates to provide instruction in the components and training related to the sport of golf. Classes will be held on and 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.

Course Schedule

**KINX 19 Golf - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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 on and 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.  
Course Schedule

**KINX 24 Soccer - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 25 Soccer - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

Intended for Women'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.  
Course Schedule

**KINX 26 Softball - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 28 Swimming - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 30 Swimming - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 32 Tennis - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 34 Tennis - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 38 Track and Field - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 42 Track and Field - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

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.  
Course Schedule

**KINX 46 Volleyball - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

Intended for Women's Intercollegiate Volleyball Team candidates 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.  
Course Schedule

**KINX 48 Water Polo - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)

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.  
 Course Schedule

**KINX 49 Water Polo - Women**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)

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.  
 Course Schedule

**KINX 50 Wrestling - Men**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)

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.  
 Course Schedule

**KINX 70 Pep Squad**

**0.5-3.5 Units** (Degree Applicable)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)

Provides training and experience for members of the pep squad who are directly supportive of Mt. SAC activities. Students who repeat this course will improve skills through further instruction and practice.  
 Course Schedule

**KINX 88 Pre-Season Athletics**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)  
 Lab: 36-180

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.  
 Course Schedule

**KINX 99 Off-Season Athletics**

**0.5-3.5 Units** (Degree Applicable, CSU, UC)  
 (May be taken four times for credit)  
 (May be taken for option of letter grade or Pass/No Pass)

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.  
 Course Schedule

## Kinesiology: Fitness (KINF)

**KINF 4 Cardiovascular Conditioning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)

Designed to improve fitness levels through cardiovascular activities.  
 Course Schedule

**KINF 9 Conditioning for Sports**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)

A conditioning course for students and athletes to develop muscular strength and endurance, flexibility, core training skills, and cardiorespiratory fitness. Students who repeat this course will improve skills through further instruction and practice.  
 Course Schedule

**KINF 10A Weight Training - Beginning**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)

Muscular conditioning program using machines and free weights for students with little or no prior experience. Students will develop a personal fitness program to align with personal fitness goals.  
 Course Schedule

**KINF 10B Weight Training - Intermediate**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)

Advisory: KINF 10A or weight training experience

Muscular conditioning using machine and free weights for students with prior experience. Students will develop a personal program identifying baseline and improvements across the course.  
 Course Schedule

**KINF 19 Strength Training**

**2 Units** (Degree Applicable, CSU, UC)  
 (May be taken for option of letter grade or Pass/No Pass)

Designed for students concentrating on strength development through various types of exercise.  
 Course Schedule



**KINF 25 Core Performance and Foundation Movement**

**1-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Body core training and foundation movement for students interested in improving their fitness level. Training and strengthening of the muscles that stabilize, align, and move the trunk.

Course Schedule

**KINF 34A Cardiorespiratory Training Beginning**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Beginning individualized cardiovascular exercise for students needing to start fitness training at a fundamental or low level of intensity. Utilizes stationary bikes, treadmills, elliptical trainers, step climbers and/or rowing machines as training modalities. This course will not challenge students with above average fitness abilities.

Course Schedule

**KINF 34B Cardiorespiratory Training Intermediate**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Individualized cardiovascular exercise for students able to participate in aerobic activity at a moderate to high fitness level of intensity. Utilizes stationary bikes, treadmills, elliptical trainers, step climbers and/or rowing machines as training modalities.

Course Schedule

**KINF 36A Circuit Training Beginning**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-108

Beginning Circuit Training for individuals with little or no weight training experience. Course is for students needing to begin at a fundamental or low level intensity of strength training. Utilizes circuit training machines, floor core work, and light dumbbells. This course will not challenge students with above average fitness abilities.

Course Schedule

**KINF 36B Circuit Training Intermediate**

**0.5-2 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-108

Individualized circuit training for students with previous strength training experience and capable of performing moderate to high levels of strength development on circuit training equipment. Students need to be familiar with strength and repetition ratios. Utilizes circuit training machines, floor core work, medicine balls, exercise balls, Bosu Balance Trainer and dumbbells.

Course Schedule

**KINF 38A Aerobics-Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Beginning group exercise to improve cardiovascular fitness using aerobic activity. This course is designed for students with little or no previous group fitness experience and have a need to start at a fundamental level of exercise and lower exercise intensity levels. This course will not challenge students with average to above average fitness abilities.

Course Schedule

**KINF 38B Aerobics**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 36-54

Group aerobic exercise for students with experience in group fitness and able to exercise at moderate levels of fitness and mid to high target heart rate training zones. Class includes various types of high and low impact aerobic exercises including choreographed movements to music within a group fitness setting. Endurance strength training includes the use of elastic bands, light hand held weights, core exercises and weighted bars.

Course Schedule

**KINF 51A Agility Test Preparation Law and Fire - Beginning**

**1 Unit** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 71

Physical agility skills for individuals with little or no agility training. Designed specifically for those interested in law enforcement and fire technology. There may be off-campus assignments.

Course Schedule

**KINF 51B Agility Test Preparation Law and Fire - Intermediate**

**1 Unit** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 71

Designed to enhance competence in physical agility testing for individuals who have had instruction in primary agility training. There may be off-campus assignments.

Course Schedule

**KINF 52A Fitness and Conditioning for Law and Fire - Beginning**

**1 Unit** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lab: 71

Components of fitness used to perform agility tasks in the fields of law enforcement and fire technology.

Course Schedule

**KINF 52B Fitness and Conditioning for Law and Fire - Intermediate**

**1 Unit** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)

Advisory: KINF 52A

Principles of exercise used to enhance fitness performance in the fields of law enforcement and fire technology.

Course Schedule

**KINF 53 Physical Training for the Basic Fire Academy****2.5 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

## Kinesiology: Individual (KINI)

**KINI 4A Badminton - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Beginning badminton fundamentals and techniques, including singles and doubles play.

Course Schedule

**KINI 4B Badminton - Intermediate****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Intermediate badminton techniques, including singles and doubles play.

Course Schedule

**KINI 4C Badminton - Advanced****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Advanced badminton techniques, including singles and doubles tournament play.

Course Schedule

**KINI 18A Golf - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Golf fundamentals with an emphasis on technique, strategy, and rules.

Course Schedule

**KINI 18B Golf - Intermediate****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Instruction to individuals who have had previous golf experience and have played a regulation eighteen-hole course. Classes will be held at sites both on and off the Mt. SAC campus. Golf clubs and off site classes required.

Course Schedule

**KINI 18C Golf - Advanced****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

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. Clubs and off-campus classes required.

Course Schedule

**KINI 25 Mixed Martial Arts****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

The sport of mixed martial arts. An integration of striking and close-combat martial arts.

Course Schedule

**KINI 27A Jeet Kune Do - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Fundamentals and principles of Bruce Lee's martial art. Emphasis on footwork, distance, and technique for combat efficiency in self-defense.

Course Schedule

**KINI 27B Jeet Kune Do - Intermediate****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Intermediate principles of Bruce Lee's martial art. Intermediate level footwork, distance, and technique (punching, kicking, and grappling) for combat efficiency.

Course Schedule

**KINI 29 Self Defense and Martial Arts****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Basic concepts of self-defense and martial arts. Covers technique in three ranges of combat: grappling, kick/punch, and weapons range.

Course Schedule

**KINI 30A Filipino Martial Arts - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

The Filipino martial arts of Esgrima and Arnis. Basic weapons training for defense in armed and unarmed scenarios.

Course Schedule

**KINI 30B Filipino Martial Arts - Intermediate****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

The Filipino martial arts of Esgrima and Arnis. Intermediate weapons training for defense in armed and unarmed scenarios.

Course Schedule

**KINI 31A Jujitsu - Beginning****0.5-1 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Fundamentals of Brazilian Jujitsu. Basic positions, breakfalls, training techniques, strategy, finishing holds, competition, history, and philosophy. Students are required to provide their own Judo/Jujitsu gi uniform.

Course Schedule

**KINI 31B JiuJitsu - Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Intermediate Brazilian JiuJitsu. Transitioning from positions, countering submissions and finishing holds, application of strategy, competition, and philosophy. Students are required to provide their own Judo/JiuJitsu gi uniform.

Course Schedule

**KINI 33A Kickboxing Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Presents the martial sport of kickboxing including the basic techniques for offense and defense, cardiovascular endurance, strategy and training modes. Designed for students with little or no experience.

Course Schedule

**KINI 33B Kickboxing Intermediate**

**0.5-1 Units** (Degree Applicable, CSU)  
(May be taken four times for credit)  
(May be taken for option of letter grade or Pass/No Pass)

Prerequisite: KINI 33A

Refines the martial sport of kickboxing. Includes intermediate techniques for offense and defense, cardiovascular endurance, strategy and training modes.

Course Schedule

**KINI 34 Women's Self Defense**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Techniques for personal protection and safety with emphasis on defensive tactics for women.

Course Schedule

**KINI 37A Tai Chi Chuan - Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

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.

Course Schedule

**KINI 37B Tai Chi Chuan - Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Intermediate tai chi chuan fundamentals and principles including instruction in a traditional long form.

Course Schedule

**KINI 37C Tai Chi Chuan - Advanced**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Instruction and practice for the experienced Tai Chi Chuan practitioner. Emphasis will be on the sword form.

Course Schedule

**KINI 40A Tennis - Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Beginning tennis fundamentals and techniques.

Course Schedule

**KINI 40B Tennis - Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Intermediate tennis techniques and strategies for the individual who has previous experience and instruction in tennis.

Course Schedule

**KINI 40C Tennis - Advanced**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Advanced tennis techniques and strategies for the experienced player.

Course Schedule

**KINI 48 Wrestling**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Wrestling skills, fundamentals and match competition.

Course Schedule

**KINI 50A Yoga**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Yoga instruction with emphasis on yoga postures, breathing techniques, relaxation strategies and philosophy.

Course Schedule

## **Kinesiology: Team Sport (KINS)**

**KINS 2A Basketball Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Designed to teach skills, fundamentals, rules and strategies for team play in basketball for those with little or no experience.

Course Schedule

**KINS 2B Basketball Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Designed to teach enhancement skills, fundamentals, rules and strategies for team play in basketball for students with previous experience.

Course Schedule

**KINS 10A Beginning Soccer**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Fundamental technical skills and tactics to students with little or no soccer ability.

Course Schedule

**KINS 10B Soccer Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Advisory: KINS 10A

Designed to improve competence in technical and tactical skills for students who have had instruction in soccer. Students will be able to apply learned skills to small and full sided games.

Course Schedule

**KINS 16 Softball**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Basic skills, rules and strategies for team play in the sport of slow-pitch softball.

Course Schedule

**KINS 24A Volleyball - Beginning**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Techniques and strategies of volleyball including passing, setting, hitting, and serving.

Course Schedule

**KINS 24B Volleyball - Intermediate**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Designed for individuals with previous experience in techniques and strategies of volleyball.

Course Schedule

**KINS 24C Volleyball - Advanced**

**0.5-1 Units** (Degree Applicable, CSU, UC)  
(May be taken for option of letter grade or Pass/No Pass)

Designed for individuals with previous experience in advanced techniques and strategies of volleyball.

Course Schedule

## Kinesiology: Theory (KIN )

**KIN 3 First Aid and CPR**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: KIN 101)  
Lecture: 54

Advisory: Eligibility for ENGL 68

Training 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.

Course Schedule

**KIN 5 Advanced First Aid/CPR/Emergency Response**

**3 Units** (Degree Applicable, CSU)  
Lecture: 54

Advisory: Eligibility for ENGL 68

First responder training, training and certifications, including laboratory experience for developing the First Aid (FA) 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 (ARC) Certificate in Emergency Response and/or CPR for the Professional Rescuer.

Course Schedule

**KIN 13 Sports Officiating**

**3 Units** (Degree Applicable, CSU, UC)  
Lecture: 54

Rules, regulations and career opportunities of various team and individual sports.

Course Schedule

**KIN 15 Administration of Fitness Programs**

**2 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36

Leadership training and administrative skills related to fitness specialists, personal trainers and physical educators. Current issues, curriculum topics and practical skills related to careers in fitness and physical education.

Course Schedule

**KIN 17 Introduction to Kinesiology**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: KIN 100)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 54

Kinesiology as a profession and academic discipline. Explores sub-disciplines, opportunities in the field, philosophy, scientific basis, and analysis.

Course Schedule

**KIN 19 Introduction to Care/Prevention of Activity/Sports -Related Injuries**

**3 Units** (Degree Applicable, CSU, UC)  
Lecture: 54

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.

Course Schedule

**KIN 24 Applied Kinesiology**

**2 Units** (Degree Applicable, CSU)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36

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.

Course Schedule

**KIN 34 Fitness for Living**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Survey and analysis of the components of fitness and wellness. Effects of fitness on optimal health, well-being, concepts of human movement, fitness program design, stress management, nutrition and weight maintenance.

Course Schedule

**KIN 38 Physiology of Exercise for Fitness**

**3 Units** (Degree Applicable)

Lecture: 54

Theory of basic physiological concepts as they pertain to exercise training and the prescription of individual fitness programs.

Course Schedule

**KIN 39 Techniques of Fitness Testing**

**2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Theory and techniques of fitness testing, assessment, evaluation, and exercise program design. Includes laboratory experience and practical applications. This course is part of the Fitness Specialist Certificate.

Course Schedule

**KIN 40 Techniques of Strength Training and Conditioning**

**3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Principles and techniques of strength training and cardiovascular conditioning. Includes both theory and practical instruction of strength training and cardiovascular exercise, special needs considerations, professional responsibilities and liabilities, skills needed for those entering the fitness training job field.

Course Schedule

**KIN 41 Techniques of Teaching Weight Training**

**2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36

Part of the Fitness Specialist Certificate covering 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.

Course Schedule

**KIN 44 Theory of Coaching**

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Coaching issues and problems facing the coach today and includes the philosophy, theory, and principles of developing and maintaining an athletic program. Designed for coaches at varying levels from youth league to high school varsity

Course Schedule

**KIN 50 Mt. Sac Fire Academy Physical Ability Entrance Exam**

**1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 9

Physical ability test for admission into the Mt. SAC Fire Academy. Candidates must be approved by Fire Technology Office.

Course Schedule

**KIN 81 Work Experience for Coaching**

**2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 150

Prerequisite: Compliance with Work Experience regulations as designated in College Catalog

Provides coaching and physical education students with on-the-job experience in approved worksites related to coaching. A minimum of 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.

Course Schedule

**KIN 85 Fitness Specialist Internship**

**1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 75

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.

Course Schedule

**KIN 92 Work Experience - Athletic Training**

**2-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 120-239

Prerequisite: KIN 19 and compliance with Work Experience regulations as designated in the College Catalog

Provides Athletic Trainer Aides and Kinesiology 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. Instructor approval required.

Course Schedule

## Latin (LATN)

### LATN 1 Elementary Latin

**4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Advisory: Eligibility for READ 90 or eligibility for AMLA 33R

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. For students with little or no prior experience in Latin.

Course Schedule

### LATN 2 Continuing Elementary Latin

**4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: LATN 1

Advisory: Eligibility for READ 90 or eligibility for AMLA 33R

Second semester of coursework for students with prior coursework in Latin. Development of vocabulary, grammar, and reading. Explores Roman history and culture.

Course Schedule

## Leadership (LEAD)

### LEAD 55 Exploring Leadership

**3 Units** (Degree Applicable, CSU)

Lecture: 54

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 any environment including college life.

Course Schedule

## Learning Assistance (LERN)

### LERN 48 Basic Math Skills Review

**3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Math fundamentals: adding, subtracting, multiplying and dividing whole numbers and adding, subtracting and multiplying decimals. Emphasis on math learning strategies such as organization and managing math anxiety.

Course Schedule

### LERN 49 Math Skills Review

**3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Prerequisite: LERN 48 or appropriate placement

Improves knowledge of basic math. Includes operations and applied problems in whole numbers, fractions, decimals, proportions, percents, and integers. Covers math study strategies such as learning preferences and self-assessment.

Course Schedule

### LERN 61 Skills Development Laboratory

**1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Individualized instruction in the following subjects: reading comprehension and vocabulary, writing, elementary math, algebra review, study techniques (note-taking, goal-setting, test-taking, etc.).

Course Schedule

### LERN 62 Skills Development Laboratory

**2 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 108

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).

Course Schedule

### LERN 81 Improving Writing

**3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Develop as a writer through practice and reflection. Improve writing process and product through prewriting, writing, editing, and revising. Develop writing strategies and confidence in a community of writers.

Course Schedule

## Learning Communities (LCOM)

### LCOM 80 Learning Communities: Individual Connections

**1 Unit** (Not Degree Applicable)

Lecture: 18

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. Concurrent enrollment in a learning community is required.

Course Schedule

### LCOM 90 Learning Communities: Campus Connections

**1 Unit** (Degree Applicable)

Lecture: 18

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.

Course Schedule

**LCOM 100 Learning Communities: Interdisciplinary Connections****1 Unit** (Degree Applicable)

Lecture: 18

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.

Course Schedule

## Library & Instructional Media (LIBR)

**LIBR 1 Information Resources and Research Methods****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: Eligibility for ENGL 68

Research methods for academic research and critical thinking that support information competency. Includes finding, evaluating, and documenting information using traditional and electronic resources.

Course Schedule

**LIBR 1A Introduction to Library Research****1 Unit** (Degree Applicable, CSU, UC)

Lecture: 18

Advisory: Eligibility for ENGL 68

Research strategies for academic research and critical thinking. Topics include search strategies, citation of sources, and use and evaluation of library resources.

Course Schedule

## Manufacturing Technology (MFG)

**MFG 10 Mathematics and Blueprint Reading for Manufacturing****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**MFG 11 Manufacturing Processes I****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Manual and computerized manufacturing, tool nomenclature, and lathe and mills operations, computer numerical control (CNC) machinery, applications, and tooling.

Course Schedule

**MFG 12 Manufacturing Processes II****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

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.

Course Schedule

**MFG 38 MasterCAM I****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Use MasterCAM software to create wire-frame part geometry, add tool paths and create CNC code for CNC mills and CNC lathes.

Course Schedule

**MFG 38B MasterCAM II****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Advisory: MFG 38

Use MasterCAM software to create three-dimensional wire-frame and solid part geometry.

Course Schedule

**MFG 85 Manual Computerized Numerical Control (CNC) Programming****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Theory and practice in manually developing CNC programs. Methods of transmitting data to CNC machines and physical set-up and operation of CNC equipment.

Course Schedule

**MFG 120 CAD for Manufacturing****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: MFG 110 or CSWA Certification

Intermediate CAD (Computer Aided Design) for engineering related industries, 2D and 3D environments, 3D parametric solid modeling. Construct assemblies & subassemblies; use and editing of mates. Certified SolidWorks Associate (CSWA) exit exam. Production card and digital calipers required.

Course Schedule

**MFG 130 Manufacturing Processes and Materials****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Formerly MFG 85 Common manufacturing processes and associated materials including rapid prototyping technologies, non-machining manufacturing processes such as metal and plastic bending, forming, molding and casting. Investigates structural concepts and joining methods.

Course Schedule

**MFG 155 Manual Machining II****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Prerequisite: MFG 150

Formerly MFG 12 Intermediate application of conventional mill and lathe safety and machining practices, tool nomenclature, lathe and mill operation, application and tooling. Production cards; safety glasses, hearing protection and calipers required.

Course Schedule

**MFG 210 Advanced CAD****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: MFG 120 or CSWA Certification

Advanced engineering Computer Aided Design (CAD) for developing detailed working drawings in 3D environments, incorporating 3D parametric solid modeling, bill of materials, and surface development. Production card required. Field trip required.

Course Schedule

**MFG 220 Computer Aided Manufacturing II****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 71

Prerequisite: MFG 120 and MFG 180

Formerly MFG 38B Advanced use of industry standard computer aided manufacturing (CAM) software (MasterCam) to generate tool paths and create computer numerical control (CNC) code for operation of CNC mills and CNC lathes. Production cards and calipers required.

Course Schedule

## Mathematics (MATH)

**MATH 50 Pre-Algebra****3 Units** (Not Degree Applicable)

Lecture: 54

Prerequisite: LERN 49 or appropriate placement.

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 in elementary topics from algebra and mastery in arithmetic.

Course Schedule

**MATH 51 Elementary Algebra****4 Units** (Not Degree Applicable)

Lecture: 72

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, quadratic, rational, and radical equations; linear inequalities of one and two variables; slope/graphing/equations of lines; introduction to functions; systems of linear equations; exponent rules; polynomial operations; scientific notation; factoring; rational expressions; variation; radicals; fractional exponents; formulas; applications.

Course Schedule

**MATH 51A Elementary Algebra - First Half****3 Units** (Not Degree Applicable)

Lecture: 54

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; exponent rules; polynomial operations; scientific notation; factoring; solving quadratic equations by factoring; rational expressions and equations; formulas; variation; applications.

Course Schedule

**MATH 51B Elementary Algebra - Second Half****3 Units** (Not Degree Applicable)

Lecture: 54

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).

Course Schedule

**MATH 61 Plane Geometry****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: MATH 51 or MATH 51B 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.

Course Schedule

**MATH 70S Integrated Intermediate Algebra****5 Units** (Degree Applicable)

Lecture: 90

Prerequisite: MATH 50 or appropriate placement

Math 70S and 110S form a two-semester sequence that leads students through college level statistics. Simplification, solving of equations, graphing, and applications are covered. Each is applied to the following mathematical functions: polynomial, rational, radical, exponential and logarithmic. Rates and proportions, linear systems of equations, inequalities, sequence, series, design of experiments, one- and two-variable descriptive statistics are also covered.

Course Schedule



**MATH 71 Intermediate Algebra****5 Units** (Degree Applicable)

Lecture: 90

Prerequisite: MATH 51 or MATH 51B or qualifying score on current department placement test

Extends concepts from elementary algebra to prepare students for college-level mathematics courses. 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

Course Schedule

**MATH 71A Intermediate Algebra - First Half****3 Units** (Not Degree Applicable)

Lecture: 54

Prerequisite: MATH 51 or MATH 51B appropriate placement.

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.

Course Schedule

**MATH 71B Intermediate Algebra - Second Half****3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: MATH 71A

Quadratic equations and graphs; exponents, radicals and logarithms; conic sections. Covers remaining MATH 71 topics. A student must complete both MATH 71A AND 71B to have taken the equivalent of MATH 71, Intermediate Algebra.

Course Schedule

**MATH 71X Practical Intermediate Algebra****5 Units** (Degree Applicable)

Lecture: 90

Prerequisite: MATH 51 or MATH 51B or qualifying score on current department placement test.

Intermediate Algebra for the non-calculus path. 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.

Course Schedule

**MATH 96 Strategies for Math Success****1 Unit** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 18

Perspectives, understandings and strategies to utilize a learning system for acquiring, understanding, remembering and producing mathematical knowledge. Course is appropriate for all levels of mathematics students.

Course Schedule

**MATH 99 Special Projects in Mathematics****2 Units** (Degree Applicable, CSU)

Lecture: 36

In order to offer selected students recognition for their academic interests and ability and the opportunity to explore their disciplines to greater depth, the math department from time to time offers 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. Instructor authorization needed prior to enrollment. Course Schedule

**MATH 100 Survey of College Mathematics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: MATH 71 or MATH 71X or MATH 71B or qualifying score on current department placement test

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.

Course Schedule

**MATH 110 Elementary Statistics****3 Units** (Degree Applicable, CSU, UC, C-ID #: MATH 110)

Lecture: 54

Prerequisite: MATH 71 or MATH 71X or MATH 71B or qualifying score on current department placement test

Descriptive and inferential statistics and probability with emphasis on understanding 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.

Course Schedule

**MATH 110H Elementary Statistics - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: MATH 110)

Lecture: 54

Prerequisite: (MATH 71 or MATH 71X or MATH 71B or qualifying passing score on current department placement test) and acceptance into the Honors Program.

Descriptive and inferential statistics and probability with an emphasis on understanding 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. May not receive credit for MATH 110 and MATH 110H.

Course Schedule

**MATH 110S Integrated Statistics****5 Units** (Degree Applicable, CSU, UC)

Lecture: 90

Prerequisite: MATH 70S

MATH 110S is an elementary course in descriptive and inferential statistics. Observational and experimental studies, design of experiments, descriptive statistics, probability, discrete and continuous probability distributions, estimates, and hypothesis tests. For categorical data, inferences include one or two sample proportions, one- and two-way tables (chi-square goodness of fit). For quantitative data, inferences for one or two sample means, one-way ANOVA. Inferences in linear correlation and regression are included.

Course Schedule

**MATH 120 Finite Mathematics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**MATH 130 College Algebra****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: MATH 71 or MATH 71B or appropriate placement

College-level Algebra course. 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.

Course Schedule

**MATH 140 Calculus for Business****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

**MATH 150 Trigonometry****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: MATH 71 or MATH 71B or appropriate placement AND MATH 61 or passing score on current geometry competency test.

Trigonometric 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.

Course Schedule

**MATH 160 Precalculus Mathematics****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: MATH 150 or appropriate placement

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.

Course Schedule

**MATH 180 Calculus and Analytic Geometry****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: MATH 160 or qualifying score on current department placement test

Differential and integral calculus with applications. Functions, limits, the derivative, curve sketching, optimization, rules for differentiation of algebraic, exponential, logarithmic, and trigonometric functions with their inverses, with applications. Indefinite and definite integrals.

Course Schedule

**MATH 181 Calculus and Analytic Geometry****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: MATH 180

Differential and integral calculus with infinite series and applications. Includes applications of integration, techniques of integration, numerical integration, indeterminate forms and improper integrals, differential equations, and polar coordinates.

Course Schedule

**MATH 245 A Transition to Advanced Mathematics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**MATH 260 Linear Algebra****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: MATH 181

Matrices, linear systems, determinants, vector and inner product spaces, linear transforms, eigenvalues, and eigenvectors.

Course Schedule

**MATH 280 Calculus and Analytic Geometry****5 Units** (Degree Applicable, CSU, UC)

Lecture: 90

Prerequisite: MATH 181

Multivariate and vector calculus, which includes vectors in two and three space and surfaces in space. Analysis of vector-valued functions. Partial derivatives, differentials, the chain rule, directional derivatives and the gradient. Extrema of functions of several variables with applications. Multiple integrals in various coordinate systems with applications. Vector fields, line integrals, independence of path. Green's Theorem, surface integrals, flux, divergence and curl. Stokes' Theorem and the Divergence Theorem.

Course Schedule

**MATH 285 Linear Algebra and Differential Equations****5 Units** (Degree Applicable, CSU, UC)

Lecture: 90

Prerequisite: MATH 280

First order ordinary differential equations, 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.

Course Schedule

**MATH 290 Differential Equations****4 Units** (Degree Applicable, CSU)

Lecture: 72

Prerequisite: MATH 280

First-order ordinary differential equations, including separable, linear, homogeneous, Bernoulli, and exact, with applications and numerical methods. Solutions to higher-order differential equations using undetermined coefficients, variation of parameters, power series, and Laplace transforms, with applications. Solutions to linear and non-linear systems of differential equations, including numerical solutions.

Course Schedule

## Medical Terminology (MEDI)

**MEDI 90 Medical Terminology****3 Units** (Degree Applicable, CSU)

Lecture: 54

Medical terminology used in various allied health fields.

Course Schedule

## Mental Health/Psychiatric Technician (MENT)

**MENT 40 Introduction to Interviewing and Counseling****3 Units** (Not Degree Applicable)

Lecture: 54

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.

Course Schedule

**MENT 56 Medical-Surgical Nursing for Psychiatric Technicians****9 Units** (Degree Applicable)

Lecture: 162

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, reproductive, elimination and the sensory system; medical-surgical nursing; care of the dying patient, cardiovascular problems; calculations of drug dosage and administration of medications; study of anatomy and physiology of the human body.

Course Schedule

**MENT 56L Medical-Surgical Clinical Experience****4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 216

Corequisite: MENT 56

Application, assessment, intervention, and 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. Development and 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.

Course Schedule

**MENT 58D Advanced Medical-Surgical Nursing and Pharmacology for PT****4 Units** (Degree Applicable)

Lecture: 72

Prerequisite: MENT 56, MENT 56L

Corequisite: MENT 58L

Disease processes affecting body systems; etiology; required nursing care; study of drugs: standards, administration, dose calculations.

Course Schedule

**MENT 58L Advanced Medical-Surgical Nursing for Psychiatric Technicians Clinical**

**1.5 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 90  
 Prerequisite: MENT 56 and MENT 56L  
 Corequisite: MENT 58D

The application of nursing skills to patients with medical-surgical disorders which includes administration of medications utilizing the Nursing Process. Sister Callista Roy's Adaptation Model serves as the conceptual framework.

Course Schedule

**MENT 70 Introduction to Psychiatric Technology**

**1.5 Units** (Degree Applicable)  
 Lecture: 27  
 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 sensorimotor techniques and positive behavior support techniques.

Course Schedule

**MENT 70L Introduction to Psychiatric Technology Clinical Technicians**

**2 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 108  
 Corequisite: MENT 70

Clinical experience at mental health facilities within the community which serve people with mental health and intellectual, physical and other developmental disabilities.

Course Schedule

**MENT 72 Nursing Care of the Developmentally Disabled Person**

**7 Units** (Degree Applicable)  
 Lecture: 126  
 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 individuals diagnosed with intellectual and developmental disabilities. Techniques of behavior modification, positive behavior support and sensorimotor training are used, as well as the teaching of self-help skills. Examines normal development from infancy to the aged.

Course Schedule

**MENT 72L Nursing Care of the Developmentally Disabled Person - Clinical**

**5.5 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 287  
 Corequisite: MENT 72

Application of skills needed to teach, train, and provide care for the individuals with intellectual/physical and other developmental disabilities.

Course Schedule

**MENT 73L Psychiatric Nursing for Psychiatric Technicians Clinical**

**5.5 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 287  
 Prerequisite: Admission to Psychiatric Technician Program. MENT 56 and MENT 56L  
 Corequisite: MENT 73T

Clinical instruction in the assessment and treatment of individuals diagnosed with mental disorders.

Course Schedule

**MENT 73T Psychiatric Nursing for Psychiatric Technicians**

**6 Units** (Degree Applicable)  
 Lecture: 108  
 Prerequisite: MENT 56 MENT 56L  
 Corequisite: MENT 73L PSYC 1A  
 Advisory: MENT 40

Theoretical instruction in the assessment and treatment of individuals diagnosed with mental disorders, medications used in the treatment of mental disorders, therapeutic communication and other therapeutic techniques, and assertiveness and leadership skills necessary for safe practice as a licensed Psychiatric Technician.

Course Schedule

**MENT 82 Work Experience in Mental Health Technology**

**2 Units** (Degree Applicable)  
 (May be taken for Pass/No Pass only)  
 Lab: 150  
 Prerequisite: MENT 72 and MENT 73T and compliance with Work Experience regulations as designated in the College Catalog.

Provides students with on-the-job experience in the field of mental health, nursing skills, addiction paraprofessional training, and/or developmental disability, related to classroom instruction, at an approved work site. On-the-job experience at an approved work site. Requires 150 paid or 120 non-paid hours.

Course Schedule

## Meteorology (METO)

**METO 3 Weather and the Atmospheric Environment**

**3 Units** (Degree Applicable, CSU, UC)  
 Lecture: 54

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.

Course Schedule

**METO 3L Weather and Atmospheric Environment Laboratory**

**1 Unit** (Degree Applicable, CSU, UC)  
 Lab: 54  
 Corequisite: METO 3 (May have been taken previously)

Laboratory applications and problem-solving related to the atmospheric environment. Emphasizes the collection and analysis of weather and climate data.

Course Schedule

## Microbiology (MICR)

### MICR 1 Principles of Microbiology

**5 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 108

Prerequisite: CHEM 10 or CHEM 40

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.

Course Schedule

### MICR 22 Microbiology

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: CHEM 10 or CHEM 40

Advisory: BIOL 1 or BIOL 4 or BIOL 4H

Fundamental concepts of microbiology including viruses, bacteria, fungi, protozoa and parasitic worms.

Course Schedule

### MICR 26 Introduction to Immunology

**3 Units** (Degree Applicable)

Lecture: 54

Prerequisite: MICRO 1 or MICRO 22

Advisory: BIOL 1 or BIOL 4 or BIOL 4H

Immunology including principles of innate and adaptive immunity, B and T lymphocyte structure, function, and development, the major histocompatibility complex, immune system errors, and applications and techniques in the immunology field as they pertain to medical diagnostics, immunohistochemistry, and biotechnology.

Course Schedule

## Music (MUS)

### MUS 2 Music Theory

**3 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 120)

Lecture: 54

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.

Course Schedule

### MUS 3A Harmony - Diatonic

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: MUS 2

Corequisite: MUS 5B

An examination of harmony and form as it is practiced in Western tonal music. This course covers diatonic harmony, from its syntax to its contrapuntal conventions, with musical examples drawn primarily from Renaissance ground basses, American folksong and the chorales of Bach.

Course Schedule

### MUS 3B Harmony - Chromatic I

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: MUS 3A

Corequisite: MUS 6A

Harmony and form as it is practiced in Western tonal music. This course focuses on secondary chromaticism and modulation.

Course Schedule

### MUS 3C Harmony - Chromatic II

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: MUS 3B

Corequisite: MUS 6B

Examination of harmony and form as it is practiced in Western tonal music with a focus on advanced chromatic harmony. The course concludes with a study of sonata form as practiced by Haydn, Mozart and Beethoven.

Course Schedule

### MUS 5A Musicianship - Ear Training and Sight Singing

**1 Unit** (Degree Applicable, CSU, UC, C-ID #: MUS 125)

Lab: 54

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.

Course Schedule

### MUS 5B Musicianship - Diatonic

**1 Unit** (Degree Applicable, CSU, UC, C-ID #: MUS 135)

Lab: 54

Prerequisite: MUS 5A

Corequisite: MUS 3A

Training in sight singing, rhythm reading, aural recognition and the dictation of rhythm, melody and harmony. This course covers diatonic music.

Course Schedule

**MUS 6A Musicianship - Chromatic I****1 Unit** (Degree Applicable, CSU, UC, C-ID #: MUS 145)

Lab: 54

Prerequisite: MUS 5B

Corequisite: MUS 3B

Sight singing and dictation of music with chromatic embellishments, secondary functions and modulations to closely-related keys.

Course Schedule

**MUS 6B Musicianship - Chromatic II****1 Unit** (Degree Applicable, CSU, UC, C-ID #: MUS 155)

Lab: 54

Prerequisite: MUS 6A

Corequisite: MUS 3C

Sight singing and dictation of music with borrowed chords, linear chromaticism and modulation to foreign keys.

Course Schedule

**MUS 7 Fundamentals of Music****3 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 110)

Lecture: 54

Music notation and the elements of music for non-music majors. Topics include pitch, rhythm, key, intervals and chords.

Course Schedule

**MUS 9 Introduction to Music Technology****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Advisory: Eligibility for ENGL 68

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.

Course Schedule

**MUS 10A Keyboard Skills****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Advisory: Ability to read music notation

Keyboard (piano) skills required for music majors emphasizing practical skills applicable to professional positions in music education. Exercises include harmonization of melodies, transposition, sight-reading, improvisation, and theory as applied to the keyboard. Emphasizes proficiency with scales, broken triads and seventh chords of major and minor keys, using hands separately and together, up to two octaves.

Course Schedule

**MUS 10B Keyboard Skills****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Prerequisite: MUS 10A or admission by audition

Keyboard (piano) skills, required for music majors, including harmonization of melodies, transposition, sight-reading, improvisation, and theory. Emphasizes proficiency with scales as well as arpeggios of triads and seventh chord of both major and minor keys up to two octaves; harmonization of melodies with tonic, subdominant, and dominant triads and seventh chords; transposition of simple melodies by a minor and major second, higher and lower; improvisation on given progression; and realization of diatonic figured bass with first and second inversions.

Course Schedule

**MUS 11A Music Literature Survey****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Western music from the 15th through the 18th century, including examples of non-western cultures, for music majors. Lectures are augmented by sound recordings. Attending a live concert may be required.

Course Schedule

**MUS 11B Music Literature Survey****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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 and periods being studied. Attending at least one live concert is required.

Course Schedule

**MUS 12 History of Jazz****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Advisory: Eligibility for ENGL 68.

A survey of jazz as a significant American art form from its roots in African 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.

Course Schedule

**MUS 13 Introduction to Music Appreciation****3 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 100)

Lecture: 54

Western music from the Medieval period through the 21st century, including music from a variety of cultures. Lectures are augmented by recordings and other support media pertinent to the culture and period being studied. Attending at least one live concert is required.

Course Schedule

**MUS 13H Introduction to Music Appreciation - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 100)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Western music from the Medieval period through the 21st century, including music from a variety of cultures. Lectures are augmented by recordings and other support media pertinent to the culture and period being studied. Attending at least one live concert is required.

Course Schedule

**MUS 14A World Music****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: Eligibility for ENGL 68

Examines the dominant musical cultures of the world within Africa, the Americas, Europe, 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.

Course Schedule

**MUS 14B American Folk Music****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**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)

Lecture: 54

Historical survey of rock music from its beginnings in the early 1950s to the present. Rhythm & blues, rockabilly, the British Invasion, Motown, soul, folk rock, hard rock, punk, metal, and various alternative rock styles will be discussed. Personalities and musical styles will be related to the sociology of the time period being studied.

Course Schedule

**MUS 15H Rock Music History and Appreciation - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Historical survey of rock music from its beginnings in the early 1950s to the present. Rhythm & blues, rockabilly, the British Invasion, Motown, soul, folk rock, hard rock, punk, metal, and various alternative rock styles will be discussed. Personalities and musical styles will be related to the sociology of the time period being studied. An honors course designed to provide enriched experience. Students may not receive credit for both MUS 15 and MUS 15H.

Course Schedule

**MUS 16 Individual Instruction****0.5 Units** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

Lab: 32

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.

Course Schedule

**MUS 17A Elementary Piano****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Reading and performance of piano literature with emphasis on scales, chord progressions, and sight reading. No prior musical experience is required.

Course Schedule

**MUS 17B Intermediate Piano****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Advisory: MUS 17A

Reading and performances of piano literature with emphasis on major and minor scales in multiple octaves utilizing multiple textures. Includes use of damper pedal.

Course Schedule

**MUS 18 Advanced Piano****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Advisory: MUS 17B

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.

Course Schedule

**MUS 20A Elementary Voice****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Group singing instruction with an emphasis on breathing and posture and their importance in the singing of the musical line, performance techniques, and vocal quality. English and American songs are studied and performed. Open to non-music majors and recommended for all music majors.

Course Schedule

**MUS 20B Intermediate Voice****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Advisory: MUS 20A

Group and individual instruction concentrating on individual vocal development and emphasizing singing techniques required for singing popular, theatrical, and classical music. Includes singing in foreign languages.

Course Schedule

**MUS 21 Advanced Voice****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

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 Italian, German, and French.

Course Schedule

**MUS 22 Conducting****1.5 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 18

Beat patterns, score reading, and rehearsal techniques for conducting. Includes techniques needed for group direction and leadership.

Course Schedule

**MUS 23A Elementary Guitar****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Acoustic guitar playing, note reading, strumming, finger picking, and improvisation. Students must furnish their own guitars.

Course Schedule

**MUS 23B Intermediate Guitar****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

Advisory: MUS 23A

Techniques for reading and playing music arranged for the solo guitar. Students must furnish their own acoustic guitar.

Course Schedule

**MUS 24 Advanced Guitar****1 Unit** (Degree Applicable, CSU, UC)

Lab: 48

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.

Course Schedule

**MUS 25A Jazz Improvisation****1 Unit** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 48

Styles and techniques of jazz improvisation. Students must furnish their own musical instruments to play for and with the class.

Course Schedule

**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)

Lab: 54

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.

Course Schedule

**MUS 27 Chamber Music****1.5 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 180)

(May be taken four times for credit)

Lab: 72

Prerequisite: Admission by audition

Select ensemble of winds, strings, guitar, and percussion instrumentalists specializing in the performance of 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 during the first week of instruction. Public performances on campus and in the community are required. Students who repeat this course will improve skills through further instruction and practice.

Course Schedule

**MUS 29 Choral Workshop****1 Unit** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

Lab: 54

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.

Course Schedule

**MUS 30 Collegiate Chorale****1 Unit** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

Lab: 54

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. Attendance at performances is required.

Course Schedule



**MUS 31 Concert Choir****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)

Lab: 72

Prerequisite: Admission by audition

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. Auditions held first week of the semester.  
Course Schedule

**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)

Lab: 108

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. Auditions held the first week.  
Course Schedule

**MUS 36 Wind Symphony****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)

Lab: 54

A wind and percussion ensemble open to 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 may be required each semester.  
Course Schedule

**MUS 38 Ensemble****0.5 Units** (Degree Applicable, CSU, UC)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 36

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.  
Course Schedule

**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)

Lab: 108

Prerequisite: Admission by audition

Study and performance of improvisation, jazz and pop music of all types. Open to all students with prior instrumental experience. Audition may be required.  
Course Schedule

**MUS 44 Vocal Jazz 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)

Lab: 108

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.  
Course Schedule

**MUS 45 Chamber Singers****2 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 180)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 108

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.  
Course Schedule

**MUS 47 Jazz 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)

Lab: 108

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.  
Course Schedule

**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)

Lab: 108

Prerequisite: Admission by audition the first week of class

Men'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.

Course Schedule

**MUS 49 Wind Ensemble****2 Units** (Degree Applicable, CSU, UC, C-ID #: MUS 180)

(May be taken four times for credit)

Lab: 108

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 compositions. Public performances on campus and in the community are required each semester and a concert tour may be included. Opportunities to conduct, arrange and compose music, and perform as a soloist may be provided to capable students. Students who repeat this course will improve skills through further instruction and practice.

Course Schedule

**MUS 50 Jazz Improvisation and Performance Choir****2 Units** (Degree Applicable, CSU, C-ID #: MUS 180)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 108

Prerequisite: Admission by audition

A premier vocal jazz choir. This choir will perform vocal jazz arrangements and students will study the historical, theoretical and technical aspects of both instrumental and vocal jazz. 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. 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. Off-campus performances are required.

Course Schedule

**MUS 99 Special Projects in Music****1-2 Units** (Degree Applicable, CSU)

Lab: 54-108

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.

Course Schedule

## Nursing (NURS)

**NURS 1A The Nursing Process I****5 Units** (Degree Applicable, CSU)

Lecture: 45 Lab: 135

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.

Course Schedule

**NURS 1B The Nursing Process II****5 Units** (Degree Applicable, CSU)

Lecture: 45 Lab: 135

Prerequisite: NURS 1A

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.

Course Schedule

**NURS 2 Pharmacology****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: Admission to Nursing Program and eligibility for MATH 51

Corequisite: NURS 1A

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.

Course Schedule

**NURS 3 Medical-Surgical Nursing: Locomotion/Sensory/Integ/Oncology/Immu****3.5 Units** (Degree Applicable, CSU)

Lecture: 30 Lab: 108

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.

Course Schedule

**NURS 4 Maternity Nursing****3 Units** (Degree Applicable, CSU)

Lecture: 27 Lab: 81

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.

Course Schedule

**NURS 5 Psychiatric Nursing****3 Units** (Degree Applicable, CSU)

Lecture: 27 Lab: 81

Prerequisite: NURS 7 or NURS 70 (Advanced Placement) and PSYC 1A or PSYC 1AH

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.

Course Schedule

**NURS 6 Pediatric Nursing****3 Units** (Degree Applicable, CSU)

Lecture: 27 Lab: 81

Prerequisite: NURS 4 or NURS 70 (Advanced Placement) and CHLD 10 or CHLD 10H or PSYC 14

Concepts of nursing assessment, diagnosis, planning, implementation, and evaluation with application to pediatric clients. The Betty Neuman Model serves as the conceptual framework.

Course Schedule

**NURS 7 Medical-Surgical Nursing: Nutrition/Elimination/ Surgical Asepsis****7 Units** (Degree Applicable, CSU)

Lecture: 63 Lab: 189

Prerequisite: NURS 6 or Advanced Placement

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.

Course Schedule

**NURS 8 Medical-Surgical Nursing: Circulation and Oxygenation****5 Units** (Degree Applicable, CSU)

Lecture: 45 Lab: 135

Prerequisite: NURS 5 or Advanced Placement (NURS 70)

Corequisite: NURS 9

Nursing assessment and intervention with application to clients with cardiovascular and pulmonary problems. The Betty Neuman Model serves as the conceptual framework.

Course Schedule

**NURS 9 Leadership in Nursing****1 Unit** (Degree Applicable, CSU)

Lecture: 18

Prerequisite: NURS 5 or Advanced Placement (NURS 70)

Corequisite: NURS 8

Nursing assessment and intervention with application to clients with cardiovascular and pulmonary problems. The Betty Neuman Model serves as the conceptual framework.

Course Schedule

**NURS 10 Medical-Surgical Nursing: Integration/Regulation****4 Units** (Degree Applicable, CSU)

Lecture: 45 Lab: 81

Prerequisite: NURS 8 and NURS 9, or Advanced Placement (NURS 70)

Concepts of nursing assessment and intervention with application to clients with neurological and endocrine disorders. The Betty Neuman Model serves as the conceptual framework.

Course Schedule

**NURS 11 Preceptorship in Nursing****2 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 108

Prerequisite: NURS 10 or Advanced Placement

Students participate as a pre-licensed Registered Nurse immediately prior to graduation. Students assume responsibility for a group of clients under direct supervision of a qualified registered nurse.

Course Schedule

**NURS 20 Nursing Work Experience Program****1-4 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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, theory and clinical 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.

Course Schedule

**NURS 70 Role Transition****3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Prerequisite: Advanced Placement; PT (Psychiatric Technician) or LVN (Licensed Vocational Nurse); ANAT 35 and ANAT 36 or ANAT 10A and ANAT 10B, and MICR 22, or MICR 1, and ENGL 1A or ENGL 1AH, and PSYC 1A or PSYC 1AH, and CHLD 10 or CHLD10H or PSYC 14.

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 and imbalance utilizing the Betty Neuman Model as the conceptual framework.

Course Schedule

# Nutrition & Food (NF)

## NF 1 Introduction to Nutrition as a Career

**1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Prerequisite: NF 10 or NF 25 or NF 25H

Careers in dietetics, food science, and the food industry. Includes program requirements for nutrition and dietetics majors, career opportunities, professional organizations, ethics, and future directions. Students should be considering a major in nutrition, dietetics, nutrition science, or food science upon transfer. Field trips may be required.  
Course Schedule

## NF 10 Nutrition for Personal Health and Wellness

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Principles of nutrition and its 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.  
Course Schedule

## NF 12 Sports Nutrition

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Principles of nutrition are studied and applied to the athlete and active individuals. Includes macro and micro nutrient intakes, hydration, pre and post event food choices, supplements and ergogenic aids, body composition, weight loss/gain. This course also examines the cultural, sociological, and psychological influences related to nutrition, fitness and athletic achievement.  
Course Schedule

## NF 20 Principles of Food with Laboratory

**3 Units** (Degree Applicable, CSU, C-ID #: NUTR 120)

Lecture: 36 Lab: 54

Prerequisite: Eligibility for ENGL 68 and Eligibility for MATH 50

Application of food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food.  
Course Schedule

## NF 25 Introduction to Nutrition Science

**3 Units** (Degree Applicable, CSU, UC, C-ID #: NUTR 110)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Scientific concepts of nutrition related to the function of nutrients and current health issues with emphasis on individual needs. Topics include: functions and sources of nutrients; scientific principles to analyze and evaluate nutrition information; Dietary Guidelines and current nutrition recommendations; digestion, absorption, and metabolism; health, fitness, and disease; and nutrition in the life span. Students will record their diet, analyze its composition, and evaluate its nutrient content.  
Course Schedule

## NF 25H Introduction to Nutrition Science - Honors

**3 Units** (Degree Applicable, CSU, UC, C-ID #: NUTR 110)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Scientific concepts of nutrition related to the function of nutrients and current health issues with emphasis on individual needs. Topics include: functions and sources of nutrients; scientific principles to analyze and evaluate nutrition information; Dietary Guidelines and current nutrition recommendations; digestion, absorption, and metabolism; health, fitness, and disease; and nutrition in the life span. Students will record their diet, analyze its composition, and evaluate its nutrient content. An honors course designed to provide an enriched experience. Students may not receive credit for both NF 25 and NF 25H.  
Course Schedule

## NF 28 Cultural and Ethnic Foods

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: 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, and sanitation and safety practices.  
Course Schedule

## NF 30 Food Science Technologies

**3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68 Eligibility for MATH 50

Food chemistry, food processing and technology and how these affect 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.  
Course Schedule

## 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)

Lecture: 12 Lab: 20

Prerequisite: HRM 52 or NF 20 or NF 10 or NF 25

Advisory: Basic food preparation knowledge, skills, and experience

Principles and techniques of healthful food preparation and investigation of chronic disease prevention through dietary means. Includes laboratory experience in preparation of healthful foods and meals. Basic food preparation knowledge, skills, and experience is advised. Off-campus meetings may be required.  
Course Schedule

**NF 82 Vegetarian Cuisine****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 12 Lab: 20

Prerequisite: HRM 52 or NF 10 or NF 20 or NF 25

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. Basic food preparation knowledge, skills, and experience advised. Off-campus meetings may be required.

Course Schedule

**NF 91 Work Experience in Nutrition and Dietetics****1-3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 60-225

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 unpaid clock hours per semester of supervised work in a clinical, community, or long-term nutrition facility 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. Instructor approval required.

Course Schedule

## Oceanography (OCEA)

**OCEA 10 Introduction to Oceanography****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Geological, chemical, physical, and biological aspects of the Earth's ocean. 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 four-year college/university. Field trips are required.

Course Schedule

**OCEA 10H Introduction to Oceanography - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**OCEA 10L Introduction to Oceanography Laboratory****1 Unit** (Degree Applicable, CSU, UC)

Lab: 54

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. A hands-on approach to the marine environment and oceanic processes. Recommended for students needing a lab to transfer to a 4-year college/university.

Course Schedule

## Philosophy (PHIL)

**PHIL 3 Introduction to Logic****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**PHIL 3H Introduction to Logic - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

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 is designed to provide an enriched experience. Students may not receive credit for both PHIL 3 and PHIL 3H.

Course Schedule

**PHIL 5 Introduction to Philosophy****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 100)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Philosophical ideas concerning knowledge, reality, and values. Topics will include the sources and limits of knowledge, and the nature of reality. Other topics may include the nature of self, truth, ethics, religion, science, language, beauty and art, political theory, and mind.

Course Schedule

**PHIL 5H Introduction to Philosophy - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 100)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Philosophical ideas concerning knowledge, reality, and values. Topics will include the sources and limits of knowledge, and the nature of reality. Other topics may include the nature of self, truth, ethics, religion, science, language, beauty and art, political theory, and mind. An honors course is designed to provide an enriched experience. Students may not receive credit for both PHIL 5 and PHIL 5H.

Course Schedule

**PHIL 8 Critical Thinking****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**PHIL 9 Critical Thinking and Writing****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A or ENGL 1AH

Function and use of formal and informal logic, argument, critical evaluation, and language in written composition.

Course Schedule

**PHIL 9H Critical Thinking and Writing - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: ENGL 1A or ENGL 1AH and Acceptance into the Honors Program

Function and use of formal and informal logic, argument, critical evaluation, and language in written composition. An honors course is designed to provide an enriched experience. Students may not receive credit for both PHIL 9 and PHIL 9H.

Course Schedule

**PHIL 12 Introduction to Ethics****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 120)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Concepts of morality and values, representative ethical theories, and applications to moral problems.

Course Schedule

**PHIL 12H Introduction to Ethics - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 120)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Concepts of morality and values, representative ethical theories, and applications to moral problems. An honors course is designed to provide an enriched experience. Students may not receive credit for both PHIL 12 and PHIL 12H.

Course Schedule

**PHIL 15 Major World Religions****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History, doctrines, and practices 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, Judaism, Christianity, and Islam including those of East Asia, India, and the Middle East. Off-campus assignments are required.

Course Schedule

**PHIL 15H Major World Religions - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

History, doctrines, and practices 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, Judaism, Christianity, Islam including those of East Asia, India, and the Middle East. Off-campus assignments are required. An honors course is designed to provide an enriched experience. Students may not receive credit for both PHIL 15 and PHIL 15H.

Course Schedule

**PHIL 20A History of Ancient Philosophy****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 130)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Major philosophers and philosophical ideas from pre-Socratic to medieval times. Emphasis on the development of Greek philosophy from the pre-Socratics through Aristotle and may also include Hellenistic, Roman, Medieval, and non-Western thinkers.

Course Schedule

**PHIL 20AH History of Ancient Philosophy - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 130)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Major philosophers and philosophical ideas from pre-Socratic to medieval times. Emphasis on the development of Greek philosophy from the pre-Socratics through Aristotle and may also include Hellenistic, Roman, Medieval, and non-Western thinkers. An honors course is designed to provide an enriched experience. Students may not receive credit for both PHIL 20A and PHIL 20AH.

Course Schedule

**PHIL 20B History of Modern Philosophy****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 140)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Major philosophers and philosophical ideas from the Renaissance to the present, with an emphasis on Western philosophy.

Course Schedule

**PHIL 20BH History of Modern Philosophy - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: PHIL 140)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Major philosophers and philosophical ideas from the Renaissance to the present, with an emphasis on Western philosophy. An honors course designed to provide an enriched experience. Students may not receive credit for both PHIL 20B and PHIL 20BH.

Course Schedule

**PHIL 99 Special Projects Philosophy****2 Units** (Degree Applicable, CSU)

Lecture: 36

Offers students recognition for their academic interests in philosophy and the opportunity to explore the discipline of philosophy to greater depth. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration.

Course Schedule

## Photography (PHOT)

**PHOT 1 Laboratory Studies: Black and White Photography****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

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.

Course Schedule

**PHOT 1A Laboratory Studies: Beginning Black and White Photography****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Corequisite: PHOT 10

Extended black-and-white laboratory experiences to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.

Course Schedule

**PHOT 1B Laboratory Studies: Advanced Black and White Photography****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Corequisite: PHOT 11 or PHOT 12 or PHOT 17

Extended advanced black and white laboratory experiences with medium and large format cameras to improve skills and pursue more advanced photographic printing, processing, and enlarging techniques.

Course Schedule

**PHOT 1C Laboratory Studies: Studio Photography****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Corequisite: PHOT 11 or PHOT 14 or PHOT 16 or PHOT 17 or PHOT 18 or PHOT 20 or PHOT 30

Extended studio photography experiences to supplement those available through the regular program. Provides students the opportunity to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.

Course Schedule

**PHOT 1D Laboratory Studies: Computer Applications in Photography****1 Unit** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 54

Corequisite: PHOT 9 or PHOT 19 or PHOT 24

Extended computer laboratory experiences to supplement those available in the regular program. Provides students the opportunity to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.

Course Schedule

**PHOT 5 Digital Cameras and Composition****1 Unit** (Degree Applicable)

Lecture: 18

Use of digital cameras and image editing software to create well-composed, quality photographs for use in Graphic Design and other applications. Camera required after first class meeting. Field trip required.

Course Schedule

**PHOT 9 Digital Image Editing for Photographers****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Corequisite: PHOT 10 (may have been taken previously)

Software and techniques including digital workflow practices, digital image editing, enhancing and retouching methods commonly used in photography.

Course Schedule

**PHOT 10 Basic Digital and Film Photography****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

The basic mechanical, optical, and chemical principles of photography, including digital image systems. Laboratory experience involves problems related to camera and image output techniques.

Course Schedule

**PHOT 11 Intermediate Photography****4 Units** (Degree Applicable)

Lecture: 36 Lab: 108

Prerequisite: PHOT 10

Current professional techniques and studio lighting. 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.

Course Schedule

**PHOT 12 Photographic Alternatives****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10

Alternative photographic processes. Instant films: Lifts and transfers, specialized lighting, stain toning, emulsion coating, scanography and hand-made camera construction will be applied to produce images not considered common to making photographic prints.

Course Schedule

**PHOT 14 Commercial Lighting****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10

Advisory: PHOT 11

Use of studio equipment, and studio and location lighting techniques used in all aspects of commercial photographic applications. Field trips may be required.

Course Schedule

**PHOT 15 History of Photography****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Survey of the history of photography from circa 1839 to the present. An introduction to concepts of photographic representation and their impact on society.

Course Schedule

**PHOT 16 Fashion Photography****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 11

Professional illustrative, editorial and advertising fashion photography. Studio and location production in digital capture. Business aspects of operation and working with clients are presented. Off-campus assignments may be required.

Course Schedule

**PHOT 17 Photocommunication****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10

Affects that camera controls have on visual communication with photographs. Includes message enhancement using optical and digital controls, depth of field, lenses, lighting, composition, black and white vs. color images, and documentary and journalistic styles.

Course Schedule

**PHOT 18 Portraiture and Wedding Photography****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10

Advisory: PHOT 11

Professional studio and field techniques for portrait and wedding photography. Off-campus assignment or field trips may be required.

Course Schedule

**PHOT 19 Digital Color Management****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10 and (PHOT 9 or ARTC 100)

Digital color management software and hardware skills, techniques and digital workflow practices commonly used in photography.

Course Schedule

**PHOT 20 Color Photography****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10

Fundamentals of photographic color theory, editing, schemes and presentation of color photographs. Applying color psychology principles and HDR to enhance image messages.

Course Schedule

**PHOT 21 Exploring Color Photography****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 20

Use of color principles as they relate to commercial and artistic styles and innovative use of color applications. Includes lighting and unusual techniques, exaggerated and unique color schemes, light-painting, lighting effects, high dynamic range effects, and oversize output.

Course Schedule

**PHOT 24 Advanced Digital Image Editing for Photographers****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10 AND (PHOT 9 OR GRAP 10 OR ARTC 100)

Advanced software and techniques for digital image editing, archiving, and retouching used in commercial photography.

Course Schedule

**PHOT 25 Digital Capture Workflow****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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.

Course Schedule

**PHOT 26 Video for Photographers****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: (PHOT 11 and PHOT 9)

Corequisite: PHOT 14 (may have been taken previously)

Teaches advanced photography students how to create moving images for commercial applications using DSLR cameras. Using principles of framing and composition, storyboarding, production, camera, sound, and editing techniques, students will produce a commercial advertising reel representing their work. Field trips may be required.

Course Schedule

**PHOT 28 Photography Portfolio Development****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 10 and PHOT 11 and PHOT 20 and (PHOT 16 or PHOT 18)

Development of a photography portfolio and marketing materials for use in job application or gallery exhibition purposes. Field trips may be required.

Course Schedule



**PHOT 29 Studio Business Practices for Commercial Artists****3 Units** (Degree Applicable)

Lecture: 54

Studio business practices for commercial artists. Small business operations, pricing services based on the licensing business model, copyright basics, project production, and estimating and invoicing. Field trips may be required.

Course Schedule

**PHOT 30 Advertising Photography****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: PHOT 11 and PHOT 20

Advisory: PHOT 14

Overview of the commercial photographic industry including specialties and styles. Field trips may be required.

Course Schedule

**PHOT 98 Work Experience in Photography****1-3 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-225

Prerequisite: Compliance with Work Experience regulations as designated in the College Catalog

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.

Course Schedule

**PHOT 99 Special Projects in Photography****2 Units** (Degree Applicable)

Lecture: 36

Prerequisite: PHOT 10 and approval by instructor

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 ensure that proficiencies are enhanced.

Course Schedule

## Physical Science (PHSC)

**PHSC 3 Energy Science****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: Eligibility for MATH 100 and Eligibility for ENGL 68

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.

Course Schedule

**PHSC 9 Physical Science****4 Units** (Degree Applicable, CSU, UC, C-ID #: PHYS 140)

Lecture: 54 Lab: 54

Prerequisite: Eligibility for MATH 71 and Eligibility for ENGL 68

Formerly PHSC 7 and PHSC 7L 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, energy, heat, electricity and magnetism, sound and light, radioactivity, atomic theory, chemical reactions, and modern physics. Includes lab.

Course Schedule

## Physics (PHYS)

**PHYS 1 Physics****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

Prerequisite: Eligibility for MATH 100

Discovery of concepts of physics by working through guided activities in a workshop style. Topics include light and geometrical optics, electricity and DC circuits, magnetism, linear and rotational motion, forces, momentum, energy, harmonic motion and waves.

Course Schedule

**PHYS 2AG General Physics****4 Units** (Degree Applicable, CSU, UC, C-ID #: PHYS 105)

Lecture: 54 Lab: 54

Prerequisite: MATH 150

The basic principles of physics. Includes theory, applications, laboratory, and problem solving in mechanics, heat, fluids, and wave motion.

Course Schedule

**PHYS 2BG General Physics****4 Units** (Degree Applicable, CSU, UC, C-ID #: PHYS 110)

Lecture: 54 Lab: 54

Prerequisite: PHYS 2AG or equivalent

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.

Course Schedule

**PHYS 4A Engineering Physics****5 Units** (Degree Applicable, CSU, UC, C-ID #: PHYS 205)

Lecture: 72 Lab: 54

Prerequisite: PHYS 2AG

Corequisite: MATH 181 (May have been taken previously)

Calculus-based course. Studies linear and rotational motion, forces, momentum, work, energy, oscillations, gravitation and waves. Includes laboratory experience with significant use of computers for data acquisition and analysis.

Course Schedule

**PHYS 4B Engineering Physics****5 Units** (Degree Applicable, CSU, UC)

Lecture: 72 Lab: 54

Prerequisite: PHYS 4A

Corequisite: MATH 280 (May have been taken previously)

Calculus-based course covering 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. Continuation of Physics 4A.

Course Schedule

**PHYS 4C Engineering Physics****5 Units** (Degree Applicable, CSU, UC, C-ID #: PHYS 215)

Lecture: 72 Lab: 54

Prerequisite: PHYS 4B

Calculus-based course covering fluids, sound, electromagnetic waves, relativity, and modern physics. Continuation of Physics 4A and 4B.

Course Schedule

**PHYS 6A General Physics with Calculus****5 Units** (Degree Applicable, CSU, UC)

Lecture: 72 Lab: 54

Prerequisite: MATH 180

First semester of a two-semester calculus-based physics course for life science majors. Includes statics and dynamics of particles and rigid bodies, Newton's laws of motion, conservation principles, rotational motion, simple harmonic motion, wave motion, heat and sound, introduction to hydrostatics and hydrodynamics with an emphasis on life science topics.

Course Schedule

**PHYS 6B General Physics with Calculus****5 Units** (Degree Applicable, CSU, UC)

Lecture: 71 Lab: 48

Prerequisite: PHYS 6A

Second semester of the calculus based physics course for life science majors. Topics include electricity, magnetism, optics, relativity, atomic and nuclear physics with an emphasis on life science applications.

Course Schedule

**PHYS 99 Special Projects in Physics****2 Units** (Degree Applicable, CSU)

Lecture: 36

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. Field trips may be required as part of this course.

Course Schedule

## Political Science (POLI)

**POLI 1 Political Science****3 Units** (Degree Applicable, CSU, UC, C-ID #: POLS 110)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**POLI 1H Political Science - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: POLS 110)

Lecture: 54

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.

Course Schedule

**POLI 2 Comparative Politics****3 Units** (Degree Applicable, CSU, UC, C-ID #: POLS 130)

Lecture: 54

Prerequisite: POLI 1 or POLI 1H

Advisory: Eligibility for ENGL 1A

Comparative analysis of different political systems, including political institutions, processes, policies, histories and the environments in which they occur.

Course Schedule

**POLI 5 Political Theory I - Ancient to Contemporary****3 Units** (Degree Applicable, CSU, UC, C-ID #: POLS 120)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Ancient to contemporary theories of political institutions, social change, and social dynamics.

Course Schedule

**POLI 7 Political Theory II - Early Modern to Contemporary****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: POLI 1

Advisory: Eligibility for ENGL 1A

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.

Course Schedule

**POLI 9 Introduction to International Relations****3 Units** (Degree Applicable, CSU, UC, C-ID #: POLS 140)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Historical and political background of world politics and core international relations theories and concepts. Attention is given to the historical development of world politics, to fundamental theories and concepts in International Relations, and to an examination of international, national, sub-national, and transnational actors and their institutions, interactions, and processes.

Course Schedule

**POLI 10 Environmental Politics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: Eligibility for ENGL 1A and (POLI 1 or POLI 1H)

Global environmental problems including an analysis of political theories and comparative policies in the emerging field of environmental politics.

Course Schedule

**POLI 25 Latino Politics in the United States****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Latino (the group identified as Hispanic by the U.S. Census) political thought and action and how it is influenced and shaped by American institutions such as national, state, and local governments, federal and state constitutions, and United States Supreme Court decisions.

Course Schedule

**POLI 30 California State and Local Government****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**POLI 35 African American Politics****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Methods and strategies employed by African Americans in their quest to gain equal access and participation in American institutions.

Course Schedule

# Psychology (PSYC)

**PSYC 1A Introduction to Psychology****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 110)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Advisory: Eligibility for READ 100 or completion of AMLA 33R

Psychological approaches to the study of behavior and mental processes. Topics include the history of psychology, psychological research methods, biological psychology, sensation and perception, consciousness, learning, memory, cognition, intelligence, and language, lifespan development, motivation and emotion, applied psychology (e.g., gender and sexuality and stress and health), social psychology, personality, psychological disorders, and psychological treatment.

Course Schedule

**PSYC 1AH Introduction to Psychology - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 110)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Advisory: Eligibility for READ 100 or completion of AMLA 33R

Psychological approaches to the study of behavior and mental processes. Topics include the history of psychology, psychological research methods, biological psychology, sensation and perception, consciousness, learning, memory, cognition, intelligence, and language, lifespan development, motivation and emotion, applied psychology (e.g., gender and sexuality and stress and health), social psychology, personality, psychological disorders, and psychological treatment. An honors course designed to provide an enriched experience. Students may not receive credit for both PSYC 1A and PSYC 1AH.

Course Schedule

**PSYC 1B Biological Psychology****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 150)

Lecture: 54

Prerequisite: PSYC 1A or PSYC 1AH

Advisory: Eligibility for ENGL 1A

Biological mechanisms of behavior. Includes 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.

Course Schedule

**PSYC 3 Introduction to Research Methods in Psychology****4 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 205B)

Lecture: 54 Lab: 54

Prerequisite: PSYC 1A or PSYC 1AH and PSYC 10 or MATH 110 or MATH 110H

Advisory: ENGL 1A

Research methods in psychology. Includes systematic observation, research design, survey development, execution and analysis of experimental and other research methods, and American Psychological Association (APA) publication style writing.

Course Schedule

**PSYC 5 Psychology of Reasoning and Problem Solving****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

The components involved in problem solving and reasoning from a psychological perspective. These components assess many facets of the critical thinking process, including perception, learning (classical and operant conditioning, behavior modification, observation, cognitive models), memory, logical fallacies, heuristics, cognitive distortions, decision-making processes, argument, and judgment. This course also contains a practical application element involving systematic introspection and analysis of one's cognitive processes.

Course Schedule

**PSYC 10 Statistics for the Behavioral Sciences****4 Units** (Degree Applicable, CSU, UC)

Lecture: 54 Lab: 54

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.

Course Schedule

**PSYC 14 Developmental Psychology****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 180)

Lecture: 54

Advisory: Eligibility for ENGL 1A

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.

Course Schedule

**PSYC 15 Introduction to Child Psychology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

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.

Course Schedule

**PSYC 17 Introduction to Human Services****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**PSYC 19 Abnormal Psychology****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 120)

Lecture: 54

Prerequisite: PSYC 1A or PSYC 1AH

Students will be familiarized with psychological, biological, and sociocultural approaches to understanding abnormal behavior, including DSM-5 psychiatric disorders such as anxiety, depressive, and psychotic disorders and explore psychological principles underlying psychopathology.

Course Schedule

**PSYC 25 The Psychology of Women****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Advisory: PSYC 1A (taken prior or concurrently), and ENGL 1A (taken prior or concurrently)

A biopsychosocial analysis of the role of gender in the experience of women. Psychological, sociocultural and biological factors, and current scholarly research relating to women's gender identity, development, socialization, motivation, mental health, and relationships.

Course Schedule

**PSYC 26 Psychology of Sexuality****3 Units** (Degree Applicable, CSU, UC, C-ID #: PSY 130)

Lecture: 54

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.

Course Schedule

**PSYC 33 Psychology for Effective Living****3 Units** (Degree Applicable, CSU, C-ID #: PSY 115)

Lecture: 54

Emphasis on comprehension and application of psychological principles to daily life and personal growth. Topics include interpersonal relationships, sexuality, self and social influence, positive psychology, career and work, marriage and intimate relationships, parenting, aging, physical health, and other circumstances encountered in the life cycle. Considers personality development, psychological disorders, and therapeutic approaches, while emphasizing the importance of multicultural sensitivity and scientific research in the aforementioned topics.

Course Schedule

**PSYC 99 Special Projects in Psychology****1-3 Units** (Degree Applicable, CSU)

Lecture: 18-54

Prerequisite: (PSYC 1A or PSYC 1AH) and (Eligibility for ENGL 1A or ENGL 1AH)

Advisory: READ 100

Offers selected students recognition for their academic interest in psychology and the opportunity to explore the discipline of psychology in greater depth. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration.

Course Schedule

# Radiologic Technology (RAD)

## **RAD 1A Clinical Experience 1A**

**5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 256

Prerequisite: ANAT 10A and ANAT 10B and RAD 50 and RAD 91

Corequisite: RAD 61A and RAD 61B and RAD 61C

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on upper and lower limbs, shoulder girdle, pelvis, chest, and abdomen. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 1B Clinical Experience 1B**

**3 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 150

Prerequisite: RAD 1A

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on upper and lower limbs, shoulder girdle, pelvis, chest, and abdomen. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 2A Clinical Experience 2A**

**5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 256

Prerequisite: RAD 1B

Corequisite: RAD 62A and RAD 62B and RAD 62C

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on cervical spine, cross-table trauma cervical spine, thoracic spine, lumbar spine, ribs, paranasal sinuses, esophagus, upper gastrointestinal, small bowel and barium enema. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 2B Clinical Experience 2B**

**3 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 144

Prerequisite: RAD 2A

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on cervical spine, cross-table trauma cervical spine, thoracic spine, lumbar spine, ribs, paranasal sinuses, esophagus, upper gastrointestinal, small bowel and barium enema. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 3A Clinical Experience 3A**

**7.5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 384

Prerequisite: RAD 2B

Corequisite: RAD 63

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 3B Clinical Experience 3B**

**3 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 150

Prerequisite: RAD 3A

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

## **RAD 3C Clinical Experience 3C**

**7.5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 384

Prerequisite: RAD 3B

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.  
Course Schedule

**RAD 4 Clinical Experience 4**

**4.5 Units** (Degree Applicable, CSU)  
(May be taken for Pass/No Pass only)  
Lab: 239  
Prerequisite: RAD 3C

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on developing imaging and/or therapeutic technologies. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program.  
Course Schedule

**RAD 7A Computed Tomography Clinical Experience 7A**

**2 Units** (Not Degree Applicable)  
(May be taken for Pass/No Pass only)  
Lab: 108  
Corequisite: RAD 70

Computed Tomography (CT) clinical experience in the radiology department of affiliated clinical sites under the supervision of a registered Radiologic Technologist, supervisor, or physician. Emphasis on Computed Tomography procedures of the head, neck, spine, musculoskeletal, chest, abdomen, pelvis, and special procedures. Image display, post processing, and quality assurance is included. Intended for students enrolled in Computed Tomography Certificate Program. Health physical, background check, drug test, and CPR certification is required. Prior to enrolling in this course, student must possess a valid California Certified Radiologic Technologist (CRT) license and be certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine or Nuclear Medicine Technology Certification Board (NMTCB) certification, or Radiation Therapy.  
Course Schedule

**RAD 7B Computed Tomography Clinical Experience 7B**

**7 Units** (Not Degree Applicable)  
(May be taken for Pass/No Pass only)  
Prerequisite: RAD 7A and RAD 70  
Corequisite: RAD 71 and RAD 72

Continued Computed Tomography (CT) clinical experience in the radiology department of affiliated clinical sites under the supervision of a registered Radiologic Technologist, supervisor or physician. Emphasis on Computed Tomography procedures of the head, neck, spine, musculoskeletal, chest, abdomen, pelvis, and special procedures. Image display, post processing and quality assurance is included. Intended for students enrolled in Computed Tomography Certificate Program. Health physical, background check, drug test, and CPR certification is required. Prior to enrolling in this course, student must possess a valid California Certified Radiologic Technologist (CRT) license and be certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine or Nuclear Medicine Technology Certification Board (NMTCB), or Radiation Therapy.  
Course Schedule

**RAD 30 Radiographic Pathology**

**1.5 Units** (Degree Applicable)  
Lecture: 24  
Corequisite: RAD 3A

Concepts related to disease and etiological considerations. Emphasis on radiographic appearance of disease and impact on exposure factor selection.  
Course Schedule

**RAD 31 Fluoroscopy and Radiobiology**

**4 Units** (Degree Applicable)  
Lecture: 72  
Prerequisite: RAD 62A  
Corequisite: RAD 3C

Radiobiology, radiation physics, exposure reduction, fluoroscopy equipment and operation, image evaluation, quality control, and patient considerations. Intended for students enrolled in Radiologic Technology Program.  
Course Schedule

**RAD 32 Digital Imaging in Radiology**

**2 Units** (Degree Applicable)  
Lecture: 36  
Prerequisite: RAD 61A

Radiographic digital imaging system components, principles, operation, quality assurance, and maintenance. Factors impacting image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Intended for students enrolled in Radiologic Technology program.  
Course Schedule

**RAD 40 Mammography Principles and Procedures**

**3 Units** (Not Degree Applicable)  
Lecture: 54  
Corequisite: RAD 3C

Advanced course designed to provide students with the necessary skills to become California state certified in Mammographic Radiologic Technology and meet the Mammography Quality Standards Act guidelines. Includes coursework in breast anatomy/physiology, patient care, mammography procedures, positioning, compression, interventional procedures, imaging of patients with breast implants, pathology, image evaluation, instrumentation, technique, physics, and quality assurance/quality control. Enrollment limited to current Radiologic Technology program students.  
Course Schedule

**RAD 50 Introduction to Radiologic Science and Health Care**

**3 Units** (Degree Applicable, CSU)  
Lecture: 54

Foundations of radiography and the practitioner's role in the healthcare delivery system. Principles, practices and policies of healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Includes radiation safety and a foundation in ethics and law related to the practice of medical imaging. Intended for students enrolled in Radiologic Technology Program.  
Course Schedule

**RAD 61A Theory of Radiologic Technology****4 Units** (Degree Applicable, CSU)

Lecture: 72

Prerequisite: RAD 50 and PHYS 1

Corequisite: RAD 1A and RAD 61B and RAD 61C

Structure of the atom, radiation, radiographic equipment, exposure factor formulation, technique charts, and radiation protection. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 61B Radiographic Procedures I****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: ANAT 10A and ANAT 10BB and MEDI 90 and RAD 50 and RAD 91

Corequisite: RAD 1A and RAD 61A and RAD 61C

Knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the upper and lower limbs, chest and abdomen. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 61C Radiographic Procedures I Laboratory****1.5 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 18

Practical application of standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the upper and lower limbs, chest and abdomen. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 62A Theory of Radiologic Technology****4 Units** (Degree Applicable, CSU)

Lecture: 72

Prerequisite: RAD 61A and RAD 1B

Corequisite: RAD 2A and RAD 62B and RAD 62C

Areas of X-ray production and interaction with matter, principles of imaging, film screen processing, imaging equipment, and radiation protection. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 62B Radiographic Procedures II****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: RAD 61A and RAD 61B and RAD 61C

Corequisite: RAD 2A and RAD 62A and RAD 62C

Knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the vertebral column, bony thorax, cranium, gastrointestinal (GI) system and genitourinary (GU) system. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 62C Radiographic Procedures II Laboratory****1.5 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 18

Prerequisite: RAD 61A and RAD 61B and RAD 61C

Corequisite: RAD 2A and RAD 62A and RAD 62B

Practical application of standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the vertebral column, bony thorax, cranium, gastrointestinal (GI) system and genitourinary (GU) system. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 63 Theory of Radiologic Technology****4 Units** (Degree Applicable, CSU)

Lecture: 72

Corequisite: RAD 3A

Special radiographic studies, advanced modalities, radiation protection, contrast media use and quality assurance processes relative to film-based radiology. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 64 Theory of Radiologic Technology****4 Units** (Degree Applicable, CSU)

Lecture: 72

Corequisite: RAD 3C

Analytical review of the radiologic technology core curriculum. Serves as preparation for state certification and national registry exams. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

**RAD 70 Computed Tomography Sectional Anatomy and Pathology****2 Units** (Not Degree Applicable)

Lecture: 36

Corequisite: RAD 7A

Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures, function, and common pathologic conditions. Anatomical structures are located and identified in axial (transverse), sagittal, coronal, and orthogonal (oblique) planes with a focus on the characteristic appearance of each anatomical structure and pathology as it appears on Computed Tomography (CT) images.

Course Schedule

**RAD 71 Computed Tomography Procedures and Patient Care****3 Units** (Not Degree Applicable)

Lecture: 54

Prerequisite: RAD 70

Corequisite: RAD 72 and RAD 7B

Procedures for Computed Tomography (CT) imaging of adults and pediatric patients. Procedures include, but are not limited to, indications for procedure, patient care and safety, positioning, contrast media usage, patient assessment, scout image, selectable scan parameters, and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomatology, and pathology. CT images studied will be reviewed for quality, anatomy, and pathology.

Course Schedule

**RAD 72 Computed Tomography Physics and Instrumentation****3 Units** (Not Degree Applicable)

Lecture: 54

Corequisite: RAD 71 and RAD 7B

Physical principles and instrumentation involved in Computed Tomography (CT). Physics topics covered include x-radiation in forming the CT image, CT beam attenuation, linear attenuation coefficients, tissue characteristics, and Hounsfield numbers application. CT system and operations, the CT process, image quality, and radiation protection practices for the CT patient will be covered.

Course Schedule

**RAD 91 Patient Care in Radiologic Sciences****3 Units** (Degree Applicable, CSU)

Lecture: 45 Lab: 15

Concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, pharmacology, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Intended for students enrolled in Radiologic Technology Program.

Course Schedule

## Radio & Television (R-TV)

**R-TV 01 Introduction to Electronic Media****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

History, structure, function, economics, content and evolution of radio, television, film, and the internet, including traditional and mature formats as well as emerging electronic media delivery systems. The social, political, regulatory, ethical and occupational impact of the electronic media will also be studied.

Course Schedule

**R-TV 02 On-Air Personality Development****3 Units** (Degree Applicable, CSU)

Lecture: 54

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. Developing content for on-air shows. Review the basics of the production studio and its components.

Course Schedule

**R-TV 03 Sportscasting and Reporting****1.5 Units** (Degree Applicable)

Lecture: 27

Corequisite: R-TV 01 and R-TV 11A (may have been taken previously)

Sportscasting, interviewing, field reporting and play-by-play for radio and television. 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.

Course Schedule

**R-TV 04 Broadcast News Field Reporting****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: R-TV 01 and 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.

Course Schedule

**R-TV 05 Radio-TV Newsriting****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: R-TV 01 (May have been taken previously)

Writing, editing and reporting radio and TV news, utilizing the Associated Press Wire Service. Rewriting 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 on factual and concise content and the ability to work under deadline.

Course Schedule

**R-TV 06 Broadcast Traffic Reporting****1.5 Units** (Degree Applicable)

Lecture: 27

Corequisite: R-TV 01 (May have been taken previously)

Preparation and delivery of traffic reports for radio and television, including anchored and airborne reports. Includes 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.

Course Schedule

**R-TV 07A Beginning Commercial Voice-Overs****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**R-TV 09 Broadcast Sales and Promotion****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: R-TV 01 (May have been taken previously)

Strategies and legalities for creating commercial campaigns for radio and television including demographic targeting, marketing strategies and copywriting. Includes creation of contests and promotional campaigns.

Course Schedule



**R-TV 10 Radio Programming and Producer Techniques****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: R-TV 01 (May have been taken previously)

Programming, management and producing techniques for various radio stations formats such as music, news, talk, and sports.

Course Schedule

**R-TV 11A Beginning Radio Production****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**R-TV 11B Advanced Radio Production****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**R-TV 14 Media Aesthetics****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**R-TV 15 Broadcast Law and Business Practices****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: R-TV 01 (May have been taken previously)

The broadcasting industry as a business. Legal and Federal Communications Commission (FCC) regulatory issues in broadcasting and developing media, as well as unions, contracts, negotiations, residuals, and mergers.

Course Schedule

**R-TV 17 Internet Radio and Podcasting****3 Units** (Degree Applicable)

Lecture: 54

Corequisite: R-TV 01 and R-TV 11A (May have been taken previously)

Internet broadcasting and podcasting including programming, announcing, promotions, and legal and copyright issues through the use of an actual Internet radio station.

Course Schedule

**R-TV 18 Introduction to Screenwriting****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Screenwriting for television and motion picture production. Includes characterization, visualization, structure and form.

Course Schedule

**R-TV 19A Beginning Video Production****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 36 Lab: 54

Advisory: R-TV 14

Video production using studio, remote multi-camera, and film-style techniques. Introduction to theory and practice in lighting, audio recording for video, basic directing and producing, editing software, and production of a short narrative-form video.

Course Schedule

**R-TV 19B Advanced Video Production****3 Units** (Degree Applicable, CSU)

Lecture: 36 Lab: 54

Prerequisite: R-TV 19A

Video production techniques emphasizing narrative storytelling, film-style aesthetics and production.

Course Schedule

**R-TV 20 Television News Production****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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.

Course Schedule

**R-TV 21 Remote Multicamera Production****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

Prerequisite: R-TV 19A

Remote video production using both multi-camera and single camera techniques. Topics include video engineering, directing, and remote production truck setup.

Course Schedule

**R-TV 22 Editing for Film and Television****3 Units** (Degree Applicable, CSU)

Lecture: 54

Aesthetics, visual and aural storytelling, and use of editing software for film and television. Previous production experience recommended.

Course Schedule

**R-TV 23 Reality Show Production****3 Units** (Degree Applicable)

Lecture: 36 Lab: 54

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, multicamera shooting, editing and related skills. Includes production of a reality show.

Course Schedule

**R-TV 24 American Film History****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

History of American film and filmmakers from 1895 to the present. Development and changes are examined in relation to historical, sociological, economic, political, cultural, artistic and technological contexts.

Course Schedule

**R-TV 25 World Cinema****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 1A

Cinema history using a global perspective, following the growth of cinema in key countries from their beginnings until the present day. Both national and multinational co-productions are explored. Provides critical methodology and practical tools for examining and interpreting international film movements and genres.

Course Schedule

**R-TV 28 Introduction to Writing for Electronic Media****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Conceptualize, structure and write dramatic and non-dramatic scripts for cinema, television and new media.

Course Schedule

**R-TV 29 Introduction to Audio Production for Film and Television****3 Units** (Degree Applicable, CSU)

Lecture: 54

Theory and practice of audio production for radio, television, film and digital recording applications.

Course Schedule

**R-TV 31 History of Radio DJs****3 Units** (Degree Applicable)

Lecture: 54

Traces the history of music radio through study of the most influential disc jockeys in broadcasting history.

Course Schedule

**R-TV 32 Radio - TV Internet Applications****3 Units** (Degree Applicable)

Lecture: 54

Creating and managing material on radio, TV and movie websites such as cross-promoting on-air content and converting audio and video.

Course Schedule

**R-TV 35 Pop Culture in the Media****3 Units** (Degree Applicable)

Lecture: 54

Examines American Pop Culture and its various forms as it applies to the 1920s through the 1990s through the major fads and follies of those decades as reflected in and influenced by radio, TV, film.

Course Schedule

**R-TV 96A Campus Radio Station Lab: Studio Procedures and Equipment Operations****1-2 Units** (Degree Applicable)

Lab: 54-108

Prerequisite: R-TV 01 and R-TV 11A

Operation of the college radio stations. Activities focus on studio equipment operation, station procedures, and Federal Communications Commission (FCC) rules and regulations.

Course Schedule

**R-TV 96B Campus Radio Station Lab: Disc Jockey & News Anchor/ Reporter Skills****1-2 Units** (Degree Applicable)

Lab: 54-108

Prerequisite: R-TV 96A

Participation in the college radio stations. Activities focus on developing Disc Jockey, News Anchor, and News Reporter skills.

Course Schedule

**R-TV 96C Campus Radio Station Lab: Hosting and Management Skills****1-2 Units** (Degree Applicable)

Lab: 54-108

Prerequisite: R-TV 96B

Participation in the college radio stations including individual show creation and execution as well as management skills.

Course Schedule

**R-TV 97A Radio/Entertainment Industry Seminar****1 Unit** (Degree Applicable)

Lecture: 18

Prerequisite: R-TV 01 and R-TV 11A and R-TV 15 and R-TV 96A

Corequisite: R-TV 97B

Discussion and evaluation of professionalism and problem-solving techniques related to on-the-job experience in the Radio Broadcasting industry through an off-campus internship.

Course Schedule

**R-TV 97B Radio/Entertainment Industry Work Experience****1 Unit** (Degree Applicable)

Lab: 75

Prerequisite: R-TV 01 and R-TV 11A and R-TV 15 and R-TV 96A

Corequisite: R-TV 97A

On-the-job experience in the radio or entertainment industry in order to strengthen and broaden 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.

Course Schedule

**R-TV 99 Radio/TV Special Projects****2 Units** (Degree Applicable)

Lecture: 36

Prerequisite: Completion of six R-TV course units

Students earn credit via a broadcasting or film course of study customized for the student. Instructor authorization is needed prior to enrollment.

Course Schedule

**R-TV 100 Work Experience in Film and Television****1-3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 75-225

Prerequisite: Completion of 12 units of R-TV courses from among the following: R-TV 1, R-TV 14, R-TV 18, R-TV 19A, R-TV 19B, R-TV 20, R-TV 21, R-TV 22, R-TV 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.

Course Schedule

**R-TV 101 Work Experience in Broadcast Entertainment****1-2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-150

Prerequisite: Completion of RTV 01, RTV 97A, RTV 97B and any three other RTV units, taken at Mt. San Antonio College. Compliance with Work Experience regulations as designated in the College Catalog.

On-the-job experience at an approved work site in the Broadcast or Entertainment industries. A minimum of 60 unpaid or 75 paid hours of supervised work is required for each credit.

Course Schedule

## Reading (READ)

**READ 70 Approaches to Reading****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Introduction to comprehension and vocabulary strategies, and self-reflection on reading.

Course Schedule

**READ 80 Exploring Reading Strategies****3 Units** (Not Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 54

Prerequisite: READ 70 or satisfactory score on reading placement test

Reading comprehension, vocabulary strategies, and self-awareness of reading capabilities using narrative and expository text.

Course Schedule

**READ 90 Reading College Texts****3 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: READ 80 or satisfactory score on reading placement test

Effective college textbook reading with an emphasis on vocabulary and cross disciplinary textbook analysis and comprehension.

Course Schedule

**READ 100 Analysis and Critical Reading****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: READ 90 or satisfactory score on reading placement test

Critical reading course focusing on the effective use of critical thinking in a cross-disciplinary framework. Emphasis on the development of critical reading skills of interpretation, analysis, and evaluation of a variety of academic texts across disciplines.

Course Schedule

## Respiratory Therapy (RESD)

**RESD 50 Theory and Principles of Respiratory Therapy****2 Units** (Degree Applicable, CSU)

Lecture: 36

Prerequisite: ANAT 10A and ANAT 10B and CHEM 10 and MATH 51 and MEDI 90

Corequisite: RESD 51A and RESD 52

History of respiratory care, patient confidentiality, patient safety, principles of infection control, bloodborne and airborne pathogens, ethical and legal implications of practice, professionalism, physical principles of respiratory care, and computer applications in respiratory care.

Course Schedule

**RESD 51A Respiratory Therapy Science****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Corequisite: RESD 50 and RESD 52

Principles of respiratory therapy equipment. Emphasis placed on methods of administration of therapy and application of specialized equipment in the clinical setting. Also includes respiratory physiology and oxygen transport.

Course Schedule

**RESD 51B Respiratory Therapy Science****4 Units** (Degree Applicable, CSU)

Lecture: 54 Lab: 54

Prerequisite: RESD 50 and RESD 51A

Corequisite: RESD 53 and RESD 60

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.

Course Schedule

**RESD 52 Pulmonary Anatomy and Physiology****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: ANAT 10A and ANAT 10B and CHEM 10 and MATH 51 and MEDI 90

Corequisite: RESD 50 and RESD 51A

Anatomy and physiology of the cardiopulmonary, neurological, and renal systems emphasizing clinical application of physiological concepts.

Course Schedule

**RESD 53 Cardiopulmonary Pathophysiology****3 Units** (Degree Applicable, CSU)

Lecture: 54

Corequisite: RESD 51B

Anatomic alterations of the lungs, etiology, overview of the cardiopulmonary clinical manifestations, and general management of commonly encountered cardiopulmonary diseases.

Course Schedule

**RESD 55 Adult Respiratory Intensive Care****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**RESD 56A Techniques of Respiratory Therapy****2.5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 143

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.

Course Schedule

**RESD 56B Techniques of Respiratory Therapy****6 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 324

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.

Course Schedule

**RESD 56C Techniques of Respiratory Therapy****2.5 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 143

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.

Course Schedule

**RESD 56D Techniques of Respiratory Therapy****6 Units** (Degree Applicable, CSU)

(May be taken for Pass/No Pass only)

Lab: 324

Prerequisite: RESD 56C

Corequisite: RESD 59 and RESD 61

Clinical practice including adult and neonatal intensive care requiring demonstration of all learned clinical skills. 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.

Course Schedule

**RESD 57B Special Procedures for Respiratory Care****1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Prerequisite: RESD 51B

Corequisite: RESD 56A

Application and skills development in pharmacology, bronchoscopy, mechanical ventilation, and arterial blood gas puncture.

Course Schedule

**RESD 58 Neonatal Intensive Care****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**RESD 59 Respiratory Therapeutic Modalities****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: RESD 55

Corequisite: RESD 56D and RESD 61

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.

Course Schedule

**RESD 60 Comprehensive Pulmonary Assessment****2 Units** (Degree Applicable, CSU)

Lecture: 36

Corequisite: RESD 51B and RESD 53

Techniques of pulmonary assessment including history taking, clinical laboratory data, pulmonary function testing data, chest X-rays, physical exam findings, arterial blood gas data, hemodynamic monitoring data, exhaled gas monitoring data, nutrition, and synopsis of findings; extensive practice in interpreting this data.

Course Schedule

**RESD 61 Current Issues in Respiratory Care****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: *RESD 56C*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.

Course Schedule

**RESD 62 Pharmacology for Respiratory Care****1.5 Units** (Degree Applicable, CSU)

Lecture: 27

Prerequisite: RESD 50 and RESD 51A and RESD 52

Commonly used respiratory care drugs with emphasis on dosage, indications, contraindications, adverse reactions, and expected outcomes.

Course Schedule

## Service Learning (SL)

**SL 2 Linked Service Learning****1 Unit** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 54

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.

Course Schedule

## Sign Language & Interpreting (SIGN)

**SIGN 101 American Sign Language 1****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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. One out-of-class observation required.

Course Schedule

**SIGN 101H American Sign Language 1 - Honors****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: Acceptance into the Honors Program

Fundamentals of American Sign Language. Preparation for visual and gestural communication followed by intensive work on comprehension skills; modeling of grammatical structures; general information about Deaf Culture. One out-of-class observation required.

Course Schedule

**SIGN 102 American Sign Language 2****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: SIGN 101 or SIGN 101H

Further study of American Sign Language (ASL) focusing on comprehension skills, grammatical structures and practice in the expressive aspects of the language, as well as exposure to Deaf culture. Students are expected to attend outside events at their own expense.

Course Schedule

**SIGN 103 American Sign Language 3****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: SIGN 102

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. Field trips required.

Course Schedule

**SIGN 104 American Sign Language 4****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: SIGN 103

Expressive and conversational skills in American Sign Language (ASL) along with continued focus on grammatical and cultural features.  
Course Schedule

**SIGN 105 American Sign Language 5****4 Units** (Degree Applicable, CSU)

Lecture: 72

Prerequisite: SIGN 104

Advanced American Sign Language (ASL) 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.  
Course Schedule

**SIGN 108 Fingerspelling****2 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lecture: 36

Prerequisite: SIGN 102

Receptive and expressive fingerspelling.  
Course Schedule

**SIGN 201 Introduction to Deaf Studies****3 Units** (Degree Applicable, CSU)

Lecture: 54

Topics central to the Deaf community including Deaf education, Deaf/hearing relationships, and Deaf history. Topics include early intervention and education of deaf children, communication strategies and their effectiveness, anatomy and causes of deafness, and Deaf people as a cultural group. Gives a holistic perspective of Deaf people applicable to further studies in Deaf culture and community.  
Course Schedule

**SIGN 202 American Deaf Culture****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

American Deaf cultural norms, values, mores and institutions.  
Course Schedule

**SIGN 210 American Sign Language Structure****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: SIGN 103

Linguistic structure of American Sign Language, including phonology, morphology and syntax. Sociolinguistic issues will also be discussed.  
Course Schedule

**SIGN 220 Translation: American Sign Language/English****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: SIGN 104

Corequisite: SIGN 210 (May have been taken previously.)

American Sign Language and English translation by comparing texts in both languages.  
Course Schedule

**SIGN 223 Principles of Interpreting****3 Units** (Degree Applicable, CSU)

Lecture: 54

Prerequisite: SIGN 103 and Eligibility for ENGL 1A

Aspects of interpreting theory and process including the history of sign language interpreting. Examines the interpreter's role and ethical standards.  
Course Schedule

**SIGN 225 Ethical Decision Making for Interpreters****2 Units** (Degree Applicable)

Lecture: 36

Prerequisite: SIGN 223 and SIGN 231

Development of ethical decision-making skills through the analytical construct of the Demand/Control Schema (DC-S) for interpreting work. Includes professional work effectiveness and professional wellness.  
Course Schedule

**SIGN 227 Cognitive Processing for Interpreters****4 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54 Lab: 54

Prerequisite: SIGN 104 and ENGL 1A

Corequisite: SIGN 223 (May have been taken previously)

Development of cognitive processing skills necessary for interpreting between American Sign Language (ASL) and English. Constructing and deconstructing meaning, memory, listening and attending will be covered. Includes memory building, restating, cloze, and listening exercises.  
Course Schedule

**SIGN 231 Interpreting****4 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54 Lab: 54

Prerequisite: SPCH 1A and SIGN 227

Skill development in consecutive interpreting from American Sign Language (ASL) to English and English to ASL. Processing skills and task management will be emphasized.  
Course Schedule

**SIGN 232 Advanced Interpreting****4 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54 Lab: 54

Prerequisite: SIGN 231

Refines interpreting skills with emphasis on simultaneous interpreting. Intensive skill development in interpreting from English to American Sign Language (ASL) and ASL to English.  
Course Schedule

**SIGN 239 Applied Interpreting**

**2 Units** (Degree Applicable)  
(May be taken for Pass/No Pass only)  
Lecture: 36  
Prerequisite: SIGN 232

Capstone class to the interpreter training program. Course emphasizes application of knowledge and skills developed. Students will develop a direct connection to the field of interpreting and explore continuing education opportunities. Students are required to complete 40 hours of out-of-class interpreting and participation in out-of-class interpreting continuing education.

Course Schedule

**SIGN 240 Vocabulary Building for Interpreters**

**2 Units** (Degree Applicable, CSU)  
(May be taken for Pass/No Pass only)  
Lecture: 36  
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.

Course Schedule

**SIGN 250 Interpreting with Classifiers**

**1.5 Units** (Degree Applicable)  
(May be taken for Pass/No Pass only)  
Lecture: 18 Lab: 27

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.

Course Schedule

**SIGN 260 Video Interpreting**

**1.5 Units** (Degree Applicable)  
(May be taken for Pass/No Pass only)  
Lecture: 18 Lab: 27  
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.

Course Schedule

**SIGN 299 Special Projects in Sign Language/Interpreting**

**2 Units** (Degree Applicable)  
(May be taken for option of letter grade or Pass/No Pass)  
Lecture: 36

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.

Course Schedule

# Sociology (SOC)

**SOC 1 Sociology**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 110)  
Lecture: 54  
Prerequisite: Eligibility for ENGL 68

Systematic study of human relations and social structures emphasizing the interaction between personality, culture and society. Special consideration is given to an understanding of group behavior, personality formation, social organization, and social change.

Course Schedule

**SOC 1H Sociology - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 110)  
Lecture: 54  
Prerequisite: Acceptance into the Honors Program

Systematic study of human relations and social structures emphasizing 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.

Course Schedule

**SOC 2 Contemporary Social Problems**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 115)  
Lecture: 54  
Prerequisite: Eligibility for ENGL 68

Sociological principles and concepts as applied in the 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.

Course Schedule

**SOC 2H Contemporary Social Problems - Honors**

**3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 115)  
Lecture: 54  
Prerequisite: Acceptance into the Honors Program

Sociological principles and concepts as applied in the 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. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 2 and SOC 2H.

Course Schedule

**SOC 4 Introduction to Gerontology****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

The characteristics, life circumstances, and problems of people as they progress through life. Emphasizes theoretical perspectives on the process of aging and the adjustment to aging. Covers sociological factors and social institutions that affect individuals as they move through the life course.

Course Schedule

**SOC 5 Introduction to Criminology****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 160)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

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.

Course Schedule

**SOC 5H Introduction to Criminology - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOC 160)

Lecture: 54

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.

Course Schedule

**SOC 7 Sociology of Religion****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

An analysis of religion as a social institution. Focus is on the influence that religion has on American society, religious movements, norms, symbols, and the social manifestations of religious observable facts. Field trips may be required.

Course Schedule

**SOC 14 Marriage and the Family****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 130)

Lecture: 54

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.

Course Schedule

**SOC 14H Marriage and the Family - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 130)

Lecture: 54

Prerequisite: Acceptance in 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.

Course Schedule

**SOC 15 Child Development****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Theoretical aspects of physical, social, emotional and cognitive development from conception through adolescence. Requires observation of children.

Course Schedule

**SOC 20 Sociology of Ethnic Relations****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 150)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Ethnic and racial groups in the U.S. and social factors leading to prejudice, discrimination, and stereotypes. Four major ethnic groups (Blacks, Asians, Native Americans, and Latinos) examined with emphasis placed on historical experiences, contemporary circumstances and future trends.

Course Schedule

**SOC 20H Sociology of Ethnic Relations - Honors****3 Units** (Degree Applicable, CSU, UC, C-ID #: SOCI 150)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Ethnic and racial groups in the U.S. and social factors leading to prejudice, discrimination, and stereotypes. Four major ethnic groups (Blacks, Asians, Native Americans, and Latinos) examined with emphasis placed on historical experiences, contemporary circumstances and future trends. An honors course designed to provide an enriched experience. Students may not receive credit for both SOC 20 and SOC 20H.

Course Schedule

**SOC 36 Asian American Communities****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule



**SOC 91 Service Learning for Sociology****1 Unit** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**SOC 91L Service Learning for Sociology Lab****0.5-2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 27-108

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.

Course Schedule

**SOC 99 Special Projects in Sociology****2 Units** (Degree Applicable, CSU)

Lecture: 36

Offers students recognition for their academic interests in sociology and the opportunity to explore the discipline of sociology to greater depth. The content of the course and the methods of study vary from semester to semester and depend on the particular project under consideration.

Course Schedule

## Spanish (SPAN)

**SPAN 1 Elementary Spanish****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Conversing, reading, and writing in Spanish at the elementary level. Includes essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to Hispanic culture.

Course Schedule

**SPAN 2 Continuing Elementary Spanish****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: SPAN 1

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.

Course Schedule

**SPAN 3 Intermediate Spanish****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: SPAN 2

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.

Course Schedule

**SPAN 4 Continuing Intermediate Spanish****4 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: SPAN 3

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.

Course Schedule

**SPAN 11 Spanish for the Spanish Speaking****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

Prerequisite: SPAN 2

Provides Spanish-speaking students opportunity to improve skills in standard Spanish grammar and vocabulary 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.

Course Schedule

**SPAN 12 Continuing Spanish for the Spanish Speaking****4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

**SPAN 53 Conversational Spanish****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

Prerequisite: SPAN 2

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.

Course Schedule

**SPAN 54 Continuing Conversational Spanish****3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

# Speech (SPCH)

## SPCH 1A Public Speaking

**4 Units** (Degree Applicable, CSU, UC, C-ID #: COMM 110)

Lecture: 72

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.

Course Schedule

## SPCH 1AH Public Speaking - Honors

**4 Units** (Degree Applicable, CSU, UC, C-ID #: COMM 110)

Lecture: 72

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. Students may not receive credit for both SPCH 1A and SPCH 1AH. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 1A and SPCH 1AH.

Course Schedule

## SPCH 2 Fundamentals of Communication

**4 Units** (Degree Applicable, CSU, UC)

Lecture: 72

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.

Course Schedule

## SPCH 3 Voice and Diction

**3 Units** (Degree Applicable, CSU, UC)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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.

Course Schedule

## SPCH 4 Performance of Literature

**3 Units** (Degree Applicable, CSU, UC, C-ID #: COMM 170)

Lecture: 54

Theory, principles, and techniques of the performance of literature in solo and duo formats. Texts will include prose, poetry, drama, nonfiction and other forms. Appreciation of various genres of literature through textual analysis, oral reading, and evaluation. Practical training is given in critical reading, editing, and performance of poetry, prose, drama, essay, and experimental forms of performance text drawn from a diverse range of cultural viewpoints and voices.

Course Schedule

## SPCH 6 Group Communication

**3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Theory, principles, application and evaluation of group communication processes, including problem-solving, conflict management, decision making, and leadership.

Course Schedule

## SPCH 7 Intercultural Communication

**3 Units** (Degree Applicable, CSU, UC, C-ID #: COMM 150)

Lecture: 54

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.

Course Schedule

## SPCH 7H Intercultural Communication - Honors

**3 Units** (Degree Applicable, CSU, UC, C-ID #: COMM 150)

Lecture: 54

Prerequisite: Acceptance 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.

Course Schedule

## SPCH 8 Professional and Organizational Speaking

**4 Units** (Degree Applicable, CSU)

Lecture: 72

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.

Course Schedule

**SPCH 8H Professional and Organizational Speaking - Honors****4 Units** (Degree Applicable, CSU)

Lecture: 72

Prerequisite: Acceptance into the Honors Program

Corequisite: ENGL 1A and ENGL 1AH (may be 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.

Course Schedule

**SPCH 15 Forensics: Fundamentals of Contest Speech and Debate****2 Units** (Degree Applicable, CSU)

(May be taken four times for credit)

Lecture: 18 Lab: 54

Advisory: SPCH 1A or SPCH 1AH

Participation in one or more intercollegiate competitions as part of the Mt. SAC Forensics Team. Instructions in preparatory procedures for these tournaments, including techniques in persuasive oratory, interpretation, expository, impromptu, speech analysis, and debate. Student has option to choose area of interest and also an opportunity to participate in public community programs. Tournament attendance required outside regularly scheduled class hours. Students who repeat this course will benefit from additional competition experiences.

Course Schedule

**SPCH 16 Forensics: Individual Event Team****3 Units** (Degree Applicable, CSU)

(May be taken four times for credit)

Prerequisite: Admission by audition

Speech performance skills and participation in multiple intercollegiate speaking competitions as members of the Mt. SAC Forensics Team. Auditions are held prior to the first week of class and are scheduled through the coaching staff. Tournament attendance required outside regularly scheduled class hours. Students who repeat this course will benefit from additional competition experiences.

Course Schedule

**SPCH 17 Forensics: Debate Team****3 Units** (Degree Applicable, CSU)

(May be taken four times for credit)

Prerequisite: SPCH 15 or SPCH 20

Speaking and argumentation skills and participation in multiple intercollegiate speaking competitions as members of the Mt. SAC Forensics Team. Emphasis is on parliamentary debate and limited preparation speaking. Tournament attendance required outside regularly scheduled class hours. Students who repeat this course will benefit from additional competition experiences.

Course Schedule

**SPCH 18 Forensics: Reader's Theater Team****3 Units** (Degree Applicable, CSU)

(May be taken four times for credit)

Prerequisite: SPCH 15

Speech performance skills and participation in multiple public performances, including a regional, state or national-level forensics competition, as members of the Mt. SAC Forensics Team. Students will perform in one or more reader's theater pieces. Tournament attendance required outside regularly scheduled class hours. Students who repeat this course will benefit from additional competition experiences.

**SPCH 20 Argumentation and Debate****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: SPCH 1A or SPCH 1AH

Rhetorical principles of argumentation in both theory and practice. Emphasis is given to rational discussion and reasoned advocacy.

Course Schedule

**SPCH 20H Argumentation and Debate - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: SPCH 1A or SPCH 1AH and acceptance into the Honors Program

Rhetorical principles of argumentation in both theory and practice. Emphasis is given to rational discussion and reasoned advocacy. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 20 and SPCH 20H. Off-campus tournaments may be required.

Course Schedule

**SPCH 26 Interpersonal Communication****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Eligibility for ENGL 68

Dynamics of everyday one-to-one communication focusing on the role behavior, psychology, and environment play in friendship, family, intimate, and workplace relationships. Factors that influence communication such as non-verbal cues, language, perception, culture, power dynamics, listening, self-concept, and health and personal well-being. Problems in relational communication and conflict management as well as adaption and success in interpersonal effectiveness.

Course Schedule

**SPCH 26H Interpersonal Communication - Honors****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Prerequisite: Acceptance into the Honors Program

Dynamics of everyday one-to-one communication focusing on the role behavior, psychology, and environment play in friendship, family, intimate, and workplace relationships. Factors that influence communication such as non-verbal cues, language, perception, culture, power dynamics, listening, self-concept, and health and personal well-being. Problems in relational communication and conflict management as well as adaption and success in interpersonal effectiveness. An honors course designed to provide an enriched experience. Students may not receive credit for both SPCH 26 and SPCH 26H.

Course Schedule

**SPCH 30 Gateway to Communication Studies****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

Corequisite: ENGL 1A or ENGL 1AH (may be taken previously)

Advisory: READ 100

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.

Course Schedule

**SPCH 99 Special Projects in Speech****2 Units** (Degree Applicable, CSU)

Lecture: 36

Offers 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.

Course Schedule

## Study Techniques (STDY)

**STDY 80 Foundations for Academic Success****3 Units** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

College success course emphasizing academic achievement that promotes learning through self awareness, time management, listening, note taking, oral and written communication, test taking, memorization, and the use of campus resources using a brain-based perspective.

Course Schedule

**STDY 85A Basic Overview of Strategies for Academic Success****1 Unit** (Not Degree Applicable)

Lecture: 18

Advisory: Eligibility for ENGL 67 and Eligibility for READ 80

Brain-based perspective emphasizing study techniques that include self-awareness, self-motivation, note-taking, test-taking, studying and learning strategies and learning preferences.

Course Schedule

**STDY 85C Online Learning Success Skills****1 Unit** (Not Degree Applicable)

Lecture: 18

Advisory: Eligibility for ENGL 67 and Eligibility for READ 90

Introductory college success course overview for online learning using a brain-based perspective emphasizing success strategies designed to prepare students to take online classes and to introduce students to strategies for online learning.

Course Schedule

**STDY 100 University-level Academic Success Strategies****3 Units** (Degree Applicable, CSU)

Lecture: 54

Advisory: Eligibility for ENGL 68 and eligibility for READ 100

Advanced transfer-level college success course emphasizing study strategies that include Triune Brain Theory, Emotional Intelligence, learning theories, preparation for transfer, self-management, and critical thinking using a brain-based perspective.

Course Schedule

## Surveying (SURV)

**SURV 1A Surveying****3 Units** (Degree Applicable, CSU, UC, C-ID #: ENGR 180)

Lecture: 36 Lab: 54

Prerequisite: MATH 150

Surveying and use and care of surveying instruments such as steel tape, engineer's level, theodolite, and total station. Includes horizontal and vertical measurements, layout, traverse, area computations, analysis and adjustments of systematic and random errors, stadia surveying, and mapping.

Course Schedule

**SURV 1B Surveying****3 Units** (Degree Applicable, CSU, UC)

Lecture: 36 Lab: 54

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.

Course Schedule

## Technology-Related Courses (TECH)

**TECH 60 Customer Relations for the Technician****2 Units** (Degree Applicable)

Lecture: 36

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.

Course Schedule

**TECH 89 Preparation for Work Experience****1 Unit** (Not Degree Applicable)

Lecture: 18

Preparation for Work Experience in Engineering and Industrial Technology related occupations including opportunities for assessment of personal performance, improving technical knowledge, professionalism, the culture of work, developing an internship into employment, avoiding injury, and workers' compensation. Instructor authorization is required prior to enrollment.

Course Schedule

## Theater Arts (THTR)

**THTR 9 Introduction to Theater Arts****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 111)

Lecture: 54

Aesthetic, artistic, technical, and business aspects of theater.

Course Schedule

**THTR 10 History of Theater Arts****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 113)

Lecture: 54

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.

Course Schedule

**THTR 11 Principles of Acting I****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 151)

Lecture: 54

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.

Course Schedule

**THTR 12 Principles of Acting II****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 152)

Lecture: 54

Prerequisite: THTR 11

Investigation of acting techniques through the study and presentation of varied dramatic scenes.

Course Schedule

**THTR 14 Stagecraft****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 171)

Lecture: 36 Lab: 54

Theory and practice of scenery construction and stage 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.

Course Schedule

**THTR 15 Play Rehearsal and Performance****1-3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 191)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 54-162

Prerequisite: Admission by audition

Planning, preparation, and presentation of college-sponsored dramatic presentations. Emphasis on acting with some technical theater assignments. Attendance at performances is required.

Course Schedule

**THTR 16 Theatrical Make-Up****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 175)

Lecture: 45 Lab: 36

Theory and practice of makeup for the stage. Emphasis will be on the design and application of straight, stylized, character, and other make-up techniques.

Course Schedule

**THTR 17 Acting for the Camera****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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 to prepare for an occupation in the performing areas of television and film.

Course Schedule

**THTR 18 Technical Theater Practicum****1 Unit** (Degree Applicable, CSU, UC, C-ID #: THTR 192)

(May be taken four times for credit)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 54

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.

Course Schedule

**THTR 19 Theatrical Costuming****3 Units** (Degree Applicable, CSU, UC, C-ID #: THTR 174)

Lecture: 36 Lab: 54

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.

Course Schedule

**THTR 25 Theatrical Playwriting****3 Units** (Degree Applicable, CSU, UC)

Lecture: 54

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.

Course Schedule

**THTR 60 Children's Theater****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 108

Practice of children's theater through the creation and performance of new work for young audiences. Includes experience in story development, design, directing and performance culminating in the practical application of a series of public presentations.

Course Schedule

**THTR 99 Special Projects in Theater****1-2 Units** (Degree Applicable, CSU)

Lab: 54-108

In order to offer 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 must have instructor's authorization before enrolling in this class. Students who repeat this course will make individual contracts with the instructor to ensure that proficiencies are enhanced.

Course Schedule

## Tutor Training (TUTR)

**TUTR 10A Introduction to Tutoring****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Introduction to tutoring, with an emphasis on tutoring strategies, problem solving, and working with a diverse student population.

Course Schedule

**TUTR 10B Tutoring in the English Language****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

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.

Course Schedule

**TUTR 10C Tutoring as a Supplemental Instructor****1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Tutoring as a Supplemental Instructor with an emphasis on tutoring in the classroom and in small groups under the supervision of a designated instructor.

Course Schedule

**TUTR 10D Tutoring in Mathematics****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Prerequisite: MATH 71

Tutoring in mathematics with an emphasis on strategies to promote active learning.

Course Schedule

**TUTR 10R Tutoring in Reading****1 Unit** (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Advisory: Eligibility for READ 100

Application of strategic reading processes and approaches to reading tutoring. Prepares students to become tutors for reading.

Course Schedule

## Welding (WELD)

**WELD 30 Metal Sculpture****2 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 54

Welding processes used in the metal sculpting industry to create three-dimensional art forms. Covers design, pre-construction analysis, and cost estimates for projects. Includes use of equipment for oxyfuel welding, gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), shielded metal arc welding (SMAW), and flux-cored arc welding (FCAW). Includes demonstrations and exercises in welding as it relates to the art industry.

Course Schedule

**WELD 40 Introduction to Welding****2 Units** (Degree Applicable, CSU)

Lecture: 18 Lab: 54

Fundamentals of welding processes related to the areas of fabrication, construction, machine tool, aerospace and the transportation industries.

Course Schedule

**WELD 50 Oxyacetylene Welding****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Oxyacetylene fusion welding, non-fusion welding and cutting. Develops understanding of and fundamental skills in modern welding practices.

Course Schedule

**WELD 51 Basic Electric Arc Welding****2 Units** (Degree Applicable)

Lecture: 18 Lab: 54

Advisory: WELD 50

Electric arc welding, weld symbols, standard electrode and alloy electrode selection, American Welding Society (AWS) procedure for certification.

Course Schedule

**WELD 53A Welding Metallurgy****3 Units** (Degree Applicable, CSU)

Lecture: 54

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.

Course Schedule

**WELD 60 Print Reading and Computations for Welders****3 Units** (Degree Applicable)

Lecture: 54

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.

Course Schedule

**WELD 70A Beginning Arc Welding****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

Develops manipulative skills and techniques for Shielded Metal Arc (SMAW) and Flux Cored Arc (FCAW) welding processes in the flat and horizontal positions using AC and DC welding currents on carbon steel.

Course Schedule

**WELD 70B Intermediate Arc Welding****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

Advisory: WELD 70A

Welding high alloy steel with both Shielded Metal Arc (SMAW) and Flux Core Arc (FCAW) welding processes in the vertical and overhead positions with an introduction to Gas Metal Arc (GMAW) and Gas Tungsten (GTAW) welding.

Course Schedule

**WELD 70C Certification for Welders****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

Advisory: WELD 70A

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.

Course Schedule

**WELD 80 Construction Fabrication and Welding****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

Advisory: WELD 40 and WELD 51 and 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.

Course Schedule

**WELD 81 Pipe and Tube Welding****3 Units** (Degree Applicable)

Lecture: 18 Lab: 108

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.

Course Schedule

**WELD 90A Gas Tungsten Arc Welding****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 108

Advisory: WELD 70B

Advanced Gas Tungsten Arc Welding (GTAW) or tungsten inert gas (TIG) of steel, aluminum, corrosion resisting steel (CRES), and exotic metals. All position welds with many surfaces and transitions.

Course Schedule

**WELD 90B Semiautomatic Arc Welding Process****3 Units** (Degree Applicable, CSU)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18 Lab: 108

Advisory: WELD 70B

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.

Course Schedule

**WELD 91 Automotive Welding, Cutting and Modification****1 Unit** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 18

Corequisite: WELD 91L

Advisory: WELD 70B

Welding and cutting metals used in the automotive industry. Gas Metal Arc (GMAW/MIG), Gas Tungsten Arc (GTAW/TIG), Plasma Arc Cutting (PAC), and Oxy-fuel Cutting (OFC) welding will be covered.

Course Schedule

**WELD 91L Automotive Welding, Cutting and Modification Lab**

**2 Units** (Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lab: 108

Corequisite:WELD 91 (may have been taken previously)

Advisory:WELD 70B

Practical lab applications for sheet metal forming, metal inert gas (MIG), tungsten inert gas (TIG), resistance spot (RSW), and Oxy-fuel welding, plasma arc cutting (PAC) and Oxy-fuel cutting. Includes design, fabrication and assembly of automotive suspension and chassis components.

Course Schedule

**WELD 96 Work Experience in Welding**

**1-4 Units** (Degree Applicable)

(May be taken for Pass/No Pass only)

Lab: 75-300

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.

Course Schedule



# **ADULT & CONTINUING EDUCATION**

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# ADULT & CONTINUING EDUCATION

Adult education courses are designed to support students towards a career or college pathway, as well as to provide developmental, educational, and lifelong learning opportunities. Courses and programs are defined categorically under the California Education Code, Section 84711, whereby state funding is authorized for specific categories. Categories currently provided by Mt. SAC noncredit include: Basic Skills (including tutoring), English as a Second Language (ESL and VESL), Citizenship, Education for Older Adults, Adults with Disabilities, Secondary Education, Short-term Vocational, and additional courses defined as adult education curricula.

## Adult Basic Education

The Adult Basic Education department is committed to providing basic skills instruction and support services that prepare adult students to transition into college and employment.

## ABE 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.

The Adult Basic Education department is committed to providing basic skills instruction and support services that prepare adult students to transition into college and employment. These services are offered at no cost:

- Basic Skills Instruction (Reading, Writing, and Mathematics)
- Armed Services Vocational Aptitude Battery (ASVAB) Preparation
- Support Services to EDD and WIOA I students
- Academic and Career Counseling/Advising
- Computer Literacy and Keyboarding Classes
- Typing Test Certification

As part of the enrollment process, students **must** attend an orientation and complete assessments before starting classes. Orientation sessions are offered weekly in both the day and evening, and registration can be done at any time during the semester. Counselors and educational advisors are available to provide students with the following services:

- Identifying career and academic goals
- Enrolling into college
- Financial aid information
- Educational and career planning
- Career development courses and services to prepare students for employment

For more information on Adult Basic Education programs and services, contact (909) 274-4845.

## Adults with Disabilities

The School of Continuing Education's (SCE) **\*IMPACT** Program provides education and specialized services for adults with intellectual disabilities (ID) and other developmental disabilities (DD). A comprehensive curriculum is under development to prepare students for employment, living independently, participating in college life, and becoming more independent in the community. The College campus and surrounding community provide a rich environment for instruction and skill development. **IMPACT** enables students with ID/DD to attend college and maximize their potential for integration into the mainstream of society.

*\*(Independent living skills, Mobility training, Physical health and well-being, Advocacy for self, College career and job readiness skills and Technology training)*

### Purpose:

- To provide a coordinated instructional program designed to help students develop their social, personal, academic, vocational, and independent living skills.
- To provide an inclusive, structured environment that enables individuals with ID/DD to develop and manage appropriate patterns of behavior within a social and vocational context.
- To develop a person-centered educational and vocational plan by assessing the interests, needs and capabilities of each participant.

For more information, please contact Susan Stroebel at (909) 274-4237.

## Education for Older Adults

Courses designed for older adults (age 55+ years)<sup>1</sup> provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered in the health, art, and vocational areas, and are conducted at various senior and community centers and residential facilities throughout the Mt. San Antonio College District.

The Education for Older Adults has two programs that provide students with services and opportunities to enrich their Mt. SAC experience.

### **Mountie Volunteer Program (MVP)**

The MVP Program partners with the Retired Senior Volunteer Program (RSVP), and coordinates and provides volunteer opportunities for participants. The program recruits and screens potential volunteers.

### **Generations Program**

The Generations Program provides educational opportunities that foster inter-generational relationships, and links generations for the good of society, such as student athletes providing volunteer hours for the Education for Older Adults program.

For more information on Education for Older Adults, please call (909) 274-4192.

## Class Locations

### **BRDG - Bridgecreek Retirement Center**

3601 Holt Avenue, West Covina  
(626) 332-1135

### **COUN - Country View Retirement Home**

824 Cameron, West Covina  
(626) 962-3511

### **COV-AT - Atria-Covina**

825 W. San Bernardino Road, Covina  
(626) 967-9621

### **DBC - Diamond Bar Center**

1600 Grand Avenue, Diamond Bar  
(909) 839-7068

### **DBL - Diamond Bar Library**

21810 Copley Drive, Diamond Bar  
(909) 861-4978

### **EMSD - Emeritus of San Dimas**

1740 S. San Dimas Avenue, San Dimas  
(909) 394-0304

### **ESEALS - Easter Seals Southern California**

837 W. Christopher Street, Suite D, West Covina  
(626) 856-1601

### **HERI - Heritage Park Community Center**

2900 Brea Canyon Road, Diamond Bar  
(909) 396-5699

### **HILL - Hillcrest Homes**

2705 Mountain View, La Verne  
(909) 392-4358

### **IRC - Irwindale Recreation Center**

16053 Calle DePaseo, Irwindale (Behind Irwindale City Hall)  
(626) 430-2227

### **IRWN - Irwindale Senior Citizen's Center**

16116 Arrow Highway, Irwindale  
(626) 430-2284

### **JOS - Joslyn Senior Citizens' Center**

815 N. Barranca, Covina  
(626) 966-6378

### **LV - La Verne Community Center**

3680 D Street, La Verne  
(909) 596-8776

### **MAS - The Masonic Home**

1650 Old Badillo Street, Covina  
(626) 251-2234

### **MSAG - Mt. San Antonio Gardens**

900 E. Harrison Avenue, Pomona  
(909) 624-5061

### **PSC - Palomares Senior Center**

499 E. Arrow Highway, Pomona  
(909) 620-2324

### **PATH - Pathfinder Park Community Center**

18150 E. Pathfinder Road, Rowland Heights  
(562) 690-0933

### **RAN - Atria-Rancho Park Adult Community**

801 Cypress Way, San Dimas  
(909) 592-9662

### **RGNT - Regent Senior Living**

150 S. Grand Avenue, West Covina  
(626) 332-3344

### **SDMS - San Dimas Retirement Center**

834 W. Arrow Highway, San Dimas  
(909) 599-4512

### **SD - San Dimas Senior/Community Center**

201 E. Bonita Avenue, San Dimas  
(909) 394-6293

### **SDSR - San Dimas Swim/Racquet Club**

990 W. Covina Blvd., San Dimas  
(909) 592-1430

### **SOP - Shadow Oak Park**

2121 Shadow Oak Drive, West Covina  
(626) 965-0328

### **PLUM - Stanley Plummer Building**

245 E. Bonita Avenue, San Dimas  
(909) 394-6290

### **VILLA - Villa Colima**

19850 Colima, Walnut  
(909) 595-5030

### **WALT - Walnut Senior Center**

21215 La Puente Road, Walnut  
(909) 598-6200

### **WCSCC - West Covina Senior Citizens' Center**

2501 E. Cortez Street, West Covina  
(626) 331-5366

## **English as a Second Language**

Classes and programs are available for English language learners at all levels of proficiency, from low literacy to advanced and ready to transition into credit or career pathways. Classes and services include:

- Orientation and 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 Pre, A, B, and C; Writing Pre, A, B, and C)
- Specialized courses (TOEFL preparation, Citizenship preparation)
- Transition to credit and/or career training program (VESL Career Paths)
- Supplemental ESL workshops, tutoring, and conversation groups

- Academic and career counseling, educational planning, and annual career conference
- Workshops and classroom presentations on college and career options

The ESL office and registration services are located in the Language Center, building 66. For more information, please contact us at (909) 274-5235.

**VESL Career Paths** is a two-semester program designed to prepare advanced ESL students who have **COMPLETED Level 5 or Level 6** for academic and career success.

#### VESL is for students who:

- Need more language and work skills for better job opportunities
- Want a college degree but need to improve English and study skills before transferring to credit
- Have a college degree and work experience from native country, but need to improve their English so they can earn a vocational certificate or pass a board exam
- Need more English and computer skills in order to be more active in their family's life and in their community

#### Students who complete the VESL program:

- Increase English proficiency
- Gain experience using computers
- Learn how to design and give media presentations
- Develop job search and interviewing skills
- Earn certificates in keyboarding
- Earn a certificate of completion for VESL 1 and VESL 2

#### Program Outline

##### VESL 1 (1st Semester)

1. Computer Keyboarding (VOC CS11)
2. VESL Speaking C (ESL SPKC)
3. VESL Writing C (ESL WRTC)
4. Career and Life Planning (BS CNSL5)

##### VESL 2 (2nd Semester)

1. Microcomputer Applications (VOC CSB15)
2. English (AMLA or credit English OR an elective (counselor's approval required))

\*NOTE: Students are **required** to take **ALL** classes in the VESL program together.

COST: The VESL program is free, with the exception of course books and campus parking permit.

#### Counseling Services:

The ESL Counseling Team offers academic, career, and personal/educational counseling to assist current and prospective students in developing their educational plans, coordinating their career goals, and navigating the American educational system. Students are encouraged to visit or call the office for appointments; walk-in appointments are also available. Some services include:

- Providing orientation and educational planning to noncredit students
- Defining values, skills, aptitudes and abilities for the right career choice

- Exploring careers of interest and pathways leading to them
- Providing workshops to help transition into credit classes
- Researching license, degree, and transfer of units/credit
- Finding referrals to campus and community resources

For more information, call (909) 274-5232 or email at [ESLCounseling@mtsac.edu](mailto:ESLCounseling@mtsac.edu).

#### Learning Resources:

The ESL Department offers a variety of learning opportunities outside of the traditional classroom in order to help support students with development of effective English communication and lifelong habits of learning. Some of these services include:

- ESL Library reading and writing material for all levels and available for check out
- Workshops on special topics such as learning styles and vocabulary development
- Language Learning Center open lab for independent practice
- Tutoring services in grammar and writing

#### Language Learning Center

Mt. San Antonio College's Language Learning Center (LLC) provides faculty guided, as well as independent, learning opportunities for ESL, AMLA, Arabic, Chinese, French, German, Italian, Japanese, Spanish and Sign Language. Located in the Learning Technology Center, Building 6, room 264, the LLC serves both credit and noncredit students learning a language. 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 (CATS) for the FFA and other licensing boards

For more information on the LLC, contact (909) 274-4580.

## Health Careers

The School of Continuing Education offers courses and certificates in the health careers. Courses are tuition free. However, students are responsible for the purchase of materials.

#### Health Careers Resource Center (HCRC)

The Health Careers Resource Center (HCRC) provides a state-of-the-art learning lab and resources to increase the student's knowledge, learn new skills, and reinforce previously learned skills.

HCRC available services include:

- RN assistance in clinical skills practice and performance evaluation
- Medical and hospital equipment; supplies; manikins; simulators; training aids 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, Critical Care
- METI/CAE Adult, Child, and Infant Human Patient Simulators
- Gaumard Birthing Simulator

The HCRC is available to Mt. SAC credit and noncredit health career students. Prior to utilization of the HCRC, students must pre-register in the School of Continuing Education's Registration Office located in Building 40, Room 104. Registration receipt and current student identification must be brought to the HCRC on the first visit to complete the registration process.

### Orientation

The School of Continuing Education Health Careers' Programs require potential students to attend an orientation prior to the start of each cohort. More information is available at the School of Continuing Education office in Building 40, room 104 or by calling (909) 274-4220.

### Requirements

Health career students enrolling in Certified Nursing Assistant (CNA) or In Home Support Services (IHSS) must meet specific state requirements related to security and physical health. This information is provided at the mandatory orientations or please call (909) 274-4788 for CNA or (909) 274-4220 for IHSS.

### Registration

CNA: Once a student has attended the orientation they will need to complete a background check and get a physical examination. Students who successfully meet those requirements will then register for the CNA program through the Health Careers Resource Center.

IHSS: Once a student has attended the orientation they then can complete registration by filling out a registration card once registration opens. The class fills up quickly and is done on a first-come first-serve basis. Students enrolling in the In Home Support Services (IHSS) program will also be required to take the TABE D9 Reading Survey.

The test is free and can be taken on the same day as the orientation. This test is used for information purposes only to assist the student in identifying additional areas in which support may be needed to be successful in the program.

### Fees and Expenses

There is no tuition for noncredit vocational courses. Some courses, however, include a fee for materials provided to students. Books and supplies needed for a class are the responsibility of the student. All students who park on the Mt. SAC campus must have a valid parking permit. Student parking permits may be purchased at the Bursar's Office.

One-day parking permits may be purchased at various parking lots on campus. See the campus map for details.

### Counseling Services

The School of Continuing Education has counselors available to assist students interested in earning Certificates of Completion. Students can make appointments with the counselors, and counselors will visit the short-term vocational classes throughout the session for career and education planning. In addition, a career center is available for students to use, both to gather information on specific careers as well as to interact with the counselor who is available at the career center. *For more information or to schedule an appointment with a counselor, please call (909) 274-4845.*

### Career Development

Career development is part of all short-term vocational programs. In the courses, students will have the opportunity to develop their "soft skills" such as communication and collaboration. Students will also work on refining their resume and practice interviews.

Students wishing to complete a noncredit certificate program in one of the vocational areas of study must apply to the Continuing Education

Division office, building 40, room 104. For further information, please select the link below or call (909) 274-4220.

### Fee-Based Health Career Certificates

The School of Continuing Education offers fee-based programs that prepare the student for the certificates and corresponding examinations in the given area. These include:

- Mammography Initial Training
- Medical Insurance Billing Specialist
- Phlebotomy Technician
- RN Re-Entry into Practice

*For more information on these programs, please refer to the School of Continuing Education Community Education Schedule of Classes each semester of call (909) 274-4220.*

### Help

For more information regarding the School of Continuing Education Certificates of Completion, please call the office at (909) 274-4220.

## How to Complete a Certificate

### Certificates of Completion

The School of Continuing Education offers short-term vocational certificates of completion in a few areas. Generally, these certificates can be completed anywhere between six weeks and six months. These certificates prepare students to work in certain fields and also serve as the first step in their career ladder to higher level positions requiring additional schooling.

### How to Complete and Obtain a Certificate

In order for students to receive a Certificate of Completion, the student must complete the following:

- Register for the desired courses (and pay material fees if applicable)
- Satisfactorily complete coursework, papers, projects, take and pass all exams with the equivalent of a "C" grade as outlined by each individual course syllabus.
- When all courses are completed, submit a request to the School of Continuing Education in Building 40, room 104.
- The office will verify that all requirements have been met and prepare the Certificate of Completion for the student to pick up.

## High School Equivalency/GED

Adult Basic Education offers courses and two ways to prepare for a California HS Equivalency Certificate. On-campus preparation for the GED (General Education Development) or HiSET (High School Equivalency Testing) is available in the Adult Basic Education Lab and through Distance Learning. Students can prepare in the various subjects and learning plans are designed for students to earn the highest possible exam scores.

For more information on the program and how to enroll, please visit our website at:

High School Equivalency/GED Preparation ([http://catalog.mtsac.edu/areas-interest/continuing-education/high-school-equivalency-ged/%20http://www.mtsac.edu/continuinged/noncredit/abe/ged\\_prep.html](http://catalog.mtsac.edu/areas-interest/continuing-education/high-school-equivalency-ged/%20http://www.mtsac.edu/continuinged/noncredit/abe/ged_prep.html))

## High School Programs

### Adult HS Diploma/HS Referral

Adult students can earn credits toward completion of a **high school diploma** under the guidance of an instructor and support staff. Coursework is offered in small group instruction, computer aided instruction, and individual study. For more information on the requirements for the diploma, please visit: Adult High School Diploma (<http://www.mtsac.edu/continuinged/noncredit/highschool/>)

**High School Referral (HSR)** is a self-paced, guided-study program designed to allow high school students the opportunity to retake classes to earn a higher grade and make up credits. Students must be currently enrolled in high school and have parent and counselor consent to participate. For more information on the HSR program, please visit: High School Referral ([http://catalog.mtsac.edu/areas-interest/continuing-education/high-school/%20http://www.mtsac.edu/continuinged/noncredit/highschool/hs\\_referral.html](http://catalog.mtsac.edu/areas-interest/continuing-education/high-school/%20http://www.mtsac.edu/continuinged/noncredit/highschool/hs_referral.html))

## Vocational Programs

The School of Continuing Education offers courses and certificates in vocational areas including health careers, electronics, business, welding, and others. Some of these certificates, such as Certified Nursing Assistant (CNA) and Electronics Systems Technology (EST) are short-term by design to provide you with the skills and knowledge necessary to work in a particular field.

Additionally, many credit vocational classes offer a limited number of seats available to Continuing Education students for noncredit. Students may enroll in these classes in accordance with procedures outlined in the School of Continuing Education class schedule. Students will not receive college credit.

### Arts

### Building Trades

### Business

### Electronics

### Health

### Information Technology

### Interior Design

### Manufacturing Technology

### Registration

For Continuing Education (noncredit) courses and programs, admission and registration are completed using a registration card. Students may register by coming to the School of Continuing Education office at building 40, room 104. For more information please call (909) 274-4220.

## Fees and Expenses

There is no tuition for noncredit vocational courses. Some courses, however, include a fee for materials provided to students. Books and supplies needed for a class are the responsibility of the student. All students who park on the Mt. SAC campus must have a valid parking permit. Student parking permits may be purchased at the Bursar's Office. One-day parking permits may be purchased at various parking lots on campus. See the campus map for details.

## Counseling Services

The School of Continuing Education has counselors available to assist students interested in earning Certificates of Completion or general course information.

*For more information or to schedule an appointment with a counselor, please call (909) 274-4845.*

## Fee-Based Certificate Programs

The School of Continuing Education also offers fee-based Certificate Programs. These include:

- Bookkeeping Preparation
- CPR and First Aid
- Makeup Artistry
- Medical Insurance Billing Specialist
- Phlebotomy Technician
- RN Re-Entry into Practice

*Specific certificate content and more information can be found by visiting [www.communityed.mtsac.edu](http://www.communityed.mtsac.edu) or by calling (909) 274-4220.*

## How to Complete a Certificate

### Certificates of Completion

The School of Continuing Education offers short-term vocational certificates of completion in a few areas. Generally, these certificates can be completed anywhere between six weeks and six months. These certificates prepare students to work in certain fields and also serve as the first step in their career ladder to higher level positions requiring additional schooling.

### How to Complete and Obtain a Certificate

In order for students to receive a Certificate of Completion, the student must complete the following:

- Register for the desired courses (and pay material fees if applicable)
- Satisfactorily complete coursework, papers, projects, take and pass all exams with the equivalent of a "C" grade as outlined by each individual course syllabus.
- When all courses are completed, submit a request to the School of Continuing Education in Building 40, room 104.
- The office will verify that all requirements have been met and prepare the Certificate of Completion for the student to pick up.

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## 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.

### Program Learning Outcomes

- Students will explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account.
- Students will use computerized accounting software to process accounting transactions.
- Students will analyze business transactions, and journalize and post transactions to ledger accounts.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Coursework

VOC BA07 Principles of Accounting - Financial  
or VOC BA72 Bookkeeping - Accounting

VOC BA75 Using Microcomputers in Financial Accounting

VOC BA76 Using Microcomputers in Managerial Accounting

or VOC BA68 Business Mathematics

## 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 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.

### Program Learning Outcomes

- Students will process collections from customers and update accounts receivable.
- Students will prepare financial statements.
- Students will solve managerial accounting problems with Excel software.
- Students will develop the ability to relate material from each course completed to their current and future professional needs, even if these needs fall into a different discipline.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Accounting - Bookkeeping coursework

PLUS

Completion of the Accounting - Computerized coursework

#### Accounting - Bookkeeping Coursework

VOC BA07 Principles of Accounting - Financial  
or VOC BA72 Bookkeeping - Accounting

VOC BA75 Using Microcomputers in Financial Accounting

VOC BA76 Using Microcomputers in Managerial Accounting

or VOC BA68 Business Mathematics

#### Accounting - Computerized Coursework

VOC CSB15 Microcomputer Applications

VOC CSB16 Macintosh Applications

VOC CSB31 Microsoft Word

VOC CSB51 Microsoft PowerPoint

## Accounting – Payroll

### #24074

The 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.

### Program Learning Outcomes

*Upon successful completion of this program, a student will:*

- Identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment.
- Calculate wages and withholding amounts in payroll problems.
- Assemble payroll record keeping requirements for employers under current state and federal laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Certificate Requirements

Completion of the Accounting - Bookkeeping Certificate coursework

PLUS

Completion of the Accounting - Payroll coursework

#### Accounting - Bookkeeping Coursework

VOC BA07 Principles of Accounting - Financial  
or VOC BA72 Bookkeeping - Accounting

VOC BA75 Using Microcomputers in Financial Accounting

VOC BA76 Using Microcomputers in Managerial Accounting

or VOC BA68 Business Mathematics



**Accounting - Payroll Coursework**

VOC BA70	Payroll and Tax Accounting
VOC BA75	Using Microcomputers in Financial Accounting
or VOC BA76 Using Microcomputers in Managerial Accounting	

## Basic Career Readiness

#30805

This certificate provides courses that will improve the entry level basic skills needed for employment. Career Development includes personal career assessment, basic interview skills, and job search techniques that students can apply to current and future employment. Students will increase basic skills in reading comprehension, writing, math and basic computer literacy. Students are required to take Career Development and may take either Personal Computer Applications or Adult Basic Education or both. For more information, contact the Adult Basic Education Department at (909) 274-4845.

### Program Learning Outcomes

Upon completion of Personal Computer Applications and Career Development courses, students will be able to demonstrate proficiency in software applications and work readiness skills.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BS ABE02	Adult Basic Education
BS ABE05	Career Development
BS LRN06	Personal Computer Applications

## Basic Skills

#24058

The Basic Skills Certificate of Competency provides courses that will improve basic reading, writing, and mathematics skills. Improved literacy will benefit students in obtaining employment, advancing in their careers, or preparing for future advanced academic studies. Students will progress through different levels within this sequence based on individual need. Some students who improve skill levels in reading and mathematics and wish to take the military entrance exam (ASVAB) can take the ASVAB Prep course as an elective. Other elective courses provide students with the necessary admissions, assessment, educational planning, and enrollment into credit courses. For more information, please call (909) 274-4845.

### Program Learning Outcomes

Upon completion of writing and math courses, students will demonstrate writing and math proficiency in order to enter post-secondary courses and employment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BS ABE02	Adult Basic Education
BS LRN01	Short-Term Review

## Recommended Electives

BS ABE01	Career Information and Guidance
BS ABE04	Guidance and Orientation to Special Programs
BS ASVAB	ASVAB Preparation (Armed Services Vocational Aptitude Battery)

## Business Management – Level 1

#24108

The Business Management – Level 1 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 1 Certificate students may qualify for an entry-level management position in California's diverse economy.

### Program Learning Outcomes

- Students will list and explain the foundations upon which business is built and the economic challenges facing the United States.
- Students will apply management concepts and functions.
- Students will develop a working knowledge of marketing terminology

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BS36	Principles of Marketing

## Business Management – Level 2

#24110

This 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 successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate.

### Program Learning Outcomes

- Students will define organizational culture, socialization and mentoring.
- Students will analyze social perception.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.

### Required Courses

Completion of the Business Management - Level 1 coursework

PLUS

Completion of the Business Management - Level 2 coursework

## Business Management - Level 1 Coursework

VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BS36	Principles of Marketing

## Business Management - Level 2 Coursework

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. Students will have a strategic perspective of production, marketing, accounting, international business and human resources. Completion of the Business Management – Level 3 Certificate will lead to new opportunities and provide students with a solid foundation upon which to build a management career.

### Program Learning Outcomes

- Students will describe the basic accounting system and how it is used to serve business needs.
- Students will define and outline the key principles of continuous quality management.
- Students will identify how governments influence trade.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Business Management - Level 1 coursework

PLUS

Completion of the Business Management - Level 2 coursework

PLUS

Completion of Business Management - Level 3 Coursework

## Business Management - Level 1 Coursework

VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BS36	Principles of Marketing

## Business Management - Level 2 Coursework

VOC BM60	Human Relations in Business
VOC BM62	Human Resource Management
VOC CSB15	Microcomputer Applications

## Business Management - Level 3 Coursework

VOC BA07	Principles of Accounting - Financial
VOC BM10	Principles of Continuous Quality Improvement
VOC BM51	Principles of International Business

## 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

### Program Learning Outcomes

- Students will pass the California State Exam for CNA.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC HTH01	Certified Nursing Assistant
VOC HTH04	Acute Care CNA
VOC HTH05	Health Careers Skills Lab (HCRC)

#### Certified Nurse Assistant (CNA) Course Completion Only VOC HTH01

VOC HTH01 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.

The Certified Nursing and Acute Care Nursing Assistant program is accredited by the State of California, Health & Human Services, Department of Public Health, Licensing & Certification.

#### Contact:

State of California, Health & Human Services, Department of Public Health, Licensing & Certification  
 P.O. Box 997377, MS 3000  
 Sacramento, California 95899-7377  
 (916) 552-8632  
 (916) 552-8700  
 LNCPolicy@cdph.ca.gov

## Computer Systems Technology

#24284

The Computer Systems Technology curriculum encompasses advanced coursework in computer systems circuitry, including microcontrollers and microprocessors.

### Program Learning Outcomes

- Students will be employed or actively seeking employment in the field or a related field.
- Students will be technically proficient.
- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices/Circuits
VOC EL56	Digital Electronics
VOC EL61	Electronic Assembly and Fabrication
VOC EL74	Microcontroller Systems
VOC TCH60	Customer Relations for the Technician

## 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 electricity and electronics, operating systems, computer service and troubleshooting, and preparation for the A+ certification examination.

### Program Learning Outcomes

- Students will be employed or seeking employment in the field or a related field.
- Students will be technically competent.
- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

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

## ESL – Advanced Level

#30376

ESL students are placed within the following sequence of advanced courses according to their English abilities. Students progress through this sequence based on individual need transitioning 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 909-275-5235.

### Program Learning Outcomes

Upon successful completion of this program, students placed within the ESL 5 through ESL Level 6 will be able to successfully complete the sequence of advanced level courses by submitting a comprehensive portfolio that contains multiple measures and evidence of their skill achievement in English language proficiency based on department standardized rubrics for advanced level listening, speaking, reading and, writing.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ESL LVL5	ESL - Level 5
ESL LVL6	ESL - Level 6

### Recommended Electives

ESL SPKC	ESL - Speaking C
ESL WRTC	ESL - Writing C
ESL LANG2	ESL Computer and Language Skills Lab
ESL LANG3	English for Special Uses
ESL TOEFL	TOEFL Preparation (Teaching of English to Foreign Language Learners)
ESL VHLTH	ESL 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 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) 275-5235.

### Program Learning Outcomes

Upon successful completion of this program, students placed within the ESL Pre-Level 1 through ESL Level 2 will be able to successfully complete

the sequence of beginning level courses by submitting a comprehensive portfolio that contains multiple measures and evidence of their skill achievement in English language proficiency based on department standardized rubrics for beginning level listening, speaking, reading and, writing.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ESL PLVL1	ESL - Pre-Level 1
ESL LVL1	ESL - Level 1
ESL LVL2	ESL - Level 2

### Recommended Electives

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 intermediate courses according to their English abilities. Students progress through this sequence based on individual need transitioning into advanced 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 909-275-5235.

### Program Learning Outcomes

Upon successful completion of this program, students placed within the ESL Level 3 through ESL Level 4 will be able to successfully complete the sequence of intermediate level courses by submitting a comprehensive portfolio that contains multiple measures and evidence of their skill achievement in English language proficiency based on department standardized for intermediate level listening, speaking, reading, and writing.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

ESL LVL3	ESL - Level 3
ESL LVL4	ESL - Level 4

### Recommended Electives

ESL SPKB	ESL - Speaking B
ESL WRTB	ESL - Writing B
ESL LANG2	ESL Computer and Language Skills Lab

## Electronic Assembly and Fabrication

#24162

This certificate prepares 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), including skills for various types of cabling and connections.

### Program Learning Outcomes

- Students will design, fabricate, and populate a through-hole circuit board.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC) or VOC EST5 Electrical Fundamentals for Cable Installations
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly

## Electronic Systems Technology – Level 1

#24363

This certificate 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 theatre, 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. Level 1 certification 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.

### Program Learning Outcomes

- Students will demonstrate technical competence by constructing a complete wired telecommunications network using electronic test equipment and hand tools.
- Students will be employed or seeking employment in the field or a related field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC EST50	Electrical Fundamentals for Cable Installations
VOC EST52	Fabrication Techniques for Cable Installations
VOC EST54	Cable and Wiring Standards
VOC EL11	Technical Applications in Microcomputers or VOC CSB1 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.

## Program Learning Outcomes

- Students will demonstrate technical competence in the areas of home security, home theater, and consumer electronic device repair.
- Students will be employed or seeking employment in the field or a related field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Electronic Systems Technology - Level 1

Certificate coursework

PLUS

Completion of the Electronic Systems Technology - Level 2

Certificate coursework

### Electronic Systems Technology - Level 1 Coursework

VOC EST50	Electrical Fundamentals for Cable Installations
VOC EST52	Fabrication Techniques for Cable Installations
VOC EST54	Cable and Wiring Standards
VOC EL11	Technical Applications in Microcomputers or VOC CSB15 Microcomputer Applications

### Electronic Systems Technology - Level 2 Coursework

VOC EST56	Home Theater, Home Integration & Home Security Systems
VOC EST62	Electronic Troubleshooting 1
VOC TCH60	Customer Relations for the Technician
VOC EST64	Electronic Troubleshooting 2

## Recommended Electives

VOC EST70	C-7 Low Voltage Systems License Preparation
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly

## Electronics Communications

### #24210

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. Topics include amplitude and frequency modulation, multiplexing, antennas, transmission lines, and radio-wave propagation, as well as microwave systems, including radar and satellite operations.

## Program Learning Outcomes

- Students will be technically competent.
- Students will be employed or seeking employment in the field or a related field.
- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices/Circuits
VOC EL53	Communications Circuits
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronic Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

## Electronics Technology

### #24073

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. A course in customer-relations training is also included.

## Program Learning Outcomes

- Students will be technically competent.
- Students will be employed or seeking employment in the field or a related field.
- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices/Circuits
VOC EL56	Digital Electronics
VOC EL61	Electronic Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

## Electronics and Computer - Engineering Technology

### #24171

This 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. Students are exposed to core topics such as components and circuits as well as coursework in advanced areas including microcontrollers and interfacing, communications, and industrial electronic controls.

## Program Learning Outcomes

- Students will show evidence of demonstrating higher-level thought processes by relating specific tasks to more general principles.
- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).
- Students will apply knowledge of electronic principles to the areas of communications, industrial electronics, and microcontrollers.
- Students will demonstrate proper use of electronic test equipment and associate measurement results with circuit behaviors in the laboratory.
- Students will quantitatively determine unknown electrical parameters from given or measured values and use these results to assess or troubleshoot faults in circuit and system operation.
- Students will communicate, both verbally and in writing, knowledge of electrical concepts and their application to the observed behaviors of circuits and systems.
- Students will connect concepts learned in introductory courses to more general principles applicable in the employment context.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices/Circuits
VOC EL53	Communications Circuits
VOC EL54A	Industrial Electronics
VOC EL54B	Industrial Electronic Systems
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronic Assembly and Fabrication
VOC EL74	Microcontroller Systems
VOC TCH60	Customer Relations for the Technician

## Recommended Electives

VOC EL62	Advanced Surface Mount Assembly
VOC EL76	FCC GROL Preparation

## Electronics: Industrial Systems

### #24319

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.

## Program Learning Outcomes

- Students will be technically competent.
- Students will be employed or seeking employment in the field or a related field.

- Students will employ polar and/or rectangular notation to determine the magnitude and phase shift of an unknown circuit parameter (voltage, current, impedance, and/or power).

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices/Circuits
VOC EL54A	Industrial Electronics
VOC EL54B	Industrial Electronic Systems
VOC EL56	Digital Electronics
VOC EL61	Electronic Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

## 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.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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

## Recommended Electives

ESL SPKA	ESL - Speaking A
ESL SPKB	ESL - Speaking B
ESL SPKC	ESL - Speaking C
ESL TOEFL	TOEFL Preparation (Teaching of English to Foreign Language Learners)
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	ESL for Health Professionals

## 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.

### Program Learning Outcomes

- Students completing the Floral Design Certificate will be prepared to be employed in the floral design industry.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC AGR25	Floral Design 1
VOC AGR26	Floral Design 2
VOC AGR27	Floral Design 3

## GED/HSE Preparation

### #30778

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.

### Program Learning Outcomes

Upon successful completion of this certificate, students will be prepared to pass the High School Equivalency exams and successfully transition to credit or employment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BS GEDMA	GED Prep: Mathematics
BS GEDRD	GED Prep: Lang Arts, Reading
BS GEDSC	GED Prep: Science
BS GEDSS	GED Preparation: Social Studies
BS GEDWR	GED Preparation: Language Arts, Writing

## Horse Ranch Management

### #24340

This certificate program is designed to give students basic skills on horse ranches and agriculture sales and services.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC AGN02	Animal Nutrition
VOC AGN94	Animal Breeding
VOC AGL16	Horse Production and Management

VOC AGL18	Horse Ranch Management
VOC AGL19	Horse Hoof Care
VOC AGL96	Animal Sanitation and Disease Control
VOC AGL97	Artificial Insemination of Livestock

## 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. This certificate may aid in the student's search for an entry-level job in the business world.

### Program Learning Outcomes

- Students will list and explain the foundations upon which business is built and the economic challenges facing the United States.
- Students will apply management concepts and functions.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

## In Home Support Services

This short-term vocational sequence prepares students to become personal care attendants in the home or in a health care facility. This program is specifically for noncredit students who are seeking training in the health field for immediate entry-level employment. Furthermore, this program will also provide foundational health skills for students to enter into more advanced health career programs such as Certified Nursing Assistant (CNA). A career development course is also provided to increase employability and work skills. Students must pass both core courses to earn the In Home Support Services Certificate of Completion.

### Program Learning Outcomes

- Students will be proficient in personal care tasks.
- Students will be employed or seeking employment in the field or a related field.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

BS ABE05	Career Development
VOC IHSS	In-Home Support Service

## Interior Design – Level 1

### #31012

The primary purpose of this certificate is 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.

### Program Learning Outcomes

- Students will successfully use critical thinking in the utilization of materials in a space.
- Students will accurately specify materials based on use.
- Students will successfully demonstrate craftsmanship skills in the presentation of materials.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Certificate Requirements

VOC ID10	Intro to Interior Design
VOC ID10L	Introduction to Interior Design Laboratory
VOC ID12	Materials and Products for Interior Design
VOC ID14	History of Furniture and Decorative Arts

## 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. This program will afford career opportunities for entry-level employment in international sales and marketing.

### Program Learning Outcomes

- Students will identify how governments influence trade.
- Students will list and explain the foundations upon which business is built and the economic challenges facing the United States.
- Students will develop a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

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. 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.

### Program Learning Outcomes

- Students will apply management concepts and functions.
- Students will describe business planning for small business.
- Students will discuss the legal forms of business ownership

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the International Business - Level 1 coursework

#### PLUS

Completion of the International Business - Level 2 coursework

International Business - Level 1 Coursework

VOC BM20	Principles of Business
VOC BM51	Principles of International Business
VOC BS36	Principles of Marketing

International Business - Level 2 Coursework

VOC BM61	Business Organization and Management
VOC BM66	Small Business Management

## Licensed Welder

### #24223

This certificate 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.

### Program Learning Outcomes

- Students will be employed or seeking employment in the field or a related field.
- Students will be technically competent.
- Students will identify print views, lines and dimensioning methods.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

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 Welders
VOC WL80	Fabrication and Construction Welding
VOC WL81	Pipe and Tube Welding

## Livestock Production Management

### #24057

This certificate is designed to give students basic skills in livestock production management for employment opportunities on farms, ranches and agriculture sales and services.



## Program Learning Outcomes

- Students will be technically proficient.
- Students will design a comprehensive production/business plan for various livestock species.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC AGL14	Swine Production
VOC AGL17	Sheep Production
VOC AGL30	Beef Production
VOC AGL34	Livestock Judging and Selection
VOC AGL97	Artificial Insemination of Livestock

## 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.

## Program Learning Outcomes

- Students will be employed or seeking employment in the field or a related field.
- Students will be technically competent.
- Students will demonstrate the ability to create a toolpath for an industry representative part from a 2D print using CAM software.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC MF11	Manufacturing Processes 1
VOC MF38	MasterCAM 1
VOC MF38B	Advanced MasterCAM
VOC MF85	Manual CNC Operations

## 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.

## Program Learning Outcomes

- Students will demonstrate professional conduct.
- Students will be technically proficient.
- Students will demonstrate professional conduct in the industry.
- Students will give a professional quality oral presentation.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC AGR01	Horticultural Science
VOC AGR02	Plant Propagation/Greenhouse Management

VOC AGR29	Ornamental Plants - Herbaceous
VOC AGR32	Landscaping and Nursery Management
VOC AGR50	Soil Science and Management
VOC AGR64	Irrigation - Drip and Low Volume

## Office Computer Applications

### #24410

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.

## Program Learning Outcomes

- Upon successful completion of this sequence of beginning-level computer courses, students will be prepared for entry-level office support employment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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

## Pet Science

### #24172

This certificate program is designed to give students basic skills in production and marketing of pets at the wholesale and retail level.

## Program Learning Outcomes

- Students will complete a class project demonstrating their ability to use software applications for creative computing.
- Students will complete a class project displaying the students Internet search techniques.
- Students will be prepared for employment in a computerized office environment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC AGN01	Animal Science
VOC AGN02	Animal Nutrition
VOC AGN51	Animal Handling & 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 & Coldwater Fish Management
VOC AGP74	Reptile Management

VOC AGP76 Aviculture - Cage and Aviary Birds

VOC BM66 Small Business Management

## Photography - Level I

#24245

This certificate program is designed to prepare students for employment in the field of photography and offers the core skills necessary as an entry-level Photography Assistant.

### Program Learning Outcomes

- Students will know core skills of standard shutter speeds, creative use of shutter, standard apertures and creative use of aperture.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC GRP10 Photoshop Imagery

VOC PHO10 Basic Digital and Film Photography

VOC PHO11 Advanced Professional Photography

VOC PHO16 Fashion Photography

or VOC PHO17 Portraiture and Wedding Photography

VOC PHO20 Color 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 PHO01 Laboratory Studies: Black and White Photography

VOC PHO15 History of Photography

## Retail Management – Level 1

#24418

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.

### Program Learning Outcomes

- Students will compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Students will use informative and sales letters to convey information and influence people favorably.
- Students will develop and deliver a 3-5 minute presentation on a business related topic.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

VOC BO25 Business Communication

VOC CSB15 Microcomputer Applications

VOC FSH62 Retail Store Management and Merchandising

or VOC BS50 Retail Store Management and Merchandising

## Retail Management – Level 2

#24359

This intermediate certificate builds upon the Level 1 Certificate to expose students to the various functions of managers in retail positions. Fundamentals of business organization, retail marketing and staffing provide the student a solid foundation from which to build a career in retail management.

### Program Learning Outcomes

- Students will apply management concepts and functions.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.
- Students will develop a working knowledge of marketing terminology.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of the Retail Management - Level 1 coursework

PLUS

Completion of the Retail Management - Level 2 coursework

Retail Management - Level 1 Coursework

VOC BO25 Business Communication

VOC CSB15 Microcomputer Applications

VOC FSH62 Retail Store Management and Merchandising

or VOC BS50 Retail Store Management and Merchandising

Retail Management - Level 2 Coursework

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 increase 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.

### Program Learning Outcomes

- Students will describe the basic accounting system and how it is used to serve business needs.
- Students will define organizational culture, socialization and mentoring.
- Students will apply communication skills in simulated business situations such as conferences and business groups.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

Completion of the Retail Management - Level 1 coursework

PLUS

Completion of the Retail Management - Level 2 coursework

PLUS

Completion of the Retail Management - Level 3 coursework

Retail Management - Level 1 Coursework

VOC BO25 Business Communication

VOC CSB15 Microcomputer Applications

VOC FSH62 Retail Store Management and Merchandising

or VOC BS50 Retail Store Management and Merchandising

Retail Management - Level 2 Coursework

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 Coursework

VOC BA07 Principles of Accounting - Financial

VOC BM60 Human Relations in Business

VOC BO26 Oral Communications in Business

## Secondary Education

#31598

The Secondary Education Certificate provides all courses needed to satisfy requirements for a high school diploma, which will increase future employment and higher education opportunities. High school credits may be granted for previous equivalent courses taken at accredited institutions. A minimum of 20 residency credits must be completed at Mt. San Antonio College. Students will complete a total of 160 high school credits in the following disciplines.

### Program Learning Outcomes

- Students will pass final exams (cumulative) in high school courses.
- There will be an increase in the number of diplomas earned by Adult High School Diploma students.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

For more detailed information regarding course and graduation requirements, please call (909) 274-4937.

BSHS ALG1 HS Algebra 1

BSHS ALG2 HS 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 CIV High Schools Civics

BSHS EASC High School Earth Science

BSHS ECON HS Economics

BSHS ENG1 HS English 1

BSHS ENG2 HS English 2

BSHS ENG3 HS English 3

BSHS ENG4 HS English 4

BSHS GEOG HS Geography

BSHS GEOM HS Geometry

BSHS HLTH High School Health

BSHS INMA1 HS Integrated Math 1

BSHS INMA2 Integrated Math 2

BSHS MUSC High School Music Appreciation

BSHS PHSC High School Physical Science

BSHS PREA HS Pre-Algebra

BSHS PSY HS Psychology

BSHS SOC HS Sociology

BSHS SPN1 HS Spanish 1

BSHS SPN2 HS Spanish 2

BSHS USH HS United States History

BSHS WHS HS World History

BSHS WREX High School Expository Writing

BSHS WRIT1 Literature/Writing 1

BSHS WRIT2 Literature and Writing Fundamentals 2

Recommended Electives

BSHS CPTC High School Computer Technology

BSHS EELA HS CAHSEE Preparation - English Language Arts

BSHS EEMA HS CAHSEE Preparation - Mathematics

BSHS KEY High School Typing Keyboarding

BSHS PLNG High School Planning and Guidance

BSHS SSK HS Study Skills

BSHS READ High School Reading

## 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 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.

### Program Learning Outcomes

- Students will list and explain the foundations upon which business is built and the economic challenges facing the United States.
- Students will develop a working knowledge of marketing terminology.
- Students will describe business planning for small business.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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. Completion of this certificate will lead to new career opportunities for those currently employed in the small business arena.

### Program Learning Outcomes

- Students will define organizational culture, socialization and mentoring.
- Student will apply management concepts and functions.
- Students will explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of Small Business Management - Level 1 coursework

PLUS

Completion of Small Business Management - Level 2 coursework

Small Business Management - Level 1 Coursework

VOC BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS36	Principles of Marketing

Small Business Management - Level 2 Coursework

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.

## Program Learning Outcomes

- Students will describe the basic accounting system and how it is used to serve business needs.
- Students will define and outline the key principles of continuous quality management.
- Students will contrast quality management theory and previous management thought.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Completion of Small Business Management - Level 1 coursework

PLUS

Completion of Small Business Management - Level 2 coursework

PLUS

Completion of Small Business Management - Level 3 coursework

Small Business Management - Level 1 Coursework

VOC BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS36	Principles of Marketing

Small Business Management - Level 2 Coursework

VOC BM60	Human Relations in Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

Small Business Management - Level 3 Coursework

VOC BA07	Principles of Accounting - Financial
VOC BM10	Principles of Continuous Quality Improvement
VOC CSB15	Microcomputer Applications

## Welding

### #24373

This certificate is designed to prepare students for employment, and 1) leads to occupations in manufacturing and repair; and 2) helps prepare the student for positions in supervision.

### Program Learning Outcomes

- Students will be employed or seeking employment in the area of study or a related area.
- Students will be technically competent.
- Students will correctly answer two designated questions on welding process id.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

VOC WL40	Introduction to Welding
VOC WL70A	Beginning Arc Welding <sup>1</sup>
VOC WL70B	Intermediate Arc Welding

<sup>1</sup> Note: Any higher level welding course may be substituted for VOC WL70A.

## 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 WL60	Print Reading and Computations for Welders
VOC WL70C	Certification for Welders

# Welding: Automotive Welding, Cutting & Modification

## #24406

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.

## Program Learning Outcomes

- Students will be employed or seeking employment in the field or a related field.
- Students will be technically competent.
- Students will perform the required practical projects used in GMAW welding and cutting.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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 Welders
VOC WL80	Fabrication and Construction Welding
VOC WL81	Pipe and Tube Welding
VOC WL91	Automotive Welding, Cutting and Modification

# Welding: Gas Tungsten Arc, Welding

## #24380

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.

## Program Learning Outcomes

- Students will be employed or seeking employment in the field or a related field.
- Students will be technically competent.
- Students will solve problems as related to preparing materials prior to welding.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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 Welders
VOC WL80	Fabrication and Construction Welding
VOC WL81	Pipe and Tube Welding
VOC WL90A	Gas Tungsten Arc Welding

# Welding: Semiautomatic Arc, Welding

## #24379

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.

## Program Learning Outcomes

- Students will be employed or seeking employment in the area of study or a related area.
- Students will be technically competent.
- Students will demonstrate safe operation of welding equipment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

## Required Courses

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 Welders
VOC WL80	Fabrication and Construction Welding

VOC WL81 Pipe and Tube Welding

VOC WL90B Semi Automatic Arc Welding Process

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## Basic Skills (BS)

### BS ABE01 Career Information and Guidance

#### 0 Units

(May be taken four times for credit)

Lecture: 1-90

Orientation to credit and noncredit enrollment procedures, assessment and diagnostic test administration information, test score interpretation and course selection, career assessment and exploration.

Course Schedule

### BS ABE02 Adult Basic Education

#### 0 Units

(May be taken three times for credit)

Lecture: 1-288

Improve basic skills of adult learners. Content includes reading comprehension, language and mathematics.

Course Schedule

### BS ABE03 Adult Basic Education - Leadership Development

#### 0 Units

(May be taken four times for credit)

Lecture: 1-90

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.

Course Schedule

### BS ABE04 Guidance and Orientation to Special Programs

#### 0 Units

(May be taken three times for credit)

Lecture: 40

Orientation and guidance for noncredit programs, including the College's mission, program guidelines, regulations, and eligibility requirements; information on courses and programs, and educational planning.

Course Schedule

### BS ABE05 Career Development

#### 0 Units

(May be taken two times for credit)

Lecture: 90

Career preparation, assessment, and interest inventory. Exploration of career fields and employment opportunities. Resume writing, cover letter, interview skills, and employment portfolio. Internet for use in career exploration.

Course Schedule

### BS ABE06 Basic Skills Foundation

#### 0 Units

(May be taken two times for credit)

Lab: 1-320

Assessment and remediation of basic reading, mathematics, writing, and critical thinking. Includes study skills and test taking strategies.

Course Schedule

### BS ABE07 Re-Entry Work Skills Needed for Today's Workforce

#### 0 Units

Lecture: 1-240

Development of skills necessary for employment. Topics include workplace ethics, job search techniques, resume writing and preparing for an interview.

Course Schedule

### BS ASVAB ASVAB Preparation (Armed Services Vocational Aptitude Battery)

#### 0 Units

(May be taken four times for credit)

Lecture: 15-150

General knowledge in five of the ten areas of the Armed Services Vocational Aptitude Battery (ASVAB) Exam; general science, word knowledge, paragraph comprehension, arithmetic reasoning, and math knowledge; test preparation skills

Course Schedule

### BS ASVB2 ASVAB Preparation 2

#### 0 Units

(May be taken three times for credit)

Lecture: 1-288

Higher level concepts in math reasoning, science skills, and vocabulary found on the ASVAB (Armed Services Vocational Aptitude Battery)

Course Schedule

### BS CNSL5 Career Life Planning

#### 0 Units

(May be taken four times for credit)

Lecture: 16-90

Evaluates career options using a systematic approach to self-exploration and the career and life planning process including 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.

Course Schedule

### BS GEDMA GED Prep: Mathematics

#### 0 Units

(May be taken two times for credit)

Lab: 1-288

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.

Course Schedule

### BS GEDRD GED Prep: Lang Arts, Reading

#### 0 Units

(May be taken four times for credit)

Lecture: 1-288

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.

Course Schedule



**BS GEDSC GED Prep: Science****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 1-288

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.  
 Course Schedule

**BS GEDSS GED Preparation: Social Studies****0 Units**

(May be taken three times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 1-288

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.  
 Course Schedule

**BS GEDWR GED Preparation: Language Arts, Writing****0 Units**

(May be taken three times for credit)  
 Lab: 1-288

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.  
 Course Schedule

**BS HCM1 Transitional Math for Health Careers 1****0 Units**

(May be taken three times for credit)  
 Lecture: 4-288

Contextualized basic math to prepare for successful transition to health career programs including numeracy, fractions, decimals, unit conversion, ratios, and proportions to apply to dimensional analysis.  
 Course Schedule

**BS LANG1 Language Skills Laboratory****0 Units**

Lab: 1-320

Designed for ESL students, either enrolled in an ESL class or awaiting admission, to enhance pronunciation, listening, writing and comprehension skills. Also open to AmLa students, foreign language, American Sign Language students to enhance skills in the primary target language.  
 Course Schedule

**BS LRN01 Short-Term Review****0 Units**

(May be taken three times for credit)  
 Lecture: 1-320

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.  
 Course Schedule

**BS LRN03 Math Skills Review****0 Units**

Lab: 1-288

Increase basic math knowledge and reduce math anxiety. Topics include fractions, decimals, ratios, proportions, percentages and the application of these skills in life and work situations.  
 Course Schedule

**BS LRN06 Personal Computer Applications****0 Units**

(May be taken three times for credit)  
 Lecture: 1-288

Improve keyboarding skills using software programs. Word processing, spreadsheet, presentation software, email and internet for personal management and for use in school and at work.  
 Course Schedule

**BS LRN50 Learning Support Lab****0 Units**

Lab: 1-320

Learning and workplace skills are enhanced by computer use and instruction for students enrolled in or seeking enrollment in a college instructional program.  
 Course Schedule

**BS LRN76 Improving Reading Comprehension****0 Units**

Lab: 1-320

Prepares students for reading informational materials. Topics include spelling, reading comprehension, dictionary usage and how to read a textbook.  
 Course Schedule

**BS LRN81 Improving Writing Skills****0 Units**

(May be taken two times for credit)  
 Lecture: 54

Prewriting, writing, editing and revising skills. Content and structure of sentences, paragraphs and essays; emphasize development in writing through the integration of grammar and critical thinking.  
 Course Schedule

**BS MTH01 Developmental Mathematics Concepts and Applications****0 Units**

(May be taken three times for credit)

Lab: 1-320

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.

Course Schedule

**BS STD80 Foundations for Academic Success****0 Units**

Lab: 54

College success course emphasizing academic achievement that promotes learning through self-awareness, time management, listening, note-taking, oral and written communication, test-taking, memorization and the use of campus resources using a brain-based perspective.

Course Schedule

**BS TR01 All Subject Tutoring****0 Units**

Lab: 1-320

Assistance in writing, reading, mathematics and/or study skills through tutoring and computer-based learning. Tutorial assistance in other subject areas may be available.

Course Schedule

**BS TR02 Tutoring Techniques****0 Units**

Lecture: 9

Explores learning theories and tutoring techniques for tutoring individuals and small groups. Emphasis is placed on encouraging independent learning.

Course Schedule

**BS WRT2 Basic Writing Skills Development****0 Units**

Lab: 1-320

Enhance basic skills in reading and writing, via the use of computer-assisted learning, email and on-line tools.

Course Schedule

## Citizenship (CITZ)

**CITZ NAT Citizenship for Naturalization****0 Units**

Lecture: 1-112

Preparation for the interview for United States Citizenship. Recommended for non-native English speaking students with intermediate or advanced English skills.

Course Schedule

## Disabled Students (DSPS)

**DSPS ELL01 Lifelong Learning for the Special Needs Population****0 Units**

Lab: 75-315

Educational activities for special needs students emphasizing physical, cognitive, social and emotional skill development.

Course Schedule

**DSPS ESL25 Language Development for Deaf Students in ASL and ESL****0 Units**

(May be taken two times for credit)

Lab: 108

Language development for Deaf or hard-of-hearing students. Includes written English, ESL and ASL.

Course Schedule

**DSPS ESL26 Language Enhancement for Deaf Students in ASL and ESL****0 Units**

(May be taken two times for credit)

Lab: 108

Language enhancement for Deaf or hard-of-hearing students. Intermediate skills in written ESL and ASL.

Course Schedule

**DSPS LRND1 Clinical Speech Instruction****0 Units**

Lab: 1-48

Designed for Mt. SAC students with acquired brain injury. Specialized instruction to improve speech (articulator movement, motor planning) language (expressive, receptive) and cognition (attention, memory, reasoning) needed to achieve academic and vocational goals. Note: Students must make an appointment with the instructor, have acquired the injury after the age of 12, and have completed any services through the public school system in order to be eligible to register for this class.

Course Schedule

**DSPS LRND2 High Tech Center: Assistive Technology and Academic Strategies****0 Units**

(May be taken three times for credit)

Lab: 1

Technology and academic strategies to assist students in accessing information and completing credit class assignments. Students should be registered with DSPS and enrolled in at least 3 academic units.

Course Schedule

**DSPS LRND3 Acquired Brain Injury Intervention****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 64

Designed for students who have been accepted into the Acquired Brain Injury Program at Mt. SAC. Specialized instruction and the use of computer software to improve cognitive skills (attention, memory, reasoning, etc) needed for academic and vocational goals. Note: Students must see a brain injury specialist in Disabled Student Programs & Services (DSP&S), have acquired their injury after the age of 12, and have finished with any services through the public school system in order to be eligible to register in this class.

Course Schedule

## English as a Second Language (ESL)

**ESL DEAF1 ESL Deaf - Level 1****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 123

Foundations of English as a Second Language (ESL) and American Sign Language (ASL) for communication with the Deaf or Hard of Hearing.

Course Schedule

**ESL DEAF2 ESL Deaf - Level 2****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 123

Developing English as a Second Language (ESL) and American Sign Language (ASL) for communication, promotion of study skills, and career advancement.

Course Schedule

**ESL LANG2 ESL Computer and Language Skills Lab****0 Units**

Lab: 25

English language through reading, writing, listening, pronunciation, grammar review and practice tests using various software programs.

Course Schedule

**ESL LANG3 English for Special Uses****0 Units**

Lecture: 25

Advanced ESL speaking, writing, vocabulary and study skills related to careers and technical education. Critical thinking, cultural awareness, teamwork, and autonomous learning strategies.

Course Schedule

**ESL LVL1 ESL - Level 1****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Beginning-low English vocabulary and basic grammar. Includes listening, speaking, reading and writing skills practice on personal topics of interest and life experiences.

Course Schedule

**ESL LVL2 ESL - Level 2****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Beginning-high English vocabulary and grammar. Includes listening, speaking, reading and writing practice.

Course Schedule

**ESL LVL3 ESL - Level 3****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Intermediate-low English communication and grammar. Includes listening, speaking, reading and writing skills. Activities include team projects, presentations and exams in preparation for academic and vocational success as well as civic participation.

Course Schedule

**ESL LVL4 ESL - Level 4****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Intermediate-high English communication and grammar through practice of listening, speaking, reading and writing skills. Activities include team projects, presentations and exams, in preparation for academic and vocational success as well as civic participation.

Course Schedule

**ESL LVL5 ESL - Level 5****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Advanced-low English communication and study skills for transition into academic vocational, or general education classes. Activities include teamwork, projects, presentations and exams to ensure academic and career success, civic participation, and strategies for lifelong learning.

Course Schedule

**ESL LVL6 ESL - Level 6****0 Units**

(May be taken three times for credit)

Lecture: 16-384

Advanced-high English communication and study skills for transition into academic, vocational, or general education classes. Activities include teamwork, projects, presentations and exams to ensure academic and career success, civic participation and strategies for lifelong learning.

Course Schedule

**ESL PLVL1 ESL - Pre-Level 1****0 Units**

(May be taken four times for credit)

Lecture: 16-384

Literacy-level English students build a base of vocabulary and grammar through the practice of listening, speaking, reading and writing skills.

Course Schedule

**ESL SPKA ESL - Speaking A****0 Units**

Lecture: 1-112

Beginning level English listening and speaking skills. Focus is on vocabulary development, simple conversations, short presentations and pronunciation.

Course Schedule

**ESL SPKB ESL - Speaking B****0 Units**

Lecture: 1-112

Intermediate level English oral proficiency in areas of pronunciation, listening, comprehension and speaking. Focus on speaking with clarity and fluency, presenting ideas and opinions, and making cultural comparisons.

Course Schedule

**ESL SPKC ESL - Speaking C****0 Units**

Lecture: 1-112

Advanced level English listening and speaking strategies for academic preparation, workplace advancement and civic participation. Focus is on fluency, grammatical accuracy and appropriate social register using authentic material.

Course Schedule

**ESL SPKP1 ESL-Speaking for Beginners P1****0 Units**

Lecture: 1-112

Literacy level English listening comprehension and speaking skills. Activities include repetition exercises, listening and responding to simple conversations, retelling stories, and pronunciation practice.

Course Schedule

**ESL TOEFL TOEFL Preparation (Teaching of English to Foreign Language Learners)****0 Units**

Lecture: 1-112

Advanced reading, listening, speaking and writing skills in preparation for standardized tests such as TOEFL.

Course Schedule

**ESL VHLTH ESL for Health Professionals****0 Units**

Lecture: 25

Advanced speaking, writing, vocabulary and study skills related to careers in healthcare. Incorporates critical thinking, cultural awareness, teamwork and autonomous learning strategies.

Course Schedule

**ESL WRTA ESL - Writing A****0 Units**

Lecture: 1-112

Beginning-level reading and writing skills using familiar topics and American customs. Focus is on combining sentences and learning vocabulary.

Course Schedule

**ESL WRTB ESL - Writing B****0 Units**

Lecture: 1-112

Intermediate-level reading and writing using a variety of reading material and writing topics. Includes abridged book reports, process writing and peer editing, primarily at the paragraph level.

Course Schedule

**ESL WRTC ESL - Writing C****0 Units**

Lecture: 1-112

Advanced-level reading and writing proficiency using a range of genres. Process writing to facilitate academic preparation and workplace advancement. Focus on interpretation of authentic material and development of editing strategies.

Course Schedule

**ESL WRTP1 ESL-Writing for Beginners P1****0 Units**

Lecture: 1-112

Reading and writing skills that set the foundation for English literacy. Material is based on personal life, familiar topics and American customs. Focus is on vocabulary, introduction to reading passages, and accuracy in sentence-level writing.

Course Schedule

## High School Basic Skills (BSHS)

**BSHS ALG1 HS Algebra 1****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Use of symbolic reasoning and calculations with symbols as applied to solving and graphing equations, functions and inequalities. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS ALG2 HS Algebra 2****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Key components of second year algebra. Expands on basic algebra and geometry concepts, including solutions of quadratic equation and functions, equations and inequalities, fractional exponents and exponential functions, polynomials, real numbers, rational and irrational expressions, logarithmic functions, computations, permutations and probabilities, statistics, series and sequences, and the complex number system. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS ART1 High School Art and Creative Expression****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Artistic perception, creative expression, the historical and cultural context of art, aesthetic valuing, and art forms, relationships, and applications, original productions through design and drawing using a variety of media, careers in art and design. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS ART2 High School Art 2****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Artistic perception, creative expression, and aesthetic valuing. Historical and cultural context of the visual arts. Original productions in more complex art designs and drawings using a variety of media. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS BIO High School Biology****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Basic life science. Includes diversity of life from a microscopic to a macroscopic scale, relationship between structure and function, chemistry in life processes, cells as the basis of all life, interdependence in nature, information and heredity, evolutionary theories and homeostasis. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS CHEM High School Chemistry****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Nature of matter and its transformations, chemical bonds, and stoichiometry, properties of gases, acids and bases, and organic and inorganic compounds. Chemical systems such as solutions, reactions, and nuclear processes. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS CIV High Schools Civics****0 Units**

(May be taken two times for credit)

Lecture: 15-150

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. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS CPTC High School Computer Technology****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Fundamental computer concepts, keyboarding skills, Internet applications, word processing, multi-media presentations, spreadsheets and electronic publishing. Application of technology in the educational and workplace settings. Includes file management and appropriate technology used in a network environment as well as copyright law and safety. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS EASC High School Earth Science****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Fundamentals of Earth Science, Earth and the universe, Earth's processes, energy and biochemical cycles, atmosphere and geology. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS ECON HS Economics****0 Units**

(May be taken four times for credit)

Lecture: 15-150

General economic principles and practices including: scarcity and choice, opportunity and trade-offs, economic systems, institutions and incentives, markets and prices, supply and demand, competition, income distribution, monetary policy, international economics and government roles. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS EELA HS CAHSEE Preparation - English Language Arts****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Examination preparation for the reading and writing portions of the California High School Exit Exam. Supports progress toward a high school diploma or equivalent.  
Course Schedule

**BSHS EEMA HS CAHSEE Preparation - Mathematics****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Preparation for the mathematics portion of the California High School Exit Exam. Supports progress toward a high school diploma or equivalent.  
Course Schedule

**BSHS ENG1 HS English 1****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Foundations of literature using a variety of genres and theme experiences; analysis of works based on themes. Writing, editing and critical thinking skills; vocabulary, concept development, grammar and writing mechanics. Supports progress towards a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS ENG2 HS English 2****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Expands on the foundations of literature from English 1 using a variety of genres and themes. Improves skills in reading comprehension, literary analysis, mechanics of writing and oral presentations. Supports progress toward to a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS ENG3 HS English 3****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Foundations of literature through American literature using the historical approach. Includes social, political, and intellectual trends connected with the following time periods: Pre-Colonial Era, the American Revolution, the New England Renaissance, Slavery and the Civil War, the Frontier Era, the Harlem Renaissance, and the Modern Era. Development of writing and critical thinking skills. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS ENG4 HS English 4****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Foundations of literature through British literature using the historical approach. Includes social, political and intellectual trends connected with the following time periods: Anglo-Saxon, Medieval, English Renaissance, Renaissance drama, the early 17th century, the Restoration and the 18th century, the Romantic Era, the Victorian Age, and contemporary British poetry and prose. Development of writing, critical thinking, and the use of literary tools. Supports progress towards a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS GEOG HS Geography****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Patterns and processes that have shaped human understanding, use and alteration of earth's surface; spatial concept and landscape analysis to examine human social organization and its environmental consequences and the inter-relationship of natural processes and systems. Methods and tools geographers use. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS GEOM HS Geometry****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Geometric applications and connections. Definitions, constructions, theorems, proofs, area, volume and geometric relationships. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.  
Course Schedule

**BSHS HLTH High School Health****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Health issues, healthy choices and behavior, social and mental health, how health issues impact the community and environment. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS INMA1 HS Integrated Math 1****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Algebraic, geometric, and statistical applications and connections. Equations, inequalities, and functions. Definitions, constructions, theorems, proofs, similarity, transforming and congruence of geometric figures. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS INMA2 Integrated Math 2****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Algebraic, geometric, and statistical applications and connections.

Course Schedule

**BSHS KEY High School Typing Keyboarding****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Keyboarding skills, speed and accuracy, basic documents. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS MUSC High School Music Appreciation****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Analysis of music through history, instruments and genre. Includes vocabulary, compositions, musical elements, and musical works. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS PHIL HS Philosophy****0 Units**

(May be taken four times for credit)

Lecture: 15-150

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.

Course Schedule

**BSHS PHSC High School Physical Science****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Introductory overview of chemistry and physical science. Basics of the periodic table, matter, and atoms. Newtonian physics including motion, momentum and forces. Machines, energy, waves, light, electricity and magnetism. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS PLNG High School Planning and Guidance****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Guidance and planning: career self-assessment, college and career exploration, online resources, and career development. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS PREA HS Pre-Algebra****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Preparatory course for first year algebra. Review of basic mathematic skills and the basic principles of algebra. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS PSY HS Psychology****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Methods, facts and theories of the behavior and processes of human beings and animals. 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. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS READ High School Reading****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Basic reading including comprehension and vocabulary strategies using a variety of narrative and expository texts. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS SOC HS Sociology****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Concepts and theories of social interaction. Theories, characteristics, and implications of culture, socialization, society, groups, deviations and control, social stratification, race, gender, age, family, education, politics, religion, sports and change. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS SPN1 HS Spanish 1****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Fundamentals of Spanish language. Communication about self and immediate environment using simple sentences and phrases. Includes writing and speaking. Cultural connections to geography and customs of Spanish-speaking countries. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS SPN2 HS Spanish 2****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Intermediate Spanish. Culture, listening, speaking, reading and writing. Emphasis on skills needed to communicate in a variety of modes with increased complexity and proficiency. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS SSK HS Study Skills****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Effective work habits in preparation for the school or work environment. Basic approaches to organization skills, effective learning tools, and career path development. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS USH HS United States History****0 Units**

(May be taken four times for credit)

Lecture: 15-150

History, politics, economics, religion and culture in United States history from its beginning to contemporary times. Significant events and people that comprise American history. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS WHS HS World History****0 Units**

(May be taken four times for credit)

Lecture: 15-150

World history from prehistory to the modern era. Major turning points that shaped the modern world, focusing on the late 18th century through the present, including causes and courses of the two world wars. Rise of democratic ideas and the historical roots of current world issues pertaining to international relations, historical, geographic, political, economic and cultural contexts. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS WREX High School Expository Writing****0 Units**

(May be taken two times for credit)

Lecture: 15-150

Developing essay writing including introductory paragraphs, body paragraphs and concluding paragraphs in expository, descriptive, narrative and argumentative essays. Supports progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules.

Course Schedule

**BSHS WRIT1 Literature/Writing 1****0 Units**

(May be taken four times for credit)

Lecture: 15-150

Reading comprehension and analysis skills across genres including fiction, nonfiction, various genres of literature (novels, short stories, plays, poetry) and informational texts; writing skills including paragraph writing, thesis development, and editing. Supports progress towards a high school diploma or equivalent, from 1-10 high school credits can be earned in 15-hour modules per credit.

Course Schedule

**BSHS WRIT2 Literature and Writing Fundamentals 2****0 Units**

(May be taken three times for credit)

Lecture: 15-150

Literary analysis skills across genres including fiction, nonfiction, various genres of literature (novels, short stories, plays, poetry), and informational texts; essay writing skills for academic essays, research papers, and workplace documents. Supports progress towards a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules per credit.

Course Schedule

## Older Adult (OAD)

**OAD AT33 Ceramics: Hand Construction****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

Basic methods of hand construction. Special projects in structural, architectural and sculptural form.

Course Schedule



**OAD BHTH1 Brain Health 1**

**0 Units**

Lecture: 1-96

Critical thinking and cognitive skills through understanding key structures and functions of the brain. Particular focus on auditory processing.

Course Schedule

**OAD BHTH2 Brain Health 2**

**0 Units**

Lecture: 96

Age-related cognitive decline and preventative measures to strengthen and improve brain function. Particular focus on visual processing.

Course Schedule

**OAD ELL04 Lifelong Learning for Older Adults**

**0 Units**

Lab: 12-144

Improve or maintain mental fitness of older adults through educational activities promoting critical thinking and cognitive skills.

Course Schedule

**OAD ELL05 Lifelong Learning for Older Adults - Current Events**

**0 Units**

Lab: 12-54

Cognitive fitness for older adults with emphasis on local, national and global issues.

Course Schedule

**OAD ENG8A Creative Writing - Fiction**

**0 Units**

(May be taken four times for credit)

Lecture: 54

Elements, processes and techniques of fiction writing.

Course Schedule

**OAD ENG8B Creative Writing - Poetry**

**0 Units**

(May be taken four times for credit)

Lecture: 54

Emphasis the student's development as a poet.

Course Schedule

**OAD FKA04 Quilting**

**0 Units**

Lab: 12-54

Hand or machine patchwork, applique and various ways to form quilt patterns to create a quilt for home or retail for the older adult population.

Course Schedule

**OAD FNA01 China Painting**

**0 Units**

Lab: 12-54

China painting, including basic understanding of the color wheel, design, etching on china, gold work, luster, raised paste for gold, matte colors and use of the kiln for the older adult population.

Course Schedule

**OAD FNA03 Oil Painting**

**0 Units**

Lab: 12-54

Principles of drawing, design, color and composition for oil painting emphasizing creative skill development for the older adult population.

Course Schedule

**OAD FNA04 Watercolor Painting**

**0 Units**

Lab: 12-54

Principles of watercolor painting for the older adult population. Emphasis will be on creative expression to develop primary skills for watercolor as they relate to composition and technique.

Course Schedule

**OAD FNA05 Creative Writing (Writing Your Autobiography)**

**0 Units**

Lab: 12-54

For all writing levels. Creation of articles, memoirs and life-based essays for the older adult population.

Course Schedule

**OAD FNA32 Drawing - Beginning through Advanced**

**0 Units**

Lab: 12-54

Perceptual and technical skills of drawing. Includes dry and fluid media for the older adult population. Focus on single objects, still life, and landscape.

Course Schedule

**OAD HTH02 Healthy Cooking/Older Adults**

**0 Units**

Lab: 12-54

Healthy meals for older adults, including microwave use, cuisine for singles or doubles, and meals to cook once and eat twice. Includes dietary guidelines and food safety.

Course Schedule

**OAD MOX01 Healthy Aging**

**0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 80

Healthy aging, including diet, nutrition, disease prevention, and application of physical fitness principles to maintain health while aging.

Course Schedule

**OAD MOX02 Healthy Aging - Principles of Slow Movement**

**0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 80

Heath aging, including diet, nutrition, disease prevention, and application of Tai Chi principles to maintain health while aging for the older adult population.

Course Schedule

**OAD MOX04 Healthy Aging - Principles of Posture and Flexibility****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 80

Health aging, including diet, nutrition, disease prevention, and application of Yoga principles to maintaining health while aging for the older adult population.

Course Schedule

**OAD MOX06 Healthy Aging - Principles of Aquatic Resistance****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 80

Healthy aging, including diet, nutrition, disease prevention, and application of aquatic resistance principles to maintaining health while aging for the older adult population.

Course Schedule

**OAD MOX07 Mobility through Exercise - Physical Fitness Using Music to Enhance Skill Development****0 Units**

Lecture: 1-48

Enables students to increase balance, coordination, strength, flexibility and memory function through a progressive fitness program using music to enhance skill development.

Course Schedule

**OAD MOX09 Mobility through Exercise - Strength Training****0 Units**

Lecture: 1-48

Resistance training for isolation of targeted muscle groups to increase strength, range of motion, flexibility, and increase bone density using toner bands. Designed to challenge all major muscles. Students are encouraged to participate at their own level. In addition, low stretching and breathing techniques will be taught.

Course Schedule

**OAD MOX10 Beg Self-Defense for OAD****0 Units**

Lecture: 1-80

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.

Course Schedule

**OAD MOX11 Fall Prevention - Balance and Mobility****0 Units**

Lab: 24-80

Risks and fears associated with falling for older adults. Includes setting realistic goals, minimizing environmental risks and balance exercises.

Course Schedule

**OAD MUSCE Creative Expression through Music****0 Units**

Lecture: 1-48

Music appreciation including discussion, singing, listening and interaction for the older adult population. Concentration will be on various musical styles and historical periods in which music plays specific roles.

Course Schedule

## Vocational (VOC)

**VOC ADJ01 The Administrative Justice System****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

History and philosophy of the justice system, subsystems, roles, relationships and theories of crime causation and correction.

Course Schedule

**VOC ADJ02 Principles and Procedures of the Justice System****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Due process in criminal proceedings from pre-arrest through trial and appeal using statutory law and legal precedent.

Course Schedule

**VOC ADJ03 Concepts of Criminal Law****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Classification of crime, elements of crimes, common and statutory law, and evidence as observed through the study of case law decisions by state and federal courts.

Course Schedule

**VOC ADJ04 Legal Aspects of Evidence****0 Units**

(May be taken four times for credit)

Lecture: 54

Criminal evidence, including admissibility, witness competency, privileged communication, hearsay, and collection and preservation of evidence.

Course Schedule

**VOC ADJ05 Community Relations****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population.

Course Schedule

**VOC ADJ06 Concepts of Enforcement Services****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

Responsibilities, techniques and methods of police patrol with emphasis on the knowledge required in handling common police occurrences.  
 Course Schedule

**VOC ADJ13 Concepts of Traffic Services****0 Units**

(May be taken four times for credit)  
 Lecture: 54

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.  
 Course Schedule

**VOC ADJ20 Principles of Investigation****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Investigation; 4th Amendment issues including crime scene search and recording; collection and preservation of physical evidence; modus operandi; suspect profiling scientific aids; sources of information; use of informants; interviews and interrogation; follow up and case preparation.  
 Course Schedule

**VOC ADJ38 Narcotics Investigation****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Investigation and arrest techniques for drug enforcement. Drug effects, use of informants, constitutional issues, and handling of evidence.  
 Course Schedule

**VOC ADJ59 Gangs and Corrections****0 Units**

(May be taken four times for credit)  
 Lecture: 54

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/corrections role in intervention/suppression.  
 Course Schedule

**VOC ADJ68 Administration of Justice Report Writing****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Techniques for proper documentation of crime reports and related law enforcement records. Use of simulations and role-playing.  
 Course Schedule

**VOC ADJ74 Vice Control****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Code and case law dealing with vice; detection and suppression; apprehension and prosecution of violators; gambling, prostitution and sex crimes.  
 Course Schedule

**VOC AGG01 Food Production, Land Use and Politics - A Global Perspective****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Surveys the world's food producing systems in terms of economic, political and cultural forces. Emphasizes ethical, sustainable food producing agriculture.  
 Course Schedule

**VOC AGL12 Exotic Animal Management****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

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.  
 Course Schedule

**VOC AGL14 Swine Production****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 36 Lab: 54

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.  
 Course Schedule

**VOC AGL16 Horse Production and Management****0 Units**

(May be taken two times for credit)  
 Lecture: 54 Lab: 54

Selection, utilization, and management of the light horse. Emphasis is on evaluation, health care, and handling skills.  
 Course Schedule

**VOC AGL17 Sheep Production****0 Units**

(May be taken two times for credit)  
 Lecture: 36 Lab: 54

Survey of the sheep and goat industries; management of commercial, purebred and small farm flocks; selection, feeding, breeding, and basic care of small ruminants plus marketing of sheep, goats and their products. Laboratory and field trips required.  
 Course Schedule

**VOC AGL18 Horse Ranch Management****0 Units**

(May be taken two times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 54 Lab: 54

Skills and procedures used in the management of an equine business. Includes business plans and record keeping, staff and financial management, horse care and training, and farm design for a variety of horse operations.  
Course Schedule

**VOC AGL19 Horse Hoof Care****0 Units**

(May be taken two times for credit)  
Lecture: 18 Lab: 54

Proper horse hoof care; shoeing, trimming and disease recognition and control.  
Course Schedule

**VOC AGL20 Horse Behavior and Training****0 Units**

(May be taken three times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 18 Lab: 54

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.  
Course Schedule

**VOC AGL30 Beef Production****0 Units**

(May be taken two times for credit)  
Lecture: 36 Lab: 54

Purebred and commercial beef cattle production; emphasis on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing, and recordkeeping to ensure scientifically based management decisions and consumer product acceptance as applied to beef cattle. Laboratory required. Field trips required.  
Course Schedule

**VOC AGL34 Livestock Judging and Selection****0 Units**

(May be taken two times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 18 Lab: 54

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.  
Course Schedule

**VOC AGL96 Animal Sanitation and Disease Control****0 Units**

(May be taken two times for credit)  
Lecture: 54

Prevention and control of infectious diseases affecting domestic animals including basic disease concepts, transmission of infectious diseases, principles of sanitation, and fundamentals of immunology.  
Course Schedule

**VOC AGL97 Artificial Insemination of Livestock****0 Units**

(May be taken two times for credit)  
Lecture: 18 Lab: 54

Theory and application of artificial insemination of domestic animals, including semen evaluation and processing, heat synchronization, and pregnancy diagnosis.  
Course Schedule

**VOC AGN01 Animal Science****0 Units**

(May be taken three times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 54

Fundamental problems and essential concepts of animal production. Types of domestic animals and their utilization by humans.  
Course Schedule

**VOC AGN02 Animal Nutrition****0 Units**

(May be taken two times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 54

Composition of feeds and their utilization by domestic animals, including digestive physiology, animal assessment, feed appraisal and compiling of rations.  
Course Schedule

**VOC AGN51 Animal Handling & Restraint****0 Units**

(May be taken four times for credit)  
Lecture: 36 Lab: 54

Methods of proper handling large and small animals, including chemical and physical techniques of restraint. Field trips Required.  
Course Schedule

**VOC AGN94 Animal Breeding****0 Units**

(May be taken two times for credit)  
(May be taken for Pass/No Pass only)  
Lecture: 54

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.  
Course Schedule

**VOC AGP70 Pet Shop Management****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

Pet shop operations and the economic aspects of the pet industry. Organization and operation of pet shops, animal care practices, and sound business management practices.  
 Course Schedule

**VOC AGP71 Canine Management****0 Units**

(May be taken two times for credit)  
 Lecture: 36 Lab: 54

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. May include field trips.  
 Course Schedule

**VOC AGP72 Feline Management****0 Units**

(May be taken two times for credit)  
 Lecture: 54

Care and management of cats, including breed identification and characteristics, grooming, showing, nutrition, practical care, behavior, breeding and housing.  
 Course Schedule

**VOC AGP73 Tropical & Coldwater Fish Management****0 Units**

(May be taken two times for credit)  
 Lecture: 36

Care and keeping of marine and freshwater aquarium fishes, plants, and invertebrates. Guidance on setting up aquariums, choosing compatible species, feeding, health care, breeding and raising fish.  
 Course Schedule

**VOC AGP74 Reptile Management****0 Units**

(May be taken two times for credit)  
 Lecture: 36

Care and maintenance of reptiles and amphibians, including snakes, lizards, turtles, tortoises, newts, salamanders and frogs. Identification and characteristics of reptiles commonly kept as pets. Housing, feeding, health maintenance, breeding and raising of reptiles.  
 Course Schedule

**VOC AGP76 Aviculture - Cage and Aviary Birds****0 Units**

(May be taken two times for credit)  
 Lecture: 54

Cage and aviary birds marketed in the wholesale and retail pet trade. Identification, nutrition, breeding, disease prevention and control, aviary construction. Psittacines, soft bills, finches, game birds, poultry and ornamental waterfowl.  
 Course Schedule

**VOC AGR-G Home Gardening****0 Units**

Lecture: 1-54

Organic gardening, plants, fruit orchards, and traditional gardening for the older adult population, including design, propagation methods, pruning and pest control.  
 Course Schedule

**VOC AGR01 Horticultural Science****0 Units**

(May be taken two times for credit)  
 Lecture: 54

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 Off-campus meetings required.  
 Course Schedule

**VOC AGR02 Plant Propagation/Greenhouse Management****0 Units**

(May be taken four times for credit)  
 Lecture: 36 Lab: 54

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.  
 Course Schedule

**VOC AGR04 Park Management****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

Management and operation of municipal park departments. Includes the development of budgets, purchasing, park policies, planning and scheduling.  
 Course Schedule

**VOC AGR05 Park Facilities****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

Management and operation of different types of park facilities. Includes the management of sports fields, recreation centers, campgrounds, aquatic facilities and golf courses.  
 Course Schedule

**VOC AGR13 Landscape Design****0 Units**

(May be taken four times for credit)  
 Lecture: 36 Lab: 54

Landscape design for residential and small commercial sites including the design process, drafting, graphics, site evaluation, landscaping materials, and plant usage. Field trips and off-campus assignments required.  
 Course Schedule

**VOC AGR15 Interior Landscaping****0 Units**

(May be taken four times for credit)

Lecture: 54

Design, installation and maintenance practices used in interior landscaping. Includes identification, culture and care of plants suitable for interior use. Field trip required.

Course Schedule

**VOC AGR24 Integrated Pest Management****0 Units**

(May be taken two times for credit)

Lecture: 36 Lab: 54

Common agricultural pests in Southern California and physical, biological, and chemical pest control principles and practices, including integrated pest management (IPM). Stresses use, safety, equipment, laws, and regulations of pesticides. Field trips are required.

Course Schedule

**VOC AGR25 Floral Design 1****0 Units**

(May be taken four times for credit)

Lecture: 24 Lab: 44

Principles of floral design: form, style, and composition. Includes designing of floral arrangements, wreaths, sprays, baskets, bouquets, wedding flowers and corsages.

Course Schedule

**VOC AGR26 Floral Design 2****0 Units**

(May be taken four times for credit)

Lecture: 24 Lab: 44

Contemporary floral design theory emphasizing creativity, self-expression and professional design situations.

Course Schedule

**VOC AGR27 Floral Design 3****0 Units**

(May be taken four times for credit)

Lecture: 24 Lab: 44

Advanced principles of floral design and florist operations management. Includes designs and operations related to holidays, parties, weddings, and sympathy.

Course Schedule

**VOC AGR29 Ornamental Plants - Herbaceous****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Identification, growth 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.

Course Schedule

**VOC AGR30 Ornamental Plants - Trees and Woody Shrubs****0 Units**

(May be taken two times for credit)

Lecture: 36 Lab: 54

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. Off campus meetings required.

Course Schedule

**VOC AGR32 Landscaping and Nursery Management****0 Units**

(May be taken two times for credit)

Lecture: 36 Lab: 54

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 required.

Course Schedule

**VOC AGR39 Turf Grass Management and Maintenance****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR40 Sports Turf Management****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR50 Soil Science and Management****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR51 Tractor and Landscape Equipment Operations****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Selection, operation, repair and maintenance of power equipment used in the landscape industry.

Course Schedule

**VOC AGR52 Hydraulics****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Operation, maintenance, and repair of hydraulic systems used on agriculture and industrial equipment.

Course Schedule

**VOC AGR53 Small Engine Repair****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Principles and repair of small engines used in landscape, industrial and agricultural applications.

Course Schedule

**VOC AGR55 Diesel Engine Repair****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR56 Engine Diagnostics****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR57 Power Train Repair****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR62 Irrigation Principles and Design****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Principles of irrigation, design techniques, sprinkler system components, and hydraulic principles used in nursery management, interior design, residential, and commercial landscapes. Special emphasis is given to water conservation. Field trips are required.

Course Schedule

**VOC AGR63 Landscape Irrigation - Systems Management****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC AGR64 Irrigation - Drip and Low Volume****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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. Field trips are required.

Course Schedule

**VOC AGR71 Construction Fundamentals****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Construction techniques and tools used in landscaping with construction projects that include surveying techniques, utilities (gas, water, and electricity), woodworking, and masonry.

Course Schedule

**VOC AGR72 Landscape Hardscape Applications****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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 through laboratory activities.

Course Schedule

**VOC AGR73 Landscaping Laws, Contracting and Estimating****0 Units**

(May be taken four times for credit)

Lecture: 54

Landscape laws, contracting and estimating as they pertain to landscape construction.

Course Schedule

**VOC AGR75 Urban Arboriculture****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC ANA50 Basic Anatomy/Physiology****0 Units**

(May be taken four times for credit)

Lecture: 54

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.

Course Schedule

**VOC ARC11 Architectural Drawing****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

Architectural drawing techniques, including graphic standards, scales, orthographic, paraline and perspective projections.

Course Schedule

**VOC ARC16 Basic CAD and Computer Applications****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

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).

Course Schedule

**VOC ARC18 Architectural CAD and BIM****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

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.

Course Schedule

**VOC ARC26 Advanced Architecture Computer****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

Advanced architectural CAD drawings. Portfolio of working drawing and presentation applications of integrated 2-D and 3-D CAD models will be produced.

Course Schedule

**VOC ARC28 Architectural CAD Illustration and Animation****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 71

Architectural CAD in 3-D illustration, rendering and animation. Virtual &quot;walk-through&quot; and &quot;fly through&quot; of interior and exterior 3-D models with photo-realistic materials and lighting will be produced.

Course Schedule

**VOC BA07 Principles of Accounting - Financial****0 Units**

(May be taken four times for credit)

(May be taken for Pass/No Pass only)

Lecture: 90

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.

Course Schedule

**VOC BA11 Fundamentals of Accounting****0 Units**

(May be taken two times for credit)

Lecture: 54

Accounting vocabulary and theory, equations to solve word problems, simple and compound interest, present value, consumer and business credit, mortgages, financial statements and ratios, inventory, depreciation, business taxes, investments.

Course Schedule

**VOC BA68 Business Mathematics****0 Units**

(May be taken four times for credit)

Lecture: 54

Addition, subtraction, multiplication, division, decimals, percentages, fractions, sign numbers, equations and problem solving.

Course Schedule



**VOC BA70 Payroll and Tax Accounting****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54

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.  
 Course Schedule

**VOC BA71 Financial Planning****0 Units**

(May be taken four times for credit)  
 Lecture: 54

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.  
 Course Schedule

**VOC BA72 Bookkeeping - Accounting****0 Units**

(May be taken two times for credit)  
 Lecture: 90

Bookkeeping and accounting principles including the accounting cycle for service and merchandising companies, cash management, payroll and special journals. Computerized simulations and completion of an accounting project for a company.  
 Course Schedule

**VOC BA75 Using Microcomputers in Financial Accounting****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 18

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.  
 Course Schedule

**VOC BA76 Using Microcomputers in Managerial Accounting****0 Units**

(May be taken four times for credit)  
 Lecture: 18

Analysis of financial data and preparation of managerial accounting reports using Excel software. Development of what-if formulas to be used as an aid in decision-making. Includes manufacturing and consolidation worksheets, financial statement analysis, and statement of cash flow.  
 Course Schedule

**VOC BCDP Basic Computing - Desktop Publ****0 Units**

(May be taken three times for credit)  
 Lab: 18

Basic desktop publishing to create and produce professional-looking publications.  
 Course Schedule

**VOC BCPP1 PowerPoint Basics 1****0 Units**

(May be taken three times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 18

Basic use of PowerPoint to create slide presentations.  
 Course Schedule

**VOC BCPP2 PowerPoint Basics 2****0 Units**

(May be taken three times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 18

Create PowerPoint presentations using text and object animation, video, audio and hyperlinks.  
 Course Schedule

**VOC BM10 Principles of Continuous Quality Improvement****0 Units**

(May be taken two times for credit)  
 Lecture: 54

History and evolution of thought in Continuous Quality Improvement, including the theories and methods of Deming, Juran, and Crosby. Quality management process and tools for the continuous improvement of quality are presented. Relevant case studies are included.  
 Course Schedule

**VOC BM12 CQI Team Building****0 Units**

(May be taken four times for credit)  
 Lecture: 54

Comprehensive instruction in building and using Continuous Quality Improvement project teams including selection of team members and evaluation of team performance. Includes creating and evaluating problem solutions, applying tools for improvement planning, team decision making and building an effective improvement plan.  
 Course Schedule

**VOC BM20 Principles of Business****0 Units**

(May be taken two times for credit)  
 Lecture: 54

Business and its functions, background, development, organization, and opportunities. Business terms, current trends, methods, contemporary and future problems, and current business practices.  
 Course Schedule

**VOC BM51 Principles of Internation Business****0 Units**

(May be taken two times for credit)

Lecture: 54

International business environment with 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.  
Course Schedule

**VOC BM52 Principles of Exporting and Importing****0 Units**

(May be taken two times for credit)

Lecture: 54

Practical information needed to participate in activities related to the exporting and importing of goods and services. Includes vocabulary, acronyms and information needed for an understanding of and participating in the exporting of goods and services.  
Course Schedule

**VOC BM60 Human Relations in Business****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Inter-disciplinary study of how people work and relate at the individual, group and organizational level. Topics include motivation, team work, leadership skill and how to handle organizational change.  
Course Schedule

**VOC BM61 Business Organization and Management****0 Units**

(May be taken four times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Functions of management, techniques of decision making and problem solving, and methods used by managers to achieve organizational goals. Theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls.  
Course Schedule

**VOC BM62 Human Resource Management****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

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.  
Course Schedule

**VOC BM66 Small Business Management****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Organizing, starting, and operating a small business enterprise. Emphasis on entrepreneurial applications in a small business environment.  
Course Schedule

**VOC BM85 Special Issues in Business****0 Units**

(May be taken four times for credit)

Lecture: 36

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.  
Course Schedule

**VOC B005 Business English****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Skills and techniques of English, as applied to business situations. emphasis on effective document structure.  
Course Schedule

**VOC B025 Business Communication****0 Units**

(May be taken two times for credit)

Lecture: 54

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.  
Course Schedule

**VOC B026 Oral Communications in Business****0 Units**

(May be taken four times for credit)

Lecture: 54

Designed to help business people communicate more effectively in spoken communication situations such as training sessions, presentations and professional discussions.  
Course Schedule

**VOC BR52 Real Estate Practice****0 Units**

(May be taken four times for credit)

Lecture: 54

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.  
Course Schedule

**VOC BS35 Professional Selling****0 Units**

(May be taken four times for credit)

Lecture: 54

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.

Course Schedule

**VOC BS36 Principles of Marketing****0 Units**

(May be taken two times for credit)

Lecture: 54

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.

Course Schedule

**VOC BS50 Retail Store Management and Merchandising****0 Units**

(May be taken two times for credit)

Lecture: 54

Principles and practices used in the management and merchandising of retail stores. Includes critical buying function, merchandising, promotional techniques, sit selection, layout, staffing, market positioning, and customer service.

Course Schedule

**VOC BS70 International Marketing Concepts****0 Units**

(May be taken four times for credit)

Lecture: 54

Factors unique to foreign economics, cultural environments, political/legal problems, marketing intelligence procedures, international product policy, distribution and market channels, promotion and pricing decisions.

Course Schedule

**VOC BS85 Special Issues in Marketing****0 Units**

(May be taken four times for credit)

Lecture: 36

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.

Course Schedule

**VOC CNT50 PC Servicing****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

PC and peripheral servicing techniques, preventative maintenance, hardware configurations, software configurations, software diagnostics, and the use of test equipment.

Course Schedule

**VOC CNT52 PC Operating Systems****0 Units**

(May be taken two times for credit)

Lecture: 54 Lab: 54

Current operating systems required for A+ and Network+ Certification and general computer servicing. Includes: identification of major components, installation, configuration, upgrading, and troubleshooting.

Course Schedule

**VOC CNT54 PC Troubleshooting****0 Units**

(May be taken two times for credit)

Lecture: 54 Lab: 54

Personal computer (PC) servicing. Includes isolating, identifying, and repairing specific problems in the computer environment at the hardware level. Prepares students for the A+ Certification Exam.

Course Schedule

**VOC CNT60 A+ Certification Preparation****0 Units**

(May be taken four times for credit)

Lecture: 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.

Course Schedule

**VOC CNT62 Network+ Certification Preparation****0 Units**

(May be taken four times for credit)

Lecture: 54

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.

Course Schedule

**VOC CP01 Computer Keyboarding****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

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.

Course Schedule

**VOC CP02 Int Computer Keyboarding****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Develops computer keyboarding speed and accuracy with a proficiency standard upon completion of 35-55 gross words a minute with a predetermined error limit. Using word processing software, extensive instruction given for formatting of letters, memos, reports, tables and other related business documents.

Course Schedule

**VOC CP12 Office Computer Applications****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Overview of computer applications utilized in the office environment. Includes extensive hands-on instruction in word processing, spreadsheet, data management and business graphics. Intended for the student who needs to upgrade or acquire office computer skills.

Course Schedule

**VOC CPBC1 Basic Computing -Level 1****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Introduction to the personal computer, including terminology and basic computer operations in a Windows environment.

Course Schedule

**VOC CPBC2 Basic Computing - Level 2****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Create documents in applications such as Microsoft Word; includes basic computer maintenance and problem-solving techniques. Advisory Prerequisite: VOC CPBC1

Course Schedule

**VOC CPBC3 Basic Computing - Level 3****0 Units**

Lecture: 48

Software application skills including creative projects which introduce computer graphics. Advisory Prerequisite VOC CPBC2, Basic Computing - Level 2

Course Schedule

**VOC CPBE1 Basic Excel 1****0 Units**

(May be taken four times for credit)

Lecture: 18

Introduction to Excel, including terminology and working with data in a spreadsheet application.

Course Schedule

**VOC CPBE2 Basic Excel 2****0 Units**

(May be taken three times for credit)

Lecture: 18

Basic functions in excel including formulas, sorting, filtering data and formatting tables.

Course Schedule

**VOC CPBE3 Basic Excel 3****0 Units**

(May be taken three times for credit)

Lecture: 18

Basic Excel including storing, manipulating and analyzing data in spreadsheets and displaying data graphically using charts.

Course Schedule

**VOC CPCC Creative Computing****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Creative skills in utilizing graphic designs for projects such as business cards, letterhead, labels, flyers, posters, greeting cards and computer-generated fabric designs. Advisory Prerequisite: VOC CPBC3 - Basic Computing, Level 3

Course Schedule

**VOC CPCL Computer Laboratory****0 Units**

Lab: 1-320

A laboratory study program designed to complement the lecture materials presented in computer program instructional courses.

Course Schedule

**VOC CPDI Digital Photography for the Beginner****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Digital camera operations, image management, composition and use of graphics software.

Course Schedule

**VOC CPNET Internet Research - an Introduction****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Fundamental internet functions including terminology, email, search engines and research tools.

Course Schedule

**VOC CPR01 BLS Heartsaver Course - Adult****0 Units**

Lecture: 3-5

CPR techniques for choking emergencies and responses to general life-threatening emergency situations. Successful completion will provide the student with an American Heart Association Heartsaver CPR Level 1 Completion card, renewable every two years.

Course Schedule

**VOC CRS10 Intro to Correctional Science****0 Units**

(May be taken four times for credit)

Lecture: 54

The field of corrections: county jail, probation, the California Youth Authority and the Department of Corrections as members of the Criminal Justice System. Includes philosophy, past and present practices and the criminal justice and correctional processes.

Course Schedule

**VOC CRS15 Control and Supervision of the Offender****0 Units**

(May be taken four times for credit)

Lecture: 54

Examine methods of controlling and supervising inmates. Emphasizes California's methods in rapidly-expanding institutions. Students will visit an offsite facility.

Course Schedule

**VOC CRS20 Correctional Law****0 Units**

(May be taken four times for credit)

Lecture: 54

Legal and due process rights for inmates. Inmate rights vs. needs of society, State, federal and appellate court decisions.

Course Schedule

**VOC CRS25 Probation and Parole****0 Units**

(May be taken four times for credit)

Lecture: 54

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.

Course Schedule

**VOC CRS30 Ethnic Relations in Correction****0 Units**

(May be taken four times for credit)

Lecture: 54

Historical survey of racial, cultural, and gender biases in the American corrections system. Impact of cultural, racial and gender differences on correctional staff and client interaction.

Course Schedule

**VOC CRS35 Interviewing and Counseling in Corrections****0 Units**

(May be taken four times for credit)

Lecture: 54

Techniques of interviewing and counseling with emphasis on practical application. Needs of the client and agency will be stressed.

Course Schedule

**VOC CRS40 Crime and Delinquency****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Criminal theories, criminal offender traits, crime prevention strategies, juvenile delinquency, and the impact of crime on society.

Course Schedule

**VOC CRS45 Violent Offender****0 Units**

(May be taken four times for credit)

Lecture: 54

Violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim.

Course Schedule

**VOC CS11 Computer Keyboarding****0 Units**

(May be taken four times for credit)

Lecture: 54

Formerly VOC CP01 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.

Course Schedule

**VOC CS12 Intermediate Computer Keyboarding****0 Units**

(May be taken four times for credit)

Lecture: 54

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)

Course Schedule

**VOC CS41 Office Management Skills****0 Units**

(May be taken four times for credit)

Lecture: 54

Formerly VOC CP28 Filing, proofreading, telephone techniques, faxing, emailing; electronic calendaring of events, appointments and meetings.

Course Schedule

**VOC CSB10 Office Skills****0 Units**

(May be taken two times for credit)

Lecture: 54

Skills necessary to work in an office setting including: alpha and numeric keyboarding, email etiquette and standards, electronic calendaring, ten-key, composing, formatting and storing business documents, telephone techniques.

Course Schedule

**VOC CSB11 Computer Information Systems****0 Units**

(May be taken two times for credit)

Lecture: 54 Lab: 27

Overview of computer information systems including computer hardware, software, networking, programming, databases, Internet, security, systems analysis, ethics, and problem solving using business applications.

Course Schedule

**VOC CSB15 Microcomputer Applications****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54 Lab: 27

Windows 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.

Course Schedule

**VOC CSB16 Macintosh Applications****0 Units**

(May be taken four times for credit)

Lecture: 27

Macintosh computer skills including the operating system and word-processing, database, spreadsheet and multimedia applications.

Course Schedule

**VOC CSB31 Microsoft Word****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54

Word processing with Microsoft Word and its editing, formatting, and language tools to create, edit and format business and publication documents. Includes creating flyers, newsletters and other publications documents using advanced formatting techniques and tools.

Course Schedule

**VOC CSB51 Microsoft PowerPoint****0 Units**

(May be taken four times for credit)

Lecture: 54

Formerly VOC CP50 Using PowerPoint to plan, design and produce effective presentations. Includes creating charts, diagrams and storyboards; developing appropriate text content; adding sound, animation and movies.

Course Schedule

**VOC CSB61 Desktop Publishing Software****0 Units**

(May be taken four times for credit)

Lecture: 54

Formerly VOC CP60 Using desktop publishing software to integrate text and various graphic objects, design, edit and produce a variety of high-quality business publications.

Course Schedule

**VOC CSW15 Web Site Development****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Use of professional visual Web-authoring application to plan, develop, implement publish and maintain Web sites.

Course Schedule

**VOC EDT16 Basic CAD and Computer Applications****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Basic CD (Computer Aided Design and Drafting) and computer application in engineering and related fields (including basic word processing, spreadsheet, CAD and presentation applications.

Course Schedule

**VOC EDT18 Engineering CAD Applications****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Intermediate CAD for engineering, explores the 2-D and 3-D environments, 3-D parametric solid modeling.

Course Schedule

**VOC EDT24 Engineering CAD 3-D Solids and Surfaces****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

Advanced engineering CAD for developing detailed working drawings in 3-D environments, incorporating 3-D parametric solid modeling, bill of materials, and surface development.

Course Schedule

**VOC EL10 Introduction to Mechatronics****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

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.

Course Schedule

**VOC EL11 Technical Applications in Microcomputers****0 Units**

(May be taken two times for credit)

Lecture: 36 Lab: 54

Personal computer (PC) applications used in electronics technology. Includes word processing, spreadsheets, database, computer presentation methods, and internet research specifically designed for electronics technology.

Course Schedule

**VOC EL12 Computer Simulation and Troubleshooting****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Use of the personal computer for simulation and troubleshooting of analog and digital circuits. National Instruments Multisim software will be used for circuit analysis, value substitution and fault diagnostics.

Course Schedule

**VOC EL50A Electronic Circuits (DC)****0 Units**

(May be taken two times for credit)

Lecture: 54 Lab: 54

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 VOC EL10, Introduction to Mechatronics, rather than VOC EL50A or 50B.)

Course Schedule

**VOC EL50B Electronic Circuits (AC)****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 54 Lab: 54

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.

Course Schedule

**VOC EL51 Semiconductor Devices/Circuits****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Solid-state devices and circuits, including bipolar-junction and field-effect transistors, rectifier diodes, operational amplifiers, and thyristors. Analog circuits studied include discrete and integrated circuit amplifiers, voltage regulators, oscillators and timers. Emphasizes configurations, classes, load lines, characteristic curves, gain, troubleshooting, measurements and frequency response.

Course Schedule

**VOC EL53 Communications Circuits****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Analog and digital communications circuits. Emphasizes analog and digital modulation principles, fiber optics, multiplexing and telecommunications circuits.

Course Schedule

**VOC EL54A Industrial Electronics****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Industrial electronic components and basic control circuits.

Course Schedule

**VOC EL54B Industrial Electronic Systems****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Systems application of industrial electronics including industrial production and processes, automation, and programmable and motor controllers. Emphasis is on programmable logic controllers (PLCs)

Course Schedule

**VOC EL55 Microwave Communications****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Microwave components, circuit theory and their applications.

Course Schedule

**VOC EL56 Digital Electronics****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Combinational and sequential logic circuits emphasizing number systems, binary math, basic gates, Boolean algebra, etc.

Course Schedule

**VOC EL61 Electronic Assembly and Fabrication****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Assembly and fabrication techniques in basic soldering, de-soldering and surface mount technology.

Course Schedule

**VOC EL62 Advanced Surface Mount Assembly****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 54

Advanced course in assembly and repair (soldering) on surface mount assemblies (SMT). Prepares for the IPC surface mount assembly and rework certifications.

Course Schedule

**VOC EL74 Microcontroller Systems****0 Units**

(May be taken four times for credit)

Lecture: 54 Lab: 54

Emphasizes the software/hardware architecture for the typical microprocessor environment.

Course Schedule

**VOC EL76 FCC GROL Preparation****0 Units**

(May be taken four times for credit)

Lecture: 54

Prepares qualified electronics and aviation technicians for the FCC commercial general radiotelephone operator license (GROL).

Course Schedule

**VOC EL81 Lab Studies in Electronics****0 Units**

(May be taken four times for credit)

Lab: 54

Extended laboratory experience supplementary to those available in the regular program. Allows the student to pursue more advanced and complex laboratory projects and experiments.

Course Schedule

**VOC EM65A Math of Electronics (DC)****0 Units**

(May be taken four times for credit)

Lecture: 36

Mathematics of DC circuits analyzing passive circuits including Ohm's Law, Kirchoff's Law, voltage dividers, current dividers and network theorems.

Course Schedule

**VOC EM65B Math of Electronics (AC)****0 Units**

(May be taken four times for credit)

Lecture: 36

Mathematics of AC circuits and analyzing passive circuits including resistance, reactance, impedance, resonance and complex numbers (polar and rectangle).

Course Schedule

**VOC ESD02 Production of Boutique Crafts for Retail Sales****0 Units**

Lab: 1-54

Design and production of boutique crafts for the older adult population. Includes marketing, pricing and cost analysis and emerging technology.

Course Schedule

**VOC ESD03 Lettering Styles and Advertising Calligraphy****0 Units**

(May be taken three times for credit)

(May be taken for Pass/No Pass only)

Lab: 54

Styles of calligraphy as they are used in art, media and advertising for the older adult population. Includes size, placement, styles and emerging technology.

Course Schedule

**VOC ESD05 Intermediate Ceramic Productions****0 Units**

Lab: 1-54

Ceramic painting techniques to create finished ceramic pieces for the older adult population. Pricing and display will be covered.

Course Schedule

**VOC ESD06 Craft Painting for Business Opportunities****0 Units**

Lab: 1-54

Paint on various types of surfaces including fabric, glass, wood, plaster and plastic. Includes product design, marketing and proper use of equipment and maintenance and emerging technology.

Course Schedule

**VOC ESD07 Handcrafted Needlework for Retail Sales and Boutique****0 Units**

Lab: 1-54

Needlework technique including knitting, crocheting, embroidery, needlepoint for plastic canvas and emerging technology to construct finished products for sale.

Course Schedule

**VOC ESD08 Jewelry Production and Design for Retail Sales****0 Units**

Lab: 1-54

Design and construct wire-worked jewelry using beads & stones with various methods of wire wrapping, coiling, hammering and emerging technology.

Course Schedule

**VOC ESD09 Sewing and Design****0 Units**

Lab: 1-54

Basic sewing techniques for the older adult population, including basic tailoring, pattern reading, cutting and style design to construct professional-looking garments.

Course Schedule

**VOC ESD10 Beginning Decorative Production for Retail Sales****0 Units**

Lab: 1-54

Introduction to decorative painting and associated mediums for the older adult population, including painting on a variety of surfaces using tole art brush strokes used in folk art, stenciling and other design applications and emerging technology.

Course Schedule

**VOC ESD11 Intermediate Decorative Art Production for Retail Sales****0 Units**

Lab: 1-54

Intermediate tole art brush strokes on a variety of surfaces using acrylic paints, associated mediums and emerging technology to create finished products for the older adult population.

Course Schedule

**VOC ESD15 Jewelry / Lapidary Production Design****0 Units**

Lab: 1-108

Jewelry making, stone cutting, polishing and lapidary work and emerging technology for the older adult population.

Course Schedule



**VOC EST50 Electrical Fundamentals for Cable Installations****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54 Lab: 54

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.  
 Course Schedule

**VOC EST51 Electrical & Tool Fundamentals****0 Units**

(May be taken three times for credit)  
 Lecture: 54 Lab: 54

Electrical and tool(hand and power) fundamentals for low voltage systems used in residential, and commercial security, networks, and audio/video systems. Topics include tool fundamentals, DC/AC sources and components, solid-state devices, digital devices, and their application to low voltage systems.  
 Course Schedule

**VOC EST52 Fabrication Techniques for Cable Installations****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54 Lab: 54

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.  
 Course Schedule

**VOC EST53 Residential/Office System Installations****0 Units**

(May be taken three times for credit)  
 Lecture: 54 Lab: 54

Residential/office systems and their installations. Emphasis on security, audio/video systems, wiring and cable standards and the installation techniques required for such systems.  
 Course Schedule

**VOC EST54 Cable and Wiring Standards****0 Units**

Lecture: 54 Lab: 54

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.  
 Course Schedule

**VOC EST56 Home Theater, Home Integration & Home Security Systems****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54 Lab: 54

Home theater, home integration, home management Power Line Carriers (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.  
 Course Schedule

**VOC EST61 Electronic Circuits/Systems Troubleshooting****0 Units**

(May be taken three times for credit)  
 Lecture: 54 Lab: 54

Troubleshooting basic electronic circuits and systems to component level. Circuits include power supplies, amplifiers, audio circuits, and video systems.  
 Course Schedule

**VOC EST62 Electronic Troubleshooting 1****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54 Lab: 54

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).  
 Course Schedule

**VOC EST64 Electronic Troubleshooting 2****0 Units**

(May be taken four times for credit)  
 Lecture: 54 Lab: 54

Troubleshooting advanced electronic video circuits and systems to component level. Includes digital TV and HDTV (plasma, LCD, DLP).  
 Course Schedule

**VOC EST70 C-7 Low Voltage Systems License Preparation****0 Units**

(May be taken four times for credit)  
 Lecture: 36

Prepares students for the California State Contractors C-7 Low Voltage Systems license examination.  
 Course Schedule

**VOC FDB1 Financial and Database Management 1****0 Units**

(May be taken three times for credit)  
 Lecture: 4-288

Short-term introduction to small business and database software to introduce elementary computer literacy. Data entry in small business accounting management software. Create customers, vendors, and basic transactions. Design simple databases and explore database objects including simple forms, reports, and queries.  
 Course Schedule

**VOC FDB2 Financial and Database Management 2****0 Units**

(May be taken three times for credit)

Lecture: 4-288

Further instruction in basic computer literacy for small business and database software. Process sales tax, refunds, discounts, and credits using small business accounting software. Create classes and basic estimates. Modify reports, queries, and forms.

Course Schedule

**VOC FSH08 Introduction to Fashion****0 Units**

(May be taken four times for credit)

Lecture: 54

Fashion industry from concept to consumer: industry background and technology. Includes design, manufacturing, distribution, sales and promotion with emphasis on career opportunities and qualifications.

Course Schedule

**VOC FSH09 History Costume and Fashion****0 Units**

(May be taken two times for credit)

Lecture: 54

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.

Course Schedule

**VOC FSH10 Clothing Construction 1****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Essentials of industry standard apparel construction techniques using a variety of machines and equipment. Students will be given instruction in single needle machine operation, industrial overlock operation and garment assembly.

Course Schedule

**VOC FSH12 Clothing Construction 2****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Advanced industry construction techniques using overlock and single needle machines.

Course Schedule

**VOC FSH15 Aesthetic Design****0 Units**

(May be taken four times for credit)

Lecture: 54

Design principles and influences in apparel selection and fashion design. Projects applying design elements and principles using CAD software.

Course Schedule

**VOC FSH17 Textiles****0 Units**

(May be taken two times for credit)

Lecture: 54

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.

Course Schedule

**VOC FSH20 Illustration for Fashion and Costume Design****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC FSH21 Patternmaking 1****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Theory and application of basic flat patternmaking techniques to create garment designs using industry standards. By means of dart and seam manipulation, patterns will be created, constructed and fitted.

Course Schedule

**VOC FSH22 Fashion Design by Draping****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Three-dimensional dress design through draping fabrics directly to a dress form to create original designs and patterns to interpret fashion illustrations and technical flats.

Course Schedule

**VOC FSH23 Patternmaking 2****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC FSH62 Retail Store Management and Merchandising****0 Units**

(May be taken four times for credit)

Lecture: 54

Principles and practices used in the retail buying and merchandising environment. This course emphasizes the buyer's role in merchandising management, pricing strategies, promotion, retail formulas and costing calculations.

Course Schedule

**VOC GOG10 Introduction to Geographic Information Systems (GIS)****0 Units**

(May be taken four times for credit)

Lecture: 54

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.

Course Schedule

**VOC GRP10 Photoshop Imagery****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC GRP12 Advanced Photo Editing with PhotoShop****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC GRP16 Illustrator Graphics****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC GRP18 Advanced Image Design - 3D Modeling Techniques****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC GRP20 Applying Photos and Images in Multimedia****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC GRP8 Digital Media****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC HBBUS Starting a Home-Based Business****0 Units**

(May be taken four times for credit)

Lecture: 24

Starting a home-based business to become self-employed. Includes basic marketing, finance and management skills.

Course Schedule

**VOC HHA Home Health Aide****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 20 Lab: 20

Preparation to work in a skilled nursing facility and to pass the California Long-Term Care CNA Exam.

Course Schedule

**VOC HTH01 Certified Nursing Assistant****0 Units**

(May be taken four times for credit)

Lecture: 68 Lab: 102

Preparation to work in a skilled nursing facility and to pass the California Long-Term Care CNA exam.

Course Schedule

**VOC HTH04 Acute Care CNA****0 Units**

(May be taken four times for credit)

Lecture: 32 Lab: 64

Preparation of CNA to provide basic personal care to patients in acute care facilities and hospitals.

Course Schedule

**VOC HTH05 Health Careers Skills Lab (HCRC)****0 Units**

(May be taken two times for credit)

Lab: 1-320

Health occupational training and experience using instructional equipment and simulators for health occupation competencies.

Course Schedule

**VOC HTH12 Medical Terminology****0 Units**

(May be taken two times for credit)

Lecture: 54

Medical terminology used in various allied health fields.

Course Schedule

**VOC HTH16 Geriatric Resource Specialist****0 Units**

Lecture: 10

Identify the needs of older adults and develop action plans to access appropriate services.

Course Schedule

**VOC HTH18 In-Home Care of Alzheimer's and Dementia Patients****0 Units**

Lecture: 1-54

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.

Course Schedule

**VOC ID10 Intro to Interior Design****0 Units**

(May be taken four times for credit)

Lecture: 36

Provides a foundation for further training in careers including Interior Design, Furnishings and Maintenance; Interior Decorating; and Environmental Interior Design & Architecture.

Course Schedule

**VOC ID100 Fundamentals of Interior Design****0 Units**

(May be taken four times for credit)

Lecture: 54

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)

Course Schedule

**VOC ID10L Introduction to Interior Design Laboratory****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lab: 54

Application of the interior design practice and the planning of total interior environments that meet individual, functional and environmental needs. Field trips may be required.

Course Schedule

**VOC ID12 Materials and Products for Interior Design****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Analysis, application, and evaluation of products and materials used in interior design. Field trips required.

Course Schedule

**VOC ID14 History of Furniture and Decorative Arts****0 Units**

(May be taken four times for credit)

Lecture: 54

Historic development of structure, interior spaces, furniture and decorative arts throughout the world.

Course Schedule

**VOC IHSS In-Home Support Service****0 Units**

(May be taken four times for credit)

Lecture: 120-150

Preparation to assist elderly, disabled and ill persons living at home. Communication skills, maintenance of a healthy environment, and procedures for emergencies. Physical, emotional and developmental characteristics of the patients served, personal hygiene, safe transfer techniques and basic nutrition.

Course Schedule

**VOC MF10 Mathematics & Blueprint****0 Units**

(May be taken four times for credit)

Lecture: 54

Applications of mathematical principles, including fractions, decimals, ratio and proportion, geometry and trigonometry to manufacturing problems and their solutions. Reading and interpreting part drawings, assembly drawings and sketches used in the manufacturing industry.

Course Schedule

**VOC MF11 Manufacturing Processes 1****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Manual and computerized manufacturing, manual lathes and mills, tool nomenclature and Computerized Numerical Control (CNC) operations.

Operation of CNC machines.

Course Schedule

**VOC MF12 Manufacturing Processes 2****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

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.  
Course Schedule

**VOC MF38 MasterCAM 1****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Use MasterCAM software to create wire-frame part geometry, add tool paths and create CNC code for CNC mills and CNC lathes.  
Course Schedule

**VOC MF38B Advanced MasterCAM****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

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.  
Course Schedule

**VOC MF38C MasterCAM Solids****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Using MasterCAM software to design wire drawings, translate to solids drawings, and generate code from a solids creation to meet industrial standards.  
Course Schedule

**VOC MF58 Blueprint Reading for Manufacturing****0 Units**

(May be taken four times for credit)

Lecture: 36

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.  
Course Schedule

**VOC MF70 Technical Mathematics - Manufacturing Applications****0 Units**

(May be taken four times for credit)

Lecture: 36

Applications of mathematical principles in manufacturing. Includes arithmetic calculations, measurement, use of formulas, geometry and trigonometry.  
Course Schedule

**VOC MF85 Manual CNC Operations****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 54

Theory and practice in manually developing CNC programs. Methods of transmitting data to CNC machines and physical set-up and operations of CNC equipment.  
Course Schedule

**VOC NF81 Cooking for Your Heart and Health****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 12 Lab: 20

Basic food preparation knowledge, skills, and experience. Principles and techniques of healthful food preparation and investigation of chronic disease prevention through dietary means. Includes laboratory experience in preparation of healthful foods and meals. Basic food preparation knowledge, skills, and experience is advised. Off-campus meetings may be required.  
Course Schedule

**VOC NF82 Vegetarian Cuisine****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 12 Lab: 20

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. Basic food preparation knowledge, skills, and experience advised. Off-campus meetings may be required.  
Course Schedule

**VOC PH001 Laboratory Studies: Black and White Photography****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lab: 54

Extended black and white laboratory experiences to supplement those available in the regular program. Provides students the opportunity to pursue and improve advanced projects and experiments.  
Course Schedule

**VOC PH002 Laboratory Studies - Color Photography****0 Units**

(May be taken four times for credit)

Lab: 54

Extended color laboratory experiences to supplement those available in the regular program. Provides students the opportunity to pursue more advanced projects and experiments.  
Course Schedule

**VOC PH004 Digital Cameras and Composition****0 Units**

(May be taken four times for credit)

Lecture: 18

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.

Course Schedule

**VOC PH009 Digital Image Edit/Photographie****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Software and techniques including digital workflow practices, digital image editing, enhancing and retouching methods commonly used in photography.

Course Schedule

**VOC PH010 Basic Digital and Film Photography****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

The basic mechanical, optical and chemical principles of photography, including digital image systems. Laboratory experience involves problems related to camera and image output techniques.

Course Schedule

**VOC PH011 Advanced Professional Photography****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 108

Current professional techniques and studio lighting. 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.

Course Schedule

**VOC PH012 Photographic Alternatives****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Alternative photographic processes. Instant films: lifts and transfers, specialized lighting, stain toning emulsion coating, scenography and hand-made camera construction will be applied to produce images not considered common to making photographic prints.

Course Schedule

**VOC PH014 Commercial Lighting****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Use of studio equipment, and studio and location lighting techniques used in all aspects of commercial photographic applications. Field trips may be required.

Course Schedule

**VOC PH015 History of Photography****0 Units**

(May be taken four times for credit)

Lecture: 54

Survey of the history of photography from circa 1839 to present. An introduction to concepts of photographic representation and their impact on society.

Course Schedule

**VOC PH016 Fashion Photography****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Professional illustrative, editorial and advertising fashion photography. Studio and location production in digital capture. Business aspects of operation and working with clients are presented. Off-campus assignments may be required.

Course Schedule

**VOC PH017 Photocommunication****0 Units**

(May be taken two times for credit)

Lecture: 36 Lab: 54

Affects that camera controls have on visual communication with photographs. Includes message enhancement using optical and digital controls, depth of field, lenses, lighting, composition, book, black and white vs. color images, and documentary and journalistic styles.

Course Schedule

**VOC PH018 Portraiture and Wedding Photography****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Professional studio and field techniques and procedures for informal, formal, and environmental portraits with an emphasis on wedding photography. Includes lighting, color correction, digital techniques, photographic critique, and posing for individuals, couples, families and groups in the studio and on location. Also includes business and legal issues for wedding and portrait photography businesses. Off-campus assignment required.

Course Schedule

**VOC PH019 Digital Color Management****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36 Lab: 54

Digital color management software and hardware skills, techniques and digital workflow practices commonly used in photography.

Course Schedule

**VOC PH01A Laboratory Studies: Beginning Black and White Photography****0 Units**

(May be taken four times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 54

Extended black-and-white laboratory experiences to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.  
 Course Schedule

**VOC PH01B Laboratory Studies: Advanced Black and White Photography****0 Units**

(May be taken four times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 54

Extended advanced black and white laboratory experiences with medium and large format cameras to improve skills and pursue more advanced photographic printing, processing, and enlarging techniques.  
 Course Schedule

**VOC PH01C Laboratory Studies: Studio Photography****0 Units**

(May be taken four times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 54

Extended studio photography experiences to supplement those available through the regular program. Provides students the opportunity to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.  
 Course Schedule

**VOC PH01D Laboratory Studies: Computer Applications in Photography****0 Units**

(May be taken four times for credit)  
 (May be taken for Pass/No Pass only)  
 Lab: 54

Extended computer laboratory experiences to supplement those available in the regular program. Provides students the opportunity to improve skills through further instruction and practice, as well as pursue more advanced projects and experiments.  
 Course Schedule

**VOC PH020 Color Photography****0 Units**

(May be taken four times for credit)  
 Lecture: 36 Lab: 54

An introduction to current methods of producing color media, color negatives, positive transparencies and outputting color prints.  
 Course Schedule

**VOC PH021 Exploring Color Photography****0 Units**

(May be taken four times for credit)  
 Lecture: 36 Lab: 54

Use of color principles as they relate to commercial and artistic styles and innovative use of color applications. Includes lighting and unusual techniques, exaggerated and unique color schemes, light-painting, lighting effects high dynamic range effects and oversize output.  
 Course Schedule

**VOC PH024 Advanced Digital Image Editing for Photographers****0 Units**

(May be taken two times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 36 Lab: 54

Advanced software and techniques for digital image editing, archiving, and retouching used in commercial photography.  
 Course Schedule

**VOC PH028 Photography Portfolio Development****0 Units**

(May be taken four times for credit)  
 Lecture: 18 Lab: 54

Development of a photography portfolio and marketing materials for use in job application or gallery exhibition purposes. Field trips may be required.  
 Course Schedule

**VOC PH030 Commercial and Illustrative Photography****0 Units**

(May be taken four times for credit)  
 Lecture: 36 Lab: 54

Overview of the commercial photographic industry. Exploration of the various commercial photography specialties including studio product and people photography, lifestyle, fashion and industrial/location photography with an emphasis on the development of a personal creative style. Field trips may be required.  
 Course Schedule

**VOC PT81 Physical Therapy Aide****0 Units**

(May be taken four times for credit)  
 (May be taken for Pass/No Pass only)  
 Lecture: 54 Lab: 54

Role and skills of physical therapy aide. Includes terminology, procedures and interpersonal skills.  
 Course Schedule

**VOC RDTEC Intravenous Therapy for Radiologic Technology****0 Units**

Lecture: 10 Lab: 10

Principles and techniques of venipuncture. Includes anatomy and physiology of sites, instruments, intravenous (IV) solutions, equipment, puncture techniques, hazards and complications, emergency care, post-puncture care.  
 Course Schedule

**VOC SGL1 Beg Stained Glass****0 Units**

Lab: 1-54

Basic steps of stained glass construction, both lead and copper-foil techniques.

Course Schedule

**VOC SGL2 Adv Stained Glass****0 Units**

Lab: 1-54

Advanced stained glass techniques including design, construction and three-dimensional items for the older adult population.

Course Schedule

**VOC SGVAR Assembly Repair Skills (San Gabriel Valley Training Center)****0 Units**

Lecture: 505

Training in assembly operations, machine and maintenance repair; service occupations such as janitorial services, grounds keeping, etc. Develop and practice assembly skills through simulated and real-work situations.

Course Schedule

**VOC SGVCP Computer Operations (San Gabriel Valley Training Center)****0 Units**

Lecture: 505

Training in basic computer skills such as starting a computer, setting up user preferences, mounting disc drives and practicing basic software application programs including word processing, simple spreadsheets and typing programs.

Course Schedule

**VOC TCH60 Customer Relations for the Technician****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 36

Customer relations (soft skills) for the technician including benefits for knowing and using effective customer contact tools, proper customer interactions, ethics and maintaining customer satisfaction.

Course Schedule

**VOC THR14 Stagecraft****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

Theory and practice of scenery construction and stage 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.

Course Schedule

**VOC THR15 Play Rehearsal/Performance****0 Units**

(May be taken four times for credit)

Lab: 108

Planning, preparation, and presentation of college-sponsored dramatic presentations. Emphasis on acting. Attendance at performances is required.

Course Schedule

**VOC THR18 Technical Theater Practicum****0 Units**

(May be taken four times for credit)

Lab: 54

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 makeup. Crew assignments will be given to the student upon enrollment. The availability of assignments is contingent upon the requirements of the production.

Course Schedule

**VOC THR19 Theatrical Costuming****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 54

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.

Course Schedule

**VOC THR60 Children's Theater****0 Units**

(May be taken four times for credit)

Lecture: 36 Lab: 72

A comprehensive study of theatre for the child audience in theory and practice. Specifically seeks to evaluate play production techniques and literature with an eye to the needs of an audience of children. Includes history of children's theatre, analysis of plays for children and actual experience in acting, directing and producing children's plays for public presentation.

Course Schedule

**VOC TR10A Introduction to Tutoring****0 Units**

Lecture: 18

Introduction to tutoring, with an emphasis on tutoring strategies, problem solving and working with a diverse student population.

Course Schedule



**VOC TR10B Tutoring in English Language****0 Units**

Lecture: 18

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.

Course Schedule

**VOC TR10C Tutoring/Supplemental Instruct****0 Units**

Lecture: 18

Tutoring as a Supplemental Instructor with an emphasis on tutoring in the classroom and in small groups under the supervision of a designated instructor.

Course Schedule

**VOC TR10D Tutoring in Mathematics****0 Units**

Lecture: 18

Tutoring in mathematics with an emphasis on strategies to promote active learning and dealing with specific obstacles in developmental algebra.

Course Schedule

**VOC TR10R Tutoring in Reading****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 18

Application of strategic reading processes and approaches to reading tutoring. Prepares students to become tutors for reading.

Course Schedule

**VOC WD01 Woodworking - Beginning****0 Units**

Lab: 24-108

Skills, tools and techniques introducing woodworking and furniture making emphasizing shop safety and operation of hand and power tools.

Course Schedule

**VOC WD02 Woodworking - Intermediate****0 Units**

Lab: 24-108

Designing, cost analysis, craftsmanship and occupational opportunities in the field. Elementary joinery, adhesives, production technique and wood finishes. Advisory Prerequisite: VOC WD01 - Woodworking, Beginning

Course Schedule

**VOC WD03 Cabinetmaking / Woodworking****0 Units**

Lab: 24-108

Skills, tools and techniques used to fabricate custom wood pieces in wood finishing, architectural mill work and cabinet construction. Advisory Prerequisite: a beginning woodworking course

Course Schedule

**VOC WL30 Metal Sculpture****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 54

Welding processes used in the metal sculpting industry to create three-dimensional art forms. Covers design, pre-construction analysis, and cost estimates for projects. Includes use of equipment for oxyfuel welding, gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), shielded metal arc welding (SMAW), and flux-cored arc welding (FCAW). Includes demonstrations and exercises in welding as it relates to the art industry.

Course Schedule

**VOC WL40 Introduction to Welding****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 54

Fundamentals of welding processes related to the areas of fabrication, construction, machine tool, aerospace and the transportation industries.

Course Schedule

**VOC WL50 Oxyacetylene Welding****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 54

Oxyacetylene fusion welding, non-fusion welding and cutting. Develops understanding of and fundamental skills in modern welding practices.

Course Schedule

**VOC WL51 Basic Electric Arc Welding****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 54

Electric arc welding, weld symbols, standard electrode and alloy electrode selection, American Welding Society (AWS) procedure for certification.

Course Schedule

**VOC WL53A Welding Metallurgy****0 Units**

(May be taken two times for credit)

Lecture: 54

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.

Course Schedule

**VOC WL60 Print Reading and Computations for Welders****0 Units**

(May be taken two times for credit)

Lecture: 54

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.

Course Schedule

**VOC WL70A Beginning Arc Welding****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 108

Develops manipulative skills and techniques for Shielded Metal Arc (SMAW) and Flux Cored Arc (FCAW) welding processes in the flat and horizontal positions using AC and DC welding currents on carbon steel.  
Course Schedule

**VOC WL70B Intermediate Arc Welding****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lecture: 18 Lab: 108

Welding high alloy steel with both Shielded Metal Arc (SMAW) and Flux Core Arc (FCAW) welding processes in the vertical and overhead positions with an introduction to Gas Metal Arc (GMAW) and gas Tungsten (GTAW) welding.  
Course Schedule

**VOC WL70C Certification for Welders****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 108

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.  
Course Schedule

**VOC WL80 Fabrication and Construction Welding****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 108

Theory and practical applications of welding used in industry and construction. Designed to adapt and upgrade skills to industry standards and develop fabrication skills to supplement and augment welding skills. Includes project models such as ornamental iron gates and fences and material storage components.  
Course Schedule

**VOC WL81 Pipe and Tube Welding****0 Units**

(May be taken four times for credit)

Lecture: 18 Lab: 108

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.  
Course Schedule

**VOC WL90A Gas Tungsten Arc Welding****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 108

Advanced Gas Tungsten Arc Welding (GTAW) or tungsten inert gas (TIG) of steel, aluminum, corrosion resisting steel (CRES), and exotic metals. All position welds with many surfaces and transitions.  
Course Schedule

**VOC WL90B Semi Automatic Arc Welding Process****0 Units**

(May be taken two times for credit)

Lecture: 18 Lab: 108

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 thicknesses will be covered.  
Course Schedule

**VOC WL91 Automotive Welding, Cutting and Modification****0 Units**

(May be taken two times for credit)

Lecture: 18

Welding and cutting metals used in the automotive industry. Gas Metal Arc (GMAW/MIG), Gas Tungsten Arc (GTAW/TIG), Plasma Arc Butting (PAC) and Oxy-fuel Cutting (OFC) welding will be covered.  
Course Schedule

**VOC WL91L Automotive Welding, Cutting and Modification Lab****0 Units**

(May be taken two times for credit)

(May be taken for Pass/No Pass only)

Lab: 108

Practical lab applications for sheet metal forming, metal inert gas (MIG), tungsten inert gas (TIG), resistance spot (RSW), Oxy-fuel welding, Plasma arc cutting (PAC) and Oxy-fuel cutting. Includes design, fabrication and assembly of automotive suspension and chassis components.  
Course Schedule

# **COLLEGE POLICIES AND NOTICES**

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For detailed information regarding Mt. San Antonio College Board of Trustees Policies (BP) and Administrative Procedures (AP), go to Board Policies & Administrative Procedures (<http://www.mtsac.edu/governance/trustees/apbp>).

## Accommodations 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. Board Policy (BP 5140) and Administrative Procedure (AP 5140) for Students with Disabilities may be found at Board Policies & Administrative Procedures (<http://www.mtsac.edu/governance/trustees/apbp>) (<http://catalog.mtsac.edu/archive/2016-2017/governance/trustees/apbp>) and in Disabled Student Programs & Services, (909) 274-4290.

## 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 Drug-Free Schools and Communities Act Amendments of 1989, P. L. 101-226 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 current Schedule of Classes for the College's Alcohol and Other Drugs Policy (BP 3550, AP 3550).

## 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 and service animals, **and/or therapy/comfort animals**, as described within the requirements of AP 3440 "Service Animals"). 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. (BP 3940)

## Campus Disturbances

In accordance with California Penal Code (P.C. Section 626), 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. Visit the website 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 (BP 3930).

## 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 Student Programs and Services (DSP&S) may authorize a person to be a Personal Care Attendant (PCA) when the need for such accommodation is authorized by DSP&S prior to beginning service as a PCA (BP 4700, AP 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.

## 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 National Standards Institute Safety Code.

## 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 of, 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, marital status, veteran status, 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 Director of EEO Programs**, Human Resources Office, Building 4, Room 1460, (909) 274-4225. Harassment and discrimination investigation procedures are described in Administrative Procedure 3435. Formal complaint forms can be found at: <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>. 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. (BP 3410, 3430, AP 3410, 3430, 3435)

## Reserve Officer Training Corps (ROTC)

Students interested in a military career can join an approved Reserve Officer Training Corps (ROTC) program offered through local universities. These programs are open to community college students pursuing an

undergraduate degree, prior to transfer. Air Force ROTC programs are offered through Cal State San Bernardino, Loyola Marymount University, University of Southern California (USC) and UCLA; Army ROTC programs are offered at Claremont McKenna College, USC, UCLA and Cal State Fullerton; and Navy ROTC programs are offered through USC and UCLA. Competitive scholarships are available to qualified applicants as well as allowances for books and other costs. Students are advised to contact the ROTC program at the participating university.

## 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 (BP 3430, 3500, 3540 and AP 3430, 3500, 3540). All applicable punishment, including criminal charges and disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

Services available to help assure student safety include:

- Public Safety Escorts are available during evening hours to escort students safely to their car. Escorts are stationed throughout campus or are provided upon request. Please call (909) 274-4233.
- Blue emergency telephone towers located throughout the campus and parking lots access Public Safety immediately for assistance.
- Public Safety can be reached at (909) 274-4555.
- Call 911 for any emergency. Be prepared to identify your exact location.
- Contact Student Life Office at (909) 274-4525 to report incidents.
- Student Health Services at (909) 274-4400 provides personal counseling and medical attention.

## Smoking on Campus

Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Smoking will be prohibited on Mt. San Antonio Community College District property except in designated smoking areas. Designated smoking areas can be found on campus maps and the College website. Violations of this policy will be subject to a citation and a fine, as allowed per Government Code 7597.1. Appeals may be submitted in writing to Public Safety within twenty-one (21) calendar days of issuance of the citation. (BP 3565, AP 3565)

## 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 two categories: Academic, and Non-Academic. 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: any act or threat of intimidation, harassment, or physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy, and/or Administrative Procedures, violation of Title IX Education Amendments of 1972, or violation of Section 504 of the Rehabilitation Act of 1973 with reference to the rights of disabled students.

Students can obtain Grievance Procedures and forms on-line at Complaints and Grievances (<http://www.mtsac.edu/studentlife/studentgrievances.html>).

Students are encouraged to follow the Mt. San Antonio College Complaint and Grievance process before attempting to file a complaint with the State. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office if your complaint does not concern CCC's compliance with academic program quality and accrediting standards. <http://californiacommunitycolleges.cccco.edu/complaintsform.aspx>

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 obtain 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 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 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 submits 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 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 Trustees; their decision concludes the grievance process (AP 5530).

## Traffic 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 rules and regulations adopted pursuant to Section 21113 of the California Vehicle Code and the Mt. San Antonio College Board of Trustees (BP 6750, AP 6750).

All vehicles parked in designated student lots **must** bear a valid parking permit. The Student Parking Permit is valid in designated student lots except pay lots or in spaces controlled by parking meters or reserved signage. Student Parking Permits are not valid in designated employee parking lots. Free 30-minute parking is available north of the Bookstore (Building 9A), west of the Administration Building (Building 4), and south

of the Performing Arts Center. Permit parking regulations are strictly enforced 24 hours a day, 7 days a week.

## Public Safety Department Statistical Crime Report

Violation	2015	2016	2017
Murder - Non-Negligent Manslaughter	0	0	0
Murder - Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	1	2	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	1	0	0
Aggravated Assault	1	3	1
Burglary	4	14	12
Motor Vehicle Theft (GTA)	8	12	5
Arson	0	1	0
Liquor Law Violations	1	4	0
Drug Law Violations	8	4	13
Illegal Weapons Violation	1	4	0
Hate Crimes - Race	1	0	0
Hate Crimes - Gender	0	0	0
Hate Crimes - Religion	0	0	0
Hate Crimes - Sexual Orientation	0	0	0
Hate Crimes - Ethnicity/National Origin	0	0	0
Hate Crimes - Disability	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	2
Rape	0	0	1
Stalking	0	1	0

## Student Academic Honesty

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have 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.

## Cheating and Plagiarism Cheating (Academic Dishonesty)

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 person take an examination for you
- Presenting another person's work as your own
- Forging or altering registration or grade documents
- Submitting collectively developed work as your own, unless specifically allowed by the professor

A professor who determines that a student has cheated may give the student a failing grade for the assignment and should report the alleged academic dishonesty to the Student Life Office, which will maintain a record of the report and appropriate action under the provisions of the Administrative Procedures on Student Discipline (AP 5520).

Students are advised that allegations of dishonesty are serious, and can lead to disciplinary sanctions including suspension and expulsion. (BP 4290, AP 4290)

## 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."<sup>1</sup>

<sup>1</sup> Adopted, with permission of California State University, Los Angeles, from their policy printed in the 1987-88 General Catalog.

## 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 (BP 3410, AP 3410).

### 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 (BP 5052, AP 5052).

### 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 Mt. San Antonio (<http://www.mtsac.edu>) website by clicking on Public Safety. Copies of the annual report can be obtained from the Public Safety Department in Building 23. A Public Safety crime log is published bi-monthly in the student newspaper and Emergency Procedures are posted throughout the campus. (BP 3515, AP 3515)

### 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) 274-4555, 24 hours a day, seven days a week. Public Safety may also be contacted during and after business hours from public telephone locations on campus by dialing \*91. In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department. The Public Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 23. (AP 3503)

### Enforcement

The Mt. San Antonio College Public Safety Department has the authority to enforce the Student Discipline Code of Conduct and the State of California Penal Code under Education Code Section 72330. The Mt. San Antonio College Board of Trustees has established the Public Safety Department as a community college police department under Education Code Section 72330(a), which authorizes the governing board of a community college district to establish a community college police department under the supervision of a community college chief of police. Although a designated police department, the Mt. San Antonio College Public Safety Department has a memorandum of understanding mandated by the "Crime Awareness and Campus Safety Act of 1990," that the Los Angeles County Sheriff's Department has jurisdiction to investigate all crimes occurring on Mt. San Antonio College Campus. (BP 3520, AP 3520)

### 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. (AP 3500)

### 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 23. 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 (BP 3505, AP 3500, 3503).

### Notice of Students' Rights and Privacy Act

Students at Mt. San Antonio College are notified annually of their rights under FERPA (Family Educational Rights and Privacy Act) within this section of the Catalog. More detailed information on student rights is available from <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> Following is a summary of the Mt. San Antonio College policy related to the Family Educational Rights and Privacy Act of 1974 (FERPA), P.L. 93-380 (also referred to as the Buckley Amendment) and [Chapter 1297, Statutes of 1976, State of California.]:

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C., 20202-5920

concerning alleged failure of the College to comply with the provisions of FERPA.

### 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).

Students may file a complaint with the United States Department of Education regarding alleged institutional FERPA violations.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## The 1996 Solomon 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, date and place of birth, level of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the student for the purposes of federal military recruitment.

## 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 (AP 5040).

## Student Right-to-Know Transfer Rates

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. For this calculation, a fall cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students are 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.

A Completer is a student who attained a certificate or degree or became "transfer-prepared" during a three-year period. Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better. Transfer students are those who 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. For up-to-date rates please see <http://srtk.cccco.edu/index.asp>

## Standards of Conduct

(BP 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 disability, gender, gender identify, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. 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.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty, forgery, alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. 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.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. 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.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. 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.

# **INSTRUCTION AND STUDENT SERVICES DIVISIONS**

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# INSTRUCTIONAL DIVISIONS

*"There's much to be said about an institution that students consistently choose because of its academic excellence. That's what our students have told independent researchers when asked why they chose Mt. SAC to begin their undergraduate studies. We are proud of that vote of confidence, and our exceptional faculty members are committed to maintain our tradition of providing a superior quality of instruction to more than a million students."*

- **Dr. Irene M. Malmgren, Vice President, Instruction.**

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

## Arts Division

(909) 274-5200

**Dr. Sue Long, Dean**

**Mark Lowentrou, Associate Dean**

The Arts Division is comprised of four educational departments offering numerous degrees and certificates that provide students with the knowledge and training necessary for transferring to a university or fulfilling career opportunities in the arts. The division houses an acclaimed art gallery and supports the new state-of-the-art Design Technology Center. The division offers 6 Associate in Science degrees, 2 Associate in Arts degrees, 2 Associate in Arts for Transfer degrees, and 17 Certificates of Achievement.

The Arts Division's educational departments and their program areas include:

- Fine Arts (Drawing, Figure, Painting, Sculpture, Ceramics)
- Commercial & Entertainment Arts (Animation & Gaming, Graphic Design & Illustration, Photography, Radio & Television)
- Music (Theory, Choral, Instrumental)
- Theater (Acting, Design & Technical, Playwriting)
- Art Gallery (Gallery Design and Operations)

## Business Division

(909) 274-4600

**Jennifer Galbraith, Dean**

**Dr. Fawaz Al-Malood, 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 of education. The division offers 20 Associate in Science degrees, 2 Associate in Arts degrees, one Associate in Science for Transfer degree and 60 Certificates. The Business Division also includes the services of the new Child Development Center and the Center of Excellence.

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

- Accounting and Management (Accounting, Business Management, Business Office Communications, and Marketing & Sales)
- Business Administration (Paralegal Studies, Real Estate, Economics, and Business Law)
- Child Development and Education

- Computer Information Systems (Computer Basics, Database Management, CIS Management, Networking, Programming, Computer & Network Security, and Web Development)
- Consumer Sciences and Design Technologies (Family & Consumer Sciences, Fashion Merchandising & Design, Hospitality & Restaurant Management and Culinary Arts, Interior Design, and Nutrition & Foods)

## Humanities and Social Sciences Division

(909) 274-4570

**James Jenkins, Dean** **Dr. Jeanne Marie Velickovic, Associate Dean**

The Humanities and Social Sciences Division provides students with a broad selection of general education courses in language arts, humanities, and social sciences. It offers 2 Associate in Science degrees, 4 Associate in Arts degrees, 8 Associate in Arts for Transfer degrees and one Certificate of Achievement. The Division publishes the student newspaper and magazine and houses the Honors program, the Study Abroad program, Teacher Preparation Institute, Writing Center, and Speech & Sign Success Center.

The Humanities and Social Sciences Division's educational departments and their program areas include:

- American Language
- Communication (speech and forensics)
- English, Literature and Journalism (English, Journalism, Literature and Latin)
- World Languages (Arabic, Chinese, French, German, Italian, Japanese and Spanish)
- History and Art History (History, Art history and Humanities)
- Geography and Political Science
- Psychology
- Sign Language (American Sign Language and Interpreting)
- Sociology and Philosophy

## Kinesiology, Athletics and Dance Division

(909) 274-4630

**Joe Jennum, Dean / Athletics Director**

**Debbie Cavion, Associate Dean / Associate Athletics Director**

The Kinesiology Athletics and Dance Division has been a leader among community colleges for over 60 years. Our division provides a wide range of opportunities within the disciplines of kinesiology, wellness, fitness, coaching, athletic training and dance, as well as fielding 20 competitive teams. The division offers one Associate in Science degree, one Associate in Arts degree and 7 Certificates. The Division also houses the WIN student athlete academic resource center, Exercise Science/Wellness Center and Athletics and Dance venues throughout the campus.

The Kinesiology Athletics and Dance Division's educational departments and their program areas include:

- Dance (Theory and Activity)
- Kinesiology (Adaptive, Aquatics, Athletics, Fitness, Individual Activities, Team Sports, and Theory)

## Library and Learning Resources Division

**(909) 274-5659 Meghan M. Chen, Dean Bailey Smith, Director, Learning Assistance Center**

The Library and Learning Resources Division offers services in the Learning Assistance Center, the Library, Tutorial Services and the Distance Learning Program which provide academic support for all students at the College. Faculty teaching distance learning courses are also supported by the division's Online Learning Support Center.

Housed in the Learning Technology Center, the Library and Learning Resources Division's educational departments and their program areas include:

- Learning Assistance (Basic Skills Math, Basic Skills Writing, Learning Communities, Reading, Study Skills and Tutoring)
- Library

## Natural Sciences Division

**(909) 274-4425**

**Matthew Judd, Dean**

**Karelyn Hoover, Associate Dean**

The Natural Sciences Division provides diverse educational opportunities and programs within its six departments. Academic and vocational programs are available and provide students with state of the art equipment in modern lab settings. The Division offers 11 Associate in Science degrees, 2 Associate in Arts degrees, one Associate in Science for Transfer degree and 13 Certificates of Achievement. Natural Sciences houses a variety of facilities for learning and community outreach including the Math Activities Resource Center (MARC) and Transfer Math Activities Resource Center (T-MARC), the Jim and Eleanor Randall Planetarium, an Astronomy Observatory and a 25 acre Wildlife Sanctuary, the Science, Technology, Engineering, and Mathematics (STEM) Center, the Redinger Exploration Center and Meek Natural History Exhibit, and the Agriculture Literacy Trail.

The Natural Sciences Division's educational departments and their program areas include:

- Agriculture (Horticulture, Animal Science and Registered Veterinary Technician)
- Biology (Anatomy & Physiology, Anthropology, Biological Sciences, Botany, Histotechnician Program and Microbiology)
- Chemistry (Inorganic Chemistry, Organic Chemistry and Biochemistry)
- Earth Sciences (Astronomy, Geology, Meteorology and Oceanography)
- Mathematics & Computer Science
- Physics and Engineering (Engineering, Physical Sciences, Physics and Surveying)

## School of Continuing Education

**(909) 274-4220**

**Dr. Madelyn Arballo, Dean**

**Dr. Liza Becker, Associate Dean**

**Dr. Tami Pearson, Associate Dean**

The School of Continuing Education provides a variety of noncredit courses and certificates as well as a robust offering of fee-based, not-for-credit community services classes and contract training. The Division offers Certificates of Competency and Certificates in Occupational Training. Programs within the Division provide orientation, assessment, educational planning, and embedded counseling services.

The School of Continuing Education programs include:

- Adult Basic Education
- Adult High School Diploma (Secondary Education)
- GED/High School Equivalency
- Citizenship
- Education for Older Adults/Adults with Disabilities
- English as a Second Language
- Short-Term Vocational (Business, Health Careers, Technology, and other fields)

## Technology and Health Division

**(909) 274-4750**

**Jemma Blake-Judd, Dean**

**Sarah Plesetz, Associate Dean**

The Technology and Health Division provides 24 Associate in Science degrees, one Associate in Science for Transfer degree, and 31 certificates in both occupational and vocational programs in the areas of technology, public services, and health care. Programs are driven by industry needs and many are governed by state and national accreditation agencies. The Technology and Health Division includes the services of the Health Careers Resource Center and the Mt. SAC Fire Academy.

The Technology and Health Division's educational departments and their program areas include:

- Aeronautics, Transportation (Air Traffic Control, Commercial Flight, Transportation)
- Air Conditioning & Welding Technologies (Air Conditioning & Refrigeration, Building Automation Systems, Welding)
- Aircraft Maintenance Technology (Aircraft Maintenance Technician)
- Architecture, Industrial Design Engineering & Manufacturing
- Electronics & Computer Technology (Computer & Networking Technology, Electronics, Electronics Systems Technology)
- Medical Services (Paramedic)
- Mental Health (Alcohol and Drug Counseling, Psychiatric Technician)
- Nursing
- Public Safety (Administration of Justice, Fire Technology)
- Radiologic Technology
- Respiratory Therapy

# STUDENT SERVICES DIVISIONS

*"The Student Success Center brings together critical programs and support services that address the unique needs of our student to help them succeed and reach their goals in college," - Audrey Yamagata-Noji, Vice President, Student Services.*

Located right next to the college's Student Services Center, the new facility affords 22,800 square feet for classrooms, study labs, offices, and a computer lab. It houses the Bridge Program, two TRiO Programs (ACES and Upward Bound), the Veterans Resource Center, the Accessible Technology Center for Disabled Student Programs and Services, and a Student Health Center satellite office.

## Student Services

(909) 274-6909

Dr. Carolyn Keys, Dean

Mt. San Antonio College offers a number of support programs for students in all different types of situations. Whether you're a veteran, a foster youth, an international student or a DREAMer, we have a support program designed to help you as you work to achieve your educational goals.

- ACES: (<http://www.mtsac.edu/aces>) Helps students who are low-income, the first in their family to attend college, or disabled earn an associate degree and transfer from Mt. SAC to a four-year university to earn their bachelor's degree.
- Arise: (<http://www.mtsac.edu/arise>) Mt. SAC's newest support program, designed to help Asian American and Pacific Islander students boost their academic performance.
- ASPIRE: (<http://www.mtsac.edu/aspire>) Provides educational support to increase the academic success, degree completion, and transfer rates of African-American and other students.
- Bridge: (<http://www.mtsac.edu/bridge>) Offers different learning communities to increase students' academic and personal success. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment between instructors.
- CalWORKS: (<http://www.mtsac.edu/calworks>) Provides educational assistance to students who receive cash-aid through Temporary Assistance for Needy Families (TANF).
- CARE: (<http://www.mtsac.edu/eops/care.html>) Designed to help single parents who are CalWORKS recipients with children under the age of 14. This program is also known as Cooperative Agencies Resources for Education.
- Disabled Student Programs and Services: (<http://www.mtsac.edu/dsps>) Works to provide full and equal access to any facility, class, program, service, or activity on the Mt. SAC campus.

- EOPS: (<http://www.mtsac.edu/eops>) Also known as Extended Opportunity Programs and Services, EOPS is a state-funded program that provides educational and financial support to eligible students who have historically experienced economic and educational disadvantages.
- High School Outreach: (<http://www.mtsac.edu/hso>) Helps local high school graduating seniors successfully transition into life at Mt. San Antonio College.
- International Students: (<http://www.mtsac.edu/international>) Visit this page to learn about the application process, support programs, and resources available for international students.
- Re-Entry Center (<http://www.mtsac.edu/reentry>): Provides services to students who are 25+ years old, single parents, homemakers, and vocational majors.
- Veterans Services: (<http://www.mtsac.edu/veterans>) The Veterans Services Department offers a number of programs and opportunities that provide economic and financial support for veterans and their family members.
- WIN (<http://www.mtsac.edu/continuinged/noncredit/abe/win.html>): The WIN program is a student-athlete tutorial program that offers a variety of academic services.

## Enrollment Management

(909) 274-4415

Dr. George Bradshaw, Dean

At Mt. San Antonio College, we make our application and enrollment process as easy as possible for our students. Explore the Admissions, Registration, and Financial Aid section (<http://www.mtsac.edu/admissions-and-aid>) of our website to get answers to any questions you have about applying, registering for classes, graduation procedures, or financial aid.

## Counseling

(909) 274-4380

Thomas Mauch, Dean

Dr. Francisco Dorame, Associate Dean

Not sure how to chart your path to your academic and career goals? Need help in creating your educational plan? Do you just need someone to talk to? The Mt. SAC Counseling Department is here to help!

We deliver essential academic and career counseling services to our diverse student population. If you are experiencing personal issues that are affecting your academic performance, we can listen and direct you to the appropriate resources as needed. Additionally, we teach courses in student development including: Career and Life Planning, Student Success Strategies, Single Parent Academy, and Peer Counselor Training. See Counseling courses. (<http://www.mtsac.edu/counseling/courses.html>)

We also conduct new student orientations, probation workshops, and participate in community and high school outreach. We are involved in numerous programs that are designed to ensure your success: Bridge

Program, Teacher Preparation, International Students, Student Athletes, and Career Institutes. We are here to help you succeed!

## **Disabled Students Programs and Services**

**(909) 274-4290**

**Ms. Grace Hanson, Dean**

The mission of Mt. SAC's Disabled Student Programs & Services (DSP&S) is equal access. We expect that you will enjoy full and equal access to any facility, class, program, service or activity on our campus. Your primary mission in attending College should be to receive a good education. With that in mind, our goal is to assist you to pursue your education at Mt. San Antonio College. As an adult college student, you enjoy certain rights and privileges, such as the right to confidentiality. Along with those rights and privileges also come responsibilities. One such responsibility is to request assistance as soon as you need it. You also are responsible for maintaining satisfactory progress and DSP&S is here to assist you (<http://www.mtsac.edu/dsps>).

Our vision is to assist our students to be successful. Success means different things to different people. Success for some is completing a course. For others, it means completing a program, a degree or obtaining a job. What does it mean for you? We can help you figure it out. We are happy to report students find our services helpful. In a survey conducted in 2009, students overwhelmingly found that DSP&S counseling services contributed to their academic success!

# **COLLEGE FACULTY, STAFF AND FACILITIES**

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# FACULTY AND ACADEMIC ADMINISTRATORS

Mt. San Antonio College's professors and academic managers are some of the best in their fields. They graduate from top colleges and universities and have real world industry experience.

## 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

### **Allende, Kristina (2001)**

*English, Literature & Journalism*

A.A., Mt. San Antonio College

B.A., M.A., California State University, Fullerton

### **Al-Malood, Fawaz (2003)**

*Associate Dean, Business*

Diploma, Hotel Institute Montreux

B.S., University of South Carolina

M.B.A., Columbus University

Ph.D., Pacific Western University

DEd., University of South Africa

### **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

### **Anders, Tannia-Maria (2015)**

*Earth Sciences & Astronomy*

Diploma (6 Year degree), University of Erlangen-Nuernberg,

Germany Ph.D., University of Kiel, Germany

### **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-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

### **Andrews, Barry (2001)**

*Computer Information Systems*

B.S., Indiana University

M.S., California State University, Fullerton

### **Ano, Gene (2006)**

*Psychology*

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)**

*Dean, School of Continuing Education*

B.A., Pitzer College

M.A., California State University, Los Angeles

Ed.D., California State University, Long Beach

### **Archibald, Jeffrey D. (2000)**

*Communication*

B.A., Cornell University

M.S., Illinois State University

### **Arntson, Roxan (2014)**

*Communication*

B.A., Arizona State University West

M.A., California State University, Long Beach

### **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

### **Augustus, Robert (2008)**

*Sign Language*

B.A., California State University, Northridge

M.A., Gallaudet University

### **Avila, Rocio (2006)**

*English, Literature & Journalism*

B.A., California State Polytechnic University, Pomona

M.A., California State University, Fullerton

## B

### **Bacher, Alana A. (2015)**

*Counseling*

B.A., University of California, Riverside

M.S., California State University, Los Angeles

Career Counseling Certificate, California State University, Los Angeles



**Bacigalupi, Stacy (2006)***Psychology*

B.A., University of California, Santa Barbara

M.A., 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

**Basurto-Gutierrez, Daisy (2015)***Counseling*

B.S., California State University, Fullerton

M.S., University of La Verne

**Beam, Teresa (1991)***Chemistry*

B.S., Ohio University

M.S., California State University, Fullerton

**Becker, Liza (1998)***Associate Dean, Continuing Education Programs & Services*

B.A., California State University, Los Angeles

M.S., California State University, Fullerton

Ed.D., California State University, Long Beach

**Belinski, Victor A. (2006)***Chief Technology Officer*

B.A., M.A., University of California, Los Angeles

**Beydler, David (2011)***Mathematics, Computer Science*

B.S., Harvey Mudd College

M.S., California State University, Los Angeles

**Birca, Alina (2005)***Mathematics, Computer Science*

B.S., University Alexandru Ioan Cuza of Iasi

M.A., California State University, San Bernardino

**Blacksher, Shiloh A. (2015)***Psychology*

B.A., M.A., California State University, Fullerton

**Blake-Judd, Jemma (1990)***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

**Bouskill, Brian (2015)***Commercial & Entertainment Arts*

B.A., M.F.A., California State University, Fullerton

**Bowen, Melinda (2006)***Kinesiology/Athletics/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

**Boyer, Michelle (2007)***Nursing*

B.S., Plattsburgh State University

M.S.N., Syracuse University

**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

**Bray-Ali, Julie (2001)***Earth Sciences, Astronomy*

B.A., California State Polytechnic University, Pomona

M.S., University of Southern California

**Briggs, Christopher (2012)***Biological Sciences*

B.S., University of California, Berkeley

M.S., University of California, Riverside

**Brown, Ronald (2006)***Fine Arts*

B.F.A., M.F.A., Art Center College of Design

**Burgoon, Steve (2002)***Commercial & 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

**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

**Burton, Jared P. (2015)**

*Library*

A.S., Antelope Valley College

B.A., University of California, Los Angeles

M.S. University of North Texas

**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

**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)**

*World Languages*

B.A., California State University, San Diego

M.A., California State University, Fullerton

**Cavion, Deborah (1994)**

*Associate Dean, Kinesiology/Athletics/Dance*

*Associate Athletics 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)**

*World Languages*

B.Ed., National Changhwa University of Education

M.A., National Taiwan Normal University

Ph.D., University of Southern California

**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

Ph.D., Western University of Health Sciences

**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

**Childress, Scot (2014)**

*Mathematics*

B.A., California State University Fullerton

PH.D., University of California, Riverside

**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

**Clements, Todd (2012)**

*Chemistry*

B.S., Harvey Mudd College

M.S., Ph.D., University of California, San Diego

**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

**Crichlow, Brian (2013)**

*Kinesiology, Athletics & Dance*  
*Head Coach, Women's Basketball*  
 A.A., Mt. San Antonio College  
 B.A., University of La Verne  
 M.S. California Baptist University

**D**

**Daland, William (2005)**

*Counseling*  
 B.A., California State University, Fullerton  
 M.S., California State University, Long Beach

**Danson, Erin (2014)**

*English, Literature & Journalism*  
 B.A., M.A., California State University, Fullerton

**Davis, Maria (2005)**

*Consumer & Design Technologies*  
 B.A., American InterContinental University  
 Ed.D., California State University, Fullerton

**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 & Computer Technology*  
 B.A., Azusa Pacific University  
 B.S., California Polytechnic State University, Pomona  
 M.A., California State University, Fullerton

**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

**Doonan, Shelley (2015)**

*Consumer & Design Technologies - Hospitality Management*  
 A.S., California Culinary Academy, San Francisco  
 B.S., Cal State Polytechnic University, Pomona

**Dorame, Francisco (2014)**

*Associate Dean, Counseling*  
 B.A., M.A., California State University, Northridge  
 Ed.D., California Lutheran University

**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*  
 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

**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

**Ellwood, Jeffrey (2006)**

*Music*  
 B.M., Berklee College of Music  
 M.M., California State University, Fullerton

**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  
M.A., Psy.D., Biola University

**Enke, Gary D. (1990)**

*English, Literature & Journalism*  
B.A., St. Joseph College  
M.A., Claremont Graduate School

**Espy, Sheila (2015)**

*Consumer Science and Design Technologies - Fashion*  
B.A., California State University, Los Angeles  
M.A., California State University, Long Beach

**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, State Bar of California

**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****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

**Ferguson, Crystal Lane Swift**

*Communication*  
B.A., California Baptist University  
M.A., Ball State University  
Ph.D., Louisiana State University

**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

**Flameno, Bernadette (2016)**

*Counseling*  
B.S., California State University, Los Angeles  
M.S., University of Virginia  
M.A., Ohio University

**Fowler, Jamaika (2011)**

*Counseling*  
B.S., California State Polytechnic University, Pomona  
M.S., California State University, Long Beach

**Frahs, Paul (2004)**

*English, Literature & Journalism*  
B.A., State University College, Potsdam, New York  
M.A., University of California, Irvine

**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****Galbraith, Jennifer (1988)**

*Dean, Business*  
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)**

*Air Conditioning and 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

**Gilbert, Cheryl (2013)**

*Mental Health*  
B.S., University of La Verne

**Golden, Dafna (2001)**

*Geography & Political Science*  
B.S., Humboldt State University  
M.S., California State University, Los Angeles

**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

**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

**Gregoryk, Michael D. (2005)**

*Vice President, Administrative Services*

M.S., University of California, Los Angeles

**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*

B.A., M.A., California State University, Fullerton

**Grimstad, Ann Lee (2015)**

*History and Art History*

B.A., University of Virginia

M.A., Ohio University

**Guth, Scott A. (1990)**

*Mathematics, Computer Science*

A.A., San Bernardino Valley College

B.S., M.S., California Polytechnic State University, San Luis Obispo

**Guo, Hong (2013)**

*Librarian*

B.A., M.L.I.S., University of California, Los Angeles

M.S., California State University, Los Angeles

## H

**Hagner, Dirk (2007)**

*Fine Arts*

M.A., University of Essen, Duisburg, Germany

**Halabi, Solene (2008)**

*World Languages*

M.A., California State University, Fullerton

**Hall, Martha (2007)**

*Learning Assistance*

B.A., University of California, Riverside

M.A., Claremont Graduate University

**Hallsted, Christopher (2015)**

*English, Literature & Journalism*

B.A., M.A., La Sierra University

**Hanson, Grace (1996)**

*Dean, 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

**Hart, Jeremy (2012)**

*Counseling*

B.A., California State University, Dominguez Hills

M.A., California State University, Dominguez Hills

**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 Safety*

B.S., United States Military Academy, West Point

M.S., University of Cincinnati

**Henry, Anthony (2007)**

*Child Development*

B.A., Humboldt 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

**Hirsch, Jamie (2012)**

*Fire Technology*

B.S., California State University, Long Beach

**Hoffman, Harlan (2005)**

*History, Art History, Geography, Political Science*

B.A., M.A., California State University, Fullerton

Ph.D., University of California, Riverside

**Hood, Michael (2009)**

*Earth Sciences, Astronomy*

B.S., University of Wisconsin-Madison

M.S., University of California, Irvine

**Hooper, Jaime (2014)**

*Nursing*

A.S., Rio Hondo Community College

B.S., M.S., California State University, Dominguez Hills

**Hoover, Karelyn (1995)**

*Associate Dean, Natural Sciences*

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)**

*World Languages*

B.A., M.A., California State University, Sacramento

**Huang, Kenneth (2006)**

*Chemistry*

M.S., California State University, Long Beach

Ph.D., University of California, Santa Barbara

**Hughey, Douglas (1999)**

*Child Development*

A.A., San Diego City College

B.A., M.A., Pacific Oaks College

**Hutchinson, James. (2011)**

*Respiratory Technology*

B.A., University of Phoenix

**Hymer, Jonathan (2005)**

*Electronics & Computer Technology*

B.A., University of California, Davis

**J**

**Jackson, Christopher (2005)**

*Kinesiology/Athletics*

*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

**James, Stephen (2012)**

*Architecture, Industrial Design Engineering, and Manufacturing*

B.A., California State University, Northridge

**Jastrab, Robert (2001)**

*Kinesiology/Athletics*

*Head Coach, Men's Football*

B.A., University of Miami

M.S., University of Nevada

**Jefferson, Paul (2001)**

*Public Safety*

A.S., Los Angeles City College

B.S., Pepperdine University

M.A., John F. Kennedy University

**Jenkins, James D. (1992)**

*Dean, Humanities & Social Sciences*

B.A., M.A., California State Polytechnic University, Pomona

**Jennum III, Joe E. (1997)**

*Dean, Kinesiology/Athletics/Dance*

*Athletics 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)**

*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

**I**

**Impara, Carol (2005)**

*Consumer & Design Technologies*

B.A., Davidson College

M.S., University of Maryland

**Kaljumagi, Eric (1999)***Learning Assistance*

B.S., University of California, Davis

M.A.T., University of California, Davis

**Kamaka, Ron (2006)***Kinesiology/Athletics**Head Coach, Men's Cross Country  
and Men's 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*

B.A., University of California, Berkeley

Ph.D., University of California, Santa Barbara

**Kobzoff, Fred (2015)***Air Conditioning and Welding*

A.S., Mt. San Antonio College

**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*

B.S., University of Florida

M.A., Ph.D., University of Maryland, College Park

**Kordich, Jason (2014)***English, Literature and Journalism*

B.A., University of California, Berkeley

M.A., California State University, Fullerton

**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 Juilliard School

Ph.D., New York University

**L****Lackey, Hilary (2010)***Earth Sciences and Astronomy*

B.A., Smith College

M.S., Ph.D., University of Wisconsin

**Lai, Irving (2015)***Math & Computer Science*

B.A., UC Berkeley

M.A., California State University, Fullerton

California Teaching Credential - National University

**Lanaro, Giovanni (2015)***Kinesiology/Athletics/Assistant Coach,  
Cross Country and Track and Field*

B.A., California State University, Fullerton

M.A., Azusa Pacific University

**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

**Laverty, Julie (2014)**

*Communication*

A.A., Cypress Community College

B.A., M.A., California State University, Fullerton

**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

Ed.D., California State University, Fullerton

**Leung, Jenny (2006)**

*Chemistry*

B.S., M.S., University of California, Irvine

**Lobb, Elizabeth A. (1998)**

*Geography & Political Science*

B.A., University of California, Berkeley

M.A., University of Washington

**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

**Lopez, Audra (2001)**

*Agricultural Sciences*

B.S., M.S., California State Polytechnic University, Pomona

**Louie, Charis (2000)**

*Psychology*

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.S., 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

**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

**Macias, Melissa (2012)**

*Fine Arts*

B.A., M.F.A., California State University, Long Beach

**Madrigal, Paulo (2009)**

*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

**Mahmoud, Eugene L.D. (2016)**

*Physics - Engineering*

B.S., University of California, San Diego

M.S., Caltech

**Malmgren, Irene (2013)**

*Vice President, Instructional Services*

B.A., M.A., California State University, Fullerton

M.A., Chapman College

Ed.D., University of La Verne

**Maloney, Clark (2012)**

*Kinesiology & Athletics*

*Head Coach, Men's Basketball*

B.A., Mid America Nazarene College

M.Ed., Azusa Pacific University

**Martinez, Regina (2014)**

*Business Management*

B.S., M.B.A., University of La Verne



**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

**Mbuthi, Stanley W. (1998)**

*Counseling*  
 A.A., Mt. San Antonio College  
 B.A., California State Polytechnic University, Pomona  
 M.S., California State University, Los Angeles

**McCormick, Elizabeth (1991)**

*English, Literature & Journalism*  
 B.A., Barnard College  
 M.A., Ph.D., Claremont Graduate University

**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)**

*Executive Dean, Instructional Services*  
 A.A., Mt. San Antonio College  
 B.A., M.B.A., California State Polytechnic University, Pomona  
 Ed.D., University of Southern California

**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, State Bar of California

**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

**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

**Mestas, Sara (2015)**

*Counseling*  
 A.A., A.S., Mt. San Antonio College  
 B.S., California State University, Fullerton  
 M.S., California State University, Long Beach

**Metter, Jean (1999)**

*Consumer Science & Design Technologies*  
 B.S., California State Polytechnic University, Pomona  
 M.P.H., University of California, Berkeley

**Meyer, Elizabetha (2001)**

*Biological Sciences*  
 B.A., University of Pennsylvania  
 Ph.D., Michigan State University

**Mezaki, Barbara (1990)**

*American Language*  
 B.A., University of Buffalo  
 M.Ed., University of Buffalo  
 J.D., Southwestern University

**Miho, Yoshiko (2014)**

*English as a Second Language*  
 A.A., Grays Harbor Community College  
 B.A., Western Washington University  
 M.A., California State University, San Bernardino

**Miller, Kenneth (2011)**

*Electronics*  
 B.S., California State Polytechnic 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

**Muniz, Edgar (2015)***English, Literature, & Journalism*

B.A., M.A., California State University, Fullerton

**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, Literature and Journalism*

B.S., University of La Verne

M.A., California State Polytechnic University, Pomona

**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

**Nguyen, Thang X. (2014)***Chemistry*

B.S., University of California, Irvine

Ph.D., California Institute of Technology

**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

**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

**Nazzal, Jane (2012)***Learning Assistance*

B.A., M.Ed., University of California, Los Angeles

**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

**Newell, Allan (2015)***Air Conditioning & Welding*

A.S., Sacramento State University

Certified Welding Inspector, American Welding Credential, California

CTA Teaching Credential, Sacramento State University

**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

**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

**Ott, Serena (2012)***World Languages*

B.A., University of Bologna, Italy

M.A., University of Saarland, Germany

**P****Padilla, Maya (2011)***Registered Veterinary Technician*

A.A., Mt. San Antonio College

B.A., California State Polytechnic University, Pomona

**Parker, Stacy (2001)***Kinesiology/Athletics**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)**

*Computer Information Systems*  
B.S., California Polytechnic University, Pomona  
M.Div. St. Johns Theological Seminary

**Pearson, Tami L. (2016)**

*Associate Dean, Career Education and Workforce Development*  
B.A., California Polytechnic University, Pomona  
M.S., Florida State University  
California Teaching Credential, Whittier College  
M.A., California State University, Los Angeles  
Ed.D., University of Southern California

**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, Bridge Program*  
B.A., University of California, Los Angeles  
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, Jason (2013)**

*Commercial and Entertainment Arts*  
B.F.A., Art Center College of Design

**Perez-Garcia, Julie (1999)**

*Counseling*  
B.A., University of California, Santa Barbara  
Ph.D., Washington State University

**Phillips, Jamie (2008)**

*Agricultural Sciences*  
B.S., M.S., California State Polytechnic University, San Luis Obispo

**Petersen, Craig A. (1981)**

*Biological Sciences*  
B.S., M.S., California State University, Los Angeles

**Plesetz, Sarah (2008)**

*Associate Dean, Technology and Health*  
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 Polytechnic University, Pomona  
M.A., California State University, Dominguez Hills

**Powell, Chara (2015)**

*Psychology*  
B.A., University of Southern California  
M.S., California Polytechnic University, Pomona

**Presch, Melissa (2008)**

*Biological Sciences*  
B.A., California State University, Fullerton  
M.S., California State University, San Bernardino

**Purcell, Robert (2011)**

*Kinesiology/Athletics*  
*Assistant Coach, Football*  
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, State Bar of 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, Eloise M. (2012)**

*Disabled Student Programs & Services*  
B.A., University of Nevada, Las Vegas  
M.S., California State University, Los Angeles  
Career Counseling Certificate

**Reyes, Mary-Ellen (1998)**

*Mental Health Technology*  
A.A., Chaffey College

**Richardson, Lanny (1995)**

*Air Conditioning and 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, Karla F. (2015)**

*Mathematics and Computer Sciences*  
B.A., University of California, Los Angeles  
M.A., California State University San Bernardino

**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

**Rivers, Deborah (1992)**

*Mathematics, Computer Science*  
B.S., California State Polytechnic University, Pomona  
M.A., California State University, Fullerton

**Robinson, Carolyn (2006)**

*Learning Assistance*  
B.S., California State Polytechnic University, Pomona  
M.S.Ed., University of Southern California

**Roche, William (2012)**

*Computer Information Sciences*  
B.S., M.S., California State University, Fullerton

**Rogers, Bruce (1994)**

*Music*  
B.S., University of Connecticut  
M.A., Claremont Graduate University

**Rogus, Linda (2005)**

*Aeronautics, Transportation*  
A.S., Mt. San Antonio College  
B.S., California State University, Los Angeles  
F.A.A. Certificates: Flight Instructor, Airplanes & Instruments; Airline Transport Pilot

**Rogus, Robert (2001)**

*Aeronautics, Transportation*  
A.S., Mt. San Antonio College  
B.S., California State University, Los Angeles  
F.A.A. Certificates: Flight Instructor; Airplanes & Instruments; Commercial Pilot

**Rojas, Rubilena (2014)**

*Kinesiology, Athletics and Dance*  
B.A., University of Virginia  
M.A., California State University, Long Beach

**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

**Rowley, Dianne (2012)**

*Learning Assistance*  
B.A., California State Polytechnic University, Pomona  
M.Ed., Azusa Pacific University

**Rubenstein, Susie (2005)**

*Fine Arts*  
B.A., University of California, Santa Cruz  
B.F.A., Kansas City Art Institute  
M.F.A., Cranbrook Academy

**Ruh, Marc T. (1997)**

*Kinesiology/Athletics*  
*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

**Salinger, Aaron (2011)**

*World 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)**

*World Languages*

B.A., B.A., California State University, Los Angeles

M.A., New Mexico State University

**Sanchez, Juan (2005)**

*Kinesiology/Athletics*

*Head Coach, Men's Soccer*

B.S., California State University, Los Angeles

M.Ed., University of La Verne

**Sardinas, Ignacio (2008)**

*Architecture, Industrial Design Engineering and Manufacturing*

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)**

*Associate Dean, Instructional Services*

B.F.A., California State University, Fullerton

M.S., Capella University

**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 T. (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

M.A.S., Embry-Riddle Aeronautical University

**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

**Sherwood, Kelly (2009)**

*Medical Services Department*

A.A., Lake Tahoe Community College

B.S., Excelsior College

**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

M.A., Chapman University

**Simon, Curtis (2009)**

*Geography & Political Science*

B.A., California State University, Chico

M.A., University of California, Riverside

Ph.D., University of California, Davis

**Sloan, Sayedeh Omideh (2008)**

*Assistant Director, Adult Basic Education*

B.A., George Washington University

M.A., Ph.D., University of California, Santa Barbara

**Smith, Bailey K. (2009)**

*Director, Learning Assistance Center*

B.A., University of California, Santa Cruz

M.A., University of Wisconsin - Milwaukee

**Smith, Daniel E. (1998)**

*Commercial and Entertainment Arts*

B.A., California State University, Fullerton

**Smith, Jim (1998)**

*Counseling*

A.A., Fullerton College

B.A., M.A., California State University, Fullerton

**Smith, John K. (2001)**

*Public Services*

B.A., M.S.W., Indiana University

Ph.D., International University for Graduate Studies

**Soares, Darrow (1992)**

*Air Conditioning & Welding*

A.A., Riverside City College

B.A., University of California, Riverside

M.A., California State University, San Bernardino

**Soto, Lina (2001)**

*Counseling*

B.A., University of California, San Diego

M.A., San Diego State University

**Stewart-Thomas, Michelle (2007)**

*Sociology, Philosophy*

M.S., Purdue University

M.S., M.A., Fuller Theological Seminary

Ph.D., University of Southern California

**Stokes, Nona (1990)**

*American Language*  
B.S., Howard University  
M.S., Ph.D., Georgetown University

**Stone, James (2008)**

*Geography & Political Science*  
M.A., University of Kentucky  
M.F.A., Ph.D., Chapman University

**Strand, Richard W. (2001)**

*Theater*  
B.S., Eastern Michigan University  
M.F.A., University of Iowa

**Strope, Byron (1990)**

*Aircraft Maintenance Technology*  
A.S., Chaffey College  
B.S., California State Polytechnic University, Pomona  
F.A.A. Certificates, Airframe and Powerplant, Inspection  
Authorization  
Private Pilot, F.C.C.  
F.A.A. Safety Counselor  
F.A.A. Designated Mechanic Examiner

**Stuard, Bob (1986)**

*Sign Language*  
A.A., San Diego Mesa College  
B.A., University of California, San Diego  
M.B.A., California State University, Dominguez Hills

**Summers, Melody (2006)**

*Mathematics, Computer Science*  
B.S., M.S., California State Polytechnic University, Pomona

**Sun, Christine (2001)**

*Mathematics, Computer Science*  
B.S., National Taiwan University  
M.A., Ph.D., University of South Carolina

**Swartz, Pauline (2006)**

*Librarian*  
B.A., University of California, Santa Cruz  
MLIS, University of California, Los Angeles

**Swift, Crystal Lane (2008)**

*Communication*  
B.A., California Baptist University  
M.A., Ball State University  
Ph.D., Louisiana State University

**T**

**Takahashi, Shelley (2014)**

*Architecture, Industrial Design Engineering & Manufacturing*  
B.S., California State University, Long Beach  
M.B.A., Pepperdine University

**Takashima, Timothy (2000)**

*Mathematics, Computer Science*  
B.S., M.S., California State University, Long Beach

**Tamayo, Santiago (Jimmy) (2002)**

*Mathematics, Computer Science*

B.S., California State Polytechnic University, Pomona  
M.S., University of California, Riverside

**Tatoian, Vahe (1990)**

*Physics, Engineering*  
B.S., Yerevan University, Armenia  
M.S., Drexel University

**Tellez, April (2008)**

*History & Art History*  
B.A., M.A., University of California, Riverside

**Terreri, Joseph P. (1989)**

*Mathematics, Computer Science*  
B.S., M.S., California State Polytechnic University, Pomona

**Teske, Margaret (2002)**

*Manager, ESL Instructional Support*  
B.S., University of Northern Colorado  
M.S., Colorado State University

**Thankamushy, Sreekanth (2014)**

*Commercial and Entertainment Arts*  
B.S., Mahatma Gandhi University, India  
M.F.A., University of California, Los Angeles

**Thay, Cecilia (2012)**

*Child Development*  
B.A., Institute of Education, Rangoon, Burma  
M.S., University of La Verne

**Thomas, Antoine (2006)**

*Counseling*  
B.A., University of California, Riverside  
M.S., California State University, Long Beach

**Thomas, James D. (1998)**

*English, Literature & Journalism*  
B.A., Westmont College  
M.A., Ph.D., Claremont Graduate University

**Todd, Douglas (1995)**

*Kinesiology/Athletics*  
*Head Coach, Women's Cross Country*  
*Assistant Coach, Men's and Women's Track and Field*  
A.A., El Camino College  
B.A., California State University, Long Beach  
M.A., California State University, Dominguez Hills

**Ton, Chan-Phuong (2005)**

*Counseling*  
B.A., University of California, San Diego

**Tran, Frank (2002)**

*Mathematics, Computer Science*  
B.S., University of California, Davis  
M.A., University of California, Santa Barbara

**Tran, Niki (2011)**

*Interior Design*  
B.F.A., California State University, Long Beach

**Trejo, Lyssette (2009)**

*Counseling*  
B.A., California State University, Fullerton

M.S., University of La Verne

**Troxell, Cameron (2001)**  
*Mathematics, Computer Science*  
B.A., Gonzaga University  
M.S., University of La Verne

**Trujillo, Tammy (1999)**  
*Commercial and Entertainment Arts*  
A.A., Long Beach City College  
B.A., California State University, Fullerton

**Trull, Stephen Tyler (2001)**  
*History, Art History, Geography, Political Science*  
A.A., Mt. San Antonio College  
B.A., California State University, Fullerton  
M.A., University of California, Santa Barbara

**Truttmann, Janet (2002)**  
*Chemistry*  
B.A., University of California, San Diego  
Ph.D., California Institute of Technology

**Tunstall, Christine M. (1990)**  
*Disabled Student Programs & Services*  
B.A., M.S., University of Michigan  
M.S., Capella University

## U

**Uiagalelei, Iona (2010)**  
*Kinesiology/Athletics*  
*Assistant Football Coach*  
B.S., Southern Utah  
M.A., New Mexico Highlands University

**Uranga, Jaime (2007)**  
*Electronics & Computer Technology*  
A.A., Mt. San Antonio College

**Uyeki, Elizabeth Chisato (2007)**  
*Librarian*  
B.A., Earlham College  
M.L.I.S., University of California, Los Angeles

**Uyeno, Gary (1999)**  
*Registered Veterinary Technology*  
B.S., University of California, Davis  
D.V.M., Iowa State University

## V

**Vail, Deidre Tucker (1991)**  
*Biological Sciences*  
B.S., California State Polytechnic University, Pomona  
M.S., University of California, Irvine

**Velickovic, Jeanne Marie (2012)**  
*Associate Dean, Humanities and Social Sciences*  
B.A., M.A., University of South Africa  
Ph.D., University of Texas

**Versace, Emily (2015)**  
*Counseling*  
A.A., Citrus College  
B.A., University of California, Irvine

M.S., California State University, San Bernardino

**Vitulo, John (2002)**  
*Communication*  
B.A., Southern Utah University  
M.A., Ball State University

**Vo, Tuan A. (2000)**  
*Mathematics, Computer Science*  
A.A., San Bernardino Valley College  
B.S., M.S., California State Polytechnic University, Pomona

## W

**Wakefield, Jeffrey W. (2000)**  
*Mathematics, Computer Science*  
B.S., University of California, Los Angeles  
M.S., California State University, Long Beach

**Walker, Christopher N. (1980)**  
*Disabled Student Programs & Services*  
B.A., California Lutheran College  
M.A., California State University, Northridge  
Ph.D., University of Iowa

**Walker, Lori (2000)**  
*Learning Assistance*  
B.S., University of California, Riverside  
M.A., Ph.D., Claremont Graduate University

**Walker, Rebecca (2006)**  
*Earth Sciences, Astronomy*  
B.A., Hamilton College  
M.S., University of Arizona

**Ward, Elizabeth (1999)**  
*Kinesiology/Athletics*  
B.A., California State University, Long Beach  
M.A., California State Polytechnic University, Pomona

**Wasson, Sheri (2011)**  
*Fine Art*  
B.F.A., California State University, Fullerton  
M.F.A., University of New Mexico

**Waters, Dawn (2008)**  
*Agricultural Sciences*  
B.S., California State Polytechnic University, Pomona  
M.Ed., University of La Verne

**Weatherilt, Sandra (2001)**  
*Consumer Science & Design Technologies*  
B.A., M.A., California State University, Long Beach

**Webb, Craig A. (1998)**  
*Earth Sciences, Astronomy*  
B.A., B.S., Syracuse University, New York  
M.S., Duke University

**Whalen, Margaret F. (1989)**  
*English, Literature & Journalism*  
B.S., Jacksonville University  
M.A., University of Maine at Orono

**Wheeler, Daniel (2011)**  
*Learning Assistance*

B.A., University of California, Berkeley  
M.S., California State University, Fullerton

**Whitmore, Gregory (2014)**

*Music*

B.M., University of Michigan  
M.M., California State University, Fullerton

**Wiesner, Mary Rose (2002)**

*Respiratory Therapy*

B.S., Northeastern University

**Wilkerson, Jill K. (2001)**

*Disabled Student Programs & Services*

B.A., University of South Dakota  
M.S., Arizona State University

**Williams Tyler, Jody (2002)**

*Chemistry*

B.S., University of Evansville  
M.S., Ph.D., University of California, Irvine

**Williamson, Kisha (2007)**

*Child Development*

B.A., California State University, Long Beach  
M.S., University of La Verne

**Willis, Roger (2013)**

*Communication*

B.A., California State University, Long Beach  
M.A., California State University, Long Beach  
B.A., M.A., California State University, Fullerton

**Wilson, Randall (1988)**

*Counseling*

B.A., B.S., California State University, Fullerton  
M.A., University of California, Los Angeles

**Wolde-Yohannes, Samuel (2001)**

*Sociology, Philosophy*

B.A., M.A., Ph.D., Pontifical Gregorian University, Rome, Italy

**Wolf, Phillip (1995)**

*Physics & Engineering*

B.S., Harvey Mudd College  
M.S., California State University, Los Angeles

**Wood, Abby (2014)**

*Business Administration/Paralegal*

B.A., Wake Forest University  
J.D., Wake Forest University of Law  
Member, State Bar of California

**Woolery, Emily (2000)**

*Librarian*

B.A., Occidental College  
M.L.I.S., University of California, Los Angeles

**Wright, Carola Z. (2001)**

*Biological Sciences*

B.S., Pharmacy School Minden, Germany  
Ph.D., University of California, Irvine

**Wright, Jill Y. (1998)**

*English, Literature & Journalism*

B.A., University of California, Irvine

6M.A., Ph.D., Claremont Graduate University

**Wright, Joan Susan (2005)**

*Counseling, Adult Basic Education*

B.A., M.S., California State University, Fullerton

**Y**

**Yamagata-Noji, Audrey (1996)**

*Vice President, Student Services*

B.A., M.S., California State University, Long Beach  
Ph.D., Claremont Graduate University

**Yost, David (2010)**

*Aircraft Maintenance & Manufacturing Technology*

B.S., Southern Illinois University

**Young, Paula (2008)**

*Mathematics, Computer Science*

B.S., M.S., University of California, Riverside

**Z**

**Zamora, Victor Y. (1998)**

*Computer Information Systems*

B.A., California State University, Los Angeles

**Zicree, Steven (2006)**

*Mathematics*

B.A., Hamilton College  
M.S., University of Arizona, Tucson

**Ziolkowski, Tina (2006)**

*Medical Services*

A.S., Mt. San Antonio College  
M.S.H.S.-H.P.E., Western University  
C.E.N. - Certified Emergency Nurse  
C.F.R.N. - Certified Flight Registered Nurse



# CAMPUS MAP & FACILITIES

## Campus Map

To view the map on the Mt. SAC website, please visit Maps (<http://www.mtsac.edu/maps>)

## Art Gallery

### Building 1B, (909) 274-4328

Art Gallery (<http://www.mtsac.edu/artgallery>)

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

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, graphic design, illustration, and photography.

## Athletic Facilities

### (909) 274-4630

Hilmer Lodge Stadium, a 13,500-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, volleyball courts, cross-country course, baseball field, softball field, soccer field, a 1,500-seat gymnasium, wrestling gym, strength-training facilities, an Olympic size swimming pool, and an Exercise Science/Wellness Center.

## Bookstore (SacBookRac)

### Building 9A, (909) 274-4475

SacBookRac (<http://www.mtsac.edu/bookstore>)

SacBookRac offers textbooks, school supplies, Mt. SAC apparel, general trade and paperback books, gift items, greeting cards, Metro and Foothill bus passes and houses the Mt. SAC photo ID area. SacBookRac also provides ordering and distribution of faculty caps and gowns.

Students are responsible for obtaining their own textbooks and supplies. Costs for books and supplies for a full-time student average \$300-\$600 per semester, depending upon the program of study. Students are encouraged to purchase books early, especially to save money by purchasing used books. Books are sold on a first-come, first-served basis. Students may order books online at SacBookRac (<http://www.sacbookrac.com>). Orders can be picked up at the bookstore or shipped to the student's home.

### Refund Policy

Refunds are allowed within a 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.

## Farm

### F Buildings, (909) 274-4540

The Farm is located in the northeast area of campus, near the intersection of Bonita and Walnut Drives. The Farm offers an unrivaled opportunity for hands-on student learning serving as a laboratory and

supervised farm. Students interested in stock breeding, veterinary science, agri-business, horse production, horticulture, or farm products gain valuable experience by working with their own animals and crops while attending Mt. SAC. Contact the Campus Events office at Ext. 4794 for information on guided tours.

## Agricultural Science Building

### Building 80, (909) 274-4540

The new Agriculture Science building houses a fully operational, state of the art Animal Hospital, which serves as a training environment for the Registered Veterinary Technician program. Students gain practical experience working alongside veterinarians and assisting in operations/procedures.

## Performing Arts Center

### Building 2, (909) 274-2050

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 is 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 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 venue is 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) 274-2050

Box Office Fax: (909) 274-2055

Online Box Office (<https://tickets.mtsac.edu>)

The Mt. San Antonio College Performing Arts Center Box Office is located in the Performing Arts Center Complex adjacent to the Sophia B. Clarke

Theater. The current season of events is available on the Box Office website. Ticket orders are accepted online, by telephone or in person. Major credit cards are accepted. All sales are final. Ticket exchanges may be available depending upon the event.

## Randall Planetarium

### Building 26C, (909) 274-4425

Randall Planetarium (<http://www.mtsac.edu/instruction/sciences/planetarium>)

The Randall Planetarium offers instructional support for college classes as well as a wide variety of public programs on a regular basis. The Planetarium facility has a 35-foot-diameter hemispherical dome and seating for up to 75 people.

## Wellness Center

### Building 27A, North Door, (909) 274-4625

This modern, multi-dimensional facility offers health and lifestyle screening, health, fitness, and performance physical fitness assessments, all levels of aerobic exercise, 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. Activities are offered for all age groups.

Offerings will be provided to graded students and for staff and faculty through the Employee Wellness Program. Please see Wellness Center (<http://www.mtsac.edu/wellness>) for more information and course offerings.

## Wildlife Sanctuary

### (909) 274-4425

This 25-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 and serves as an outdoor laboratory for Biological Sciences classes. Paths through the sanctuary provide access for visitors. For guided tours, contact the Campus Events office at (909) 274-4794.

## Child Development Center

### Buildings 70-73, (909) 274-4920

Child Development Center (<http://www.mtsac.edu/cdc>)

### Admission Policy

Childcare and education services for children from 3 months through 5 years of age are provided between the hours of 7:00 a.m. and 7:00 p.m., Monday through Thursday and 7:00 a.m. until 5 p.m. on Fridays for student-parents, staff and faculty, and community parents. **Closing hours are subject to change based on enrollment need.** The Child Development Center welcomes all children regardless of sex, ethnicity, religion, or physical handicap.

According to State Law, children must meet general health requirements to enroll/attend. Parents requesting funding assistance for full-time services must demonstrate a basic need for care.

## Types of Funding Assistance Available State Preschool Program

State Preschool Program funding is available for eligible student-parents of 3 and 4 year old children (4 year-old children have priority). A minimum daily fee, established by the State, may apply.

### General Childcare Funding

General Childcare funding is available for income and need eligible families. This funding applies to infants up to 3-year-olds and before/after school kindergarten. A minimum daily fee, established by the State, may apply.

### Child Care Access Grant Funding

Student-parents who receive or are eligible to receive a Pell Grant may qualify for this childcare/early education funding. Funds are limited to Mt. SAC students only.

### Alternative Payment Program (CalWORKS)

The Child Development Center accepts "Alternative Payments" or fees from community agencies and programs such as CalWORKS for childcare. Interested parents must inquire with their individual CalWORKS Eligibility Worker or GAIN Worker.

### Fee Program

Families ineligible for childcare/early education subsidies may enroll in the Fee-based program. The fee schedule is available by contacting the Child Development Center at (909) 274-4920.

### Enrollment

Formal application must be made in person at the Child Development Center. Final acceptance into the program will be determined when eligibility has been established, all paperwork has been completed, and all applicable fees are paid. State law requires that an orientation be completed.

For further information, contact the Center by phone or visit the website.

## Food Services

Dining Services (<http://www.mtsacdining.com>)

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

### Mountie Café

Building 8, (909) 274-5284

The Mountie Café is located on the west side of campus next to the SacBookRac. Catering is available for small meetings and large banquets.

**Mein owl** – Asian Cuisine, beef bowls, and fresh sushi

**OBC Grill** – fresh formed burgers made to order

**Pandini's** – Artisan style pizza

**Simply to Go** – made fresh "in-house" sandwiches, salads, wraps, healthy snacks, and cookies.

**SubConnection** – sub sandwiches, soups, wraps, healthy options, and daily specials.

**Common Grounds featuring Starbucks** – we proudly brew hot and cold coffee drinks, frappuccino, fresh baked muffins, scones, and brownies.

## **WOW at Mountie Grill**

**Building 19C, (909) 274-4624**

WOW Cafe and Wingery - breakfast, wings, chicken, hamburgers, salads and rice bowls.

## **Convenience Stores**

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

<b>Mountie Stop</b>	<b>Express Stop</b>	<b>Prime Stop</b>	<b>Short Stop</b>
<b>Building 9A</b>	<b>Building 16A</b>	<b>Building 61</b>	<b>Building 66</b>

## **Vending Machines**

**Buildings 2, 3, 9C, 23, 26, 28, 30, 31, 40, 45, 47, 50G, 60, 67, 80**

# COLLEGE DIRECTORY

The main College telephone number is (909) 274-7500.

For direct access to the offices see list below:

College Directory	Number
Academic Counselor for Student Athletes	(909) 274-5929
Academic Senate	(909) 274-5436
Accounting & Management	(909) 274-4909, (909) 274-4910
ACES Program	(909) 274-4411
Adult Basic Education Center	(909) 274-4845
Administrative Services	(909) 274-4230
Admissions & Records	(909) 274-4415
Aeronautics & Transportation <sup>1</sup>	(909) 274-5008
Affirmative Action	(909) 274-4225
Agricultural Sciences <sup>1</sup>	(909) 274-4540
Air Conditioning & Welding <sup>1</sup>	(909) 274-5107, (909) 274-4638
Aircraft Maintenance Technology <sup>1</sup>	(909) 274-4762, (909) 274-4770
Alumni Association <sup>1</sup>	(909) 274-5443
American Language <sup>1</sup>	(909) 274-4587
Architecture, Industrial Design Engineering, & Manufacturing <sup>1</sup>	(909) 274-4803
Art Gallery	(909) 274-4328
Arts Division <sup>1</sup>	(909) 274-5200
Aspire	(909) 274-6396
Assessment Center	(909) 274-4265
Associated Students	(909) 274-4526
Athletics <sup>1</sup>	(909) 274-4630
Auxiliary Services	(909) 274-4470
Biological Sciences <sup>1</sup>	(909) 274-4013
Bookstore (SacBookRac)	(909) 274-4475
Bridge Program	(909) 274-5392
Broadcast Services	(909) 274-4274
Business Administration <sup>1</sup>	(909) 274-4612
Business Division <sup>1</sup>	(909) 274-4600
Bursar's Office	(909) 274-4960
CalWORKs	(909) 274-4755
Campus Cafe (Sodexo - for all food service locations)	(909) 274-5284
Campus Security	(909) 274-4555, (909) 274-4299
Campus Tours	(909) 274-4293
CARE	(909) 274-4500
Career & Transfer Services	(909) 274-4510
Center of Excellence	(909) 274-6106
Chemistry <sup>1</sup>	(909) 274-4533
Child Development <sup>1</sup>	(909) 274-4632, (909) 274-4902
Child Development Center	(909) 274-4920
Communication <sup>1</sup>	(909) 274-6302, (909) 274-6304
Computer Information Systems	(909) 274-4943, (909) 274-4512
Continuing Education Division <sup>1</sup>	(909) 274-4220
Consumer Science & Design Technologies <sup>1</sup>	(909) 274-4139
Contract Education	(909) 274-4210
Counseling <sup>1</sup>	(909) 274-4380, (909) 274-4293
CSEA 262	(909) 274-4413
Custodial Services	(909) 274-4850
Dance <sup>1</sup>	(909) 274-4635
Disabled Student Programs & Services (DSP&S)	(909) 274-4290
Distance Learning	(909) 274-5658
Dream	(909) 274-5596
Earth Sciences & Astronomy <sup>1</sup>	(909) 274-4148
Electronics & Computer Technology <sup>1</sup>	(909) 274-4978, (909) 274-5614
English as a Second Language (ESL)	(909) 274-4736
English, Literature & Journalism <sup>1</sup>	(909) 274-4706, (909) 274-4966
Event Services	(909) 274-4797
Exercise Science/Wellness Center	(909) 274-4625
Extended Opportunity Programs & Serv. (EOPS)	(909) 274-4500
Facilities Planning & Management	(909) 274-4850
Faculty Association	(909) 274-4531
Farm Tours	(909) 274-4794
Fashion Merchandising & Design	(909) 274-4967
Financial Aid	(909) 274-4450
Fine Arts <sup>1</sup>	(909) 274-4155, (909) 274-4752
Fire Technology <sup>1</sup>	(909) 274-5146
Fiscal Services	(909) 274-4234
Foundation Office	(909) 274-4215
Geography & Political Science <sup>1</sup>	(909) 274-3619
Global Opportunities	(909) 274-6321
Grants Office	(909) 274-5418
Grounds Service Requests	(909) 274-4850
Help Desk (IT)	(909) 274-4357
High School Outreach	(909) 274-5906
History & Art History <sup>1</sup>	(909) 274-4754, (909) 274-4321
Histotechnology <sup>1</sup>	(909) 274-4884
Honors Program	(909) 274-4665
Horticulture Unit	(909) 274-4893
Hospitality Management Coordinator	(909) 274-4139
Housing Information	(909) 274-5959
Humanities & Social Sciences Division <sup>1</sup>	(909) 274-4570
Human Resources	(909) 274-4225
Information Technology	(909) 274-4365
Instruction Office	(909) 274-4200
Kinesiology, Athletics & Dance Division <sup>1</sup>	(909) 274-4630
KSAK Studio	(909) 274-4678
Language Learning Center <sup>1</sup>	(909) 274-4580
Learning Assistance Center <sup>1</sup>	(909) 274-4300
Learning Lab	(909) 274-5666
Library	(909) 274-4260

Library & Learning Resources Division <sup>1</sup>	(909) 274-5659	Sodexo (Campus Cafe - for all food service locations)	(909) 274-5284
Lost & Found (Student Life)	(909) 274-4525	Special Events	(909) 274-4840
Mail Services	(909) 274-4212	Speech/Sign Success Center	(909) 274-6297
Maintenance & Operations	(909) 274-4850	Stadium Ticket Office	(909) 274-4880
Marketing & Public Affairs Office	(909) 274-4259	Student Center	(909) 274-5959
Mathematics, Computer Sciences <sup>1</sup>	(909) 274-5309, (909) 274-4652	Student Health Services	(909) 274-4400
Medical Services Department <sup>1</sup>	(909) 274-4750	Student Life & Student Clubs	(909) 274-4525
Mental Health Technology <sup>1</sup>	(909) 274-4750	Student Services, Dean	(909) 274-5909
Mountaineer	(909) 274-6123	Student Services, V.P. Office	(909) 274-4505
Music <sup>1</sup>	(909) 274-4330	Teacher Prep Institute <sup>1</sup>	(909) 274-4190
Natural Sciences Division <sup>1</sup>	(909) 274-4425	Technical Services	(909) 274-4799
Noncredit Programs <sup>1</sup>	(909) 274-4220	Technology & Health Division <sup>1</sup>	(909) 274-4750
Nursing Department <sup>1</sup>	(909) 274-4560	Technology Education Resource Center	(909) 274-4597
Online Learning Support Center	(909) 274-4378	Theater <sup>1</sup>	(909) 274-4337
Parking Office	(909) 274-4233	Transfer Center	(909) 274-6388
Parking Services Cashier	(909) 274-4299	Transportation	(909) 274-4854
Paralegal <sup>1</sup>	(909) 274-4907, (909) 274-5189	Tutorial Services	(909) 274-6605
Payroll	(626) 274-4240	Upward Bound	(909) 274-4411
Performing Arts Center Box Office	(909) 468-4050, (909) 274-2050	Veterans' Resource Center	(909) 274-4520
Performing Arts Operations	(909) 274-5623	Warehouse	(909) 274-4870
Photographics	(909) 274-4444	Wellness Center	(909) 274-4625
Photo I.D.	(909) 274-4960	Wildlife Sanctuary Tours	(909) 274-4794
Physical Therapy Aide <sup>1</sup>	(909) 274-4750	Writing Center	(909) 274-5325
Physics, Engineering <sup>1</sup>	(909) 274-4421	World Languages <sup>1</sup>	(909) 274-3443, (909) 274-4968
Planetarium Shows	(909) 274-2050		
Planetarium Tour	(909) 274-4794		
Presentation Services	(909) 274-4273		
President & Board of Trustees	(909) 274-4250		
Printing Services	(909) 274-4255		
Professional & Organizational Development	(909) 274-4504		
Psychology	(909) 274-5369		
Psychiatric Technician <sup>1</sup>	(909) 274-4750		
Public Safety	(909) 274-4555		
Public Services <sup>1</sup>	(909) 274-4654		
Purchasing	(909) 274-4245		
Radiologic Technology <sup>1</sup>	(909) 274-4750		
REACH (Foster Youth Support)	(909) 274-6528		
Real Estate	(909) 274-6428		
Re-Entry Center	(909) 274-4392		
Registered Veterinary Technology <sup>1</sup>	(909) 274-4544		
Registration	(909) 274-4415		
Research & Institutional Effectiveness	(909) 274-4109		
Respiratory Therapy <sup>1</sup>	(909) 274-4750		
Risk Management	(909) 274-4230, (909) 274-5508		
SacBookRac	(909) 274-4475		
Scholarship Program Office	(909) 274-4457		
Security (Campus)	(909) 274-4555		
Service Learning <sup>1</sup>	(909) 274-4656		
Sign Language <sup>1</sup>	(909) 274-4443		
Sociology & Philosophy <sup>1</sup>	(909) 274-3054		

<sup>1</sup> Instructional programs and departments

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