

MT. SAN JACINTO COLLEGE

# CATALOG

2013-2014



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**MSJC**   
MT. SAN JACINTO COLLEGE

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# Mt. San Jacinto College Catalog 2013-2014 [www.msjc.edu](http://www.msjc.edu)



Effective Fall 2013-Summer 2014

## San Jacinto Campus

1499 N. State Street, San Jacinto, CA 92583  
(951) 487-MSJC (6752)

## Menifee Valley Campus

28237 La Piedra Road, Menifee, CA 92584  
(951) 672-MSJC (6752)

## San Gorgonio Pass Campus

3144 W. Westward Avenue, Banning, CA 92220  
(951) 922-1327

Mt. San Jacinto College complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance activity may be directed to the District's Title IX Coordinator, Chris Mozga at (951) 487-3594 and/or the Section 504 Coordinator, Irma Ramos at (951) 487-3156.

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## A message from the President...



*W*elcome to Mt. San Jacinto College! I am excited that you are taking the time to consider MSJC to begin or continue your journey in higher education.

This catalog contains all of the information you will need, from telephone numbers to student services and from course descriptions to policies, to assist you as you work to achieve your individual goals.

In keeping with our mission, Mt. San Jacinto College provides an ever-growing number of educational opportunities for the diverse communities we serve. MSJC offers classes at four main locations: the San Jacinto Campus, the Menifee Valley Campus, the Temecula Education Complex and the San Geronio Pass Campus. We also have a number of off-site locations throughout the District for your convenience.

The student is the heart and focus of this institution. MSJC courses and programs are designed to meet the needs of the students. Courses and programs are continuously reviewed to meet the criteria set forth by

the Education Code, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and the California Community College system.

MSJC offers the required undergraduate classes to prepare you for transfer to a four-year institution. The college also provides pathways for students to begin new careers, develop or upgrade occupational skills, improve basic skills and to seek opportunities for personal enrichment and lifelong learning.

To ensure that students have the opportunity to take advantage of these enriching educational experiences, MSJC has created an environment that promotes student success. That environment is built on a foundation of support services that will assist each undergraduate achieve their individual goals and aspirations.

On behalf of the Board of Trustees, the faculty and staff, I encourage you to visit us, talk with us and choose MSJC as your educational partner.

Sincerely,

A handwritten signature in cursive script that reads "Roger W. Schultz".

Roger Schultz, Ph.D.

*Superintendent/President*

*Learning from the Past – Celebrating the Moment – Changing the Future*

**Mt. San Jacinto College – 50 Years of Education**



# 2013-2014 Mt. San Jacinto College Calendar

**SUMMER 2013**

		S	M	T	W	Th	F	S
JUNE								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30						
JULY			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			

Fall semester commences 2013-14 AY

**FALL SEMESTER 2013**

		S	M	T	W	Th	F	S
AUGUST								
SEPTEMBER		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					
OCTOBER								
NOVEMBER								
DECEMBER								

86 days

**Commencement**  
May 30, 2014

**Spring Break—**  
March 24–28, 2014

BOT Approval 2/14/2013

Instruction Days		Final Exams	
Fall Semester		Final Exams	
*Spring Semester		Holiday-College closed	
*Summer Session: 6 weeks		No Classes-College closed	
8 weeks		Required Faculty Day (no classes)	
*Summer school conditional pending funding		Commencement—May 30, 2014	

**JANUARY**

		S	M	T	W	Th	F	S
Week 1								
Week 2								

**FEBRUARY**

		S	M	T	W	Th	F	S
Week 3								

**MARCH**

		S	M	T	W	Th	F	S
Week 7								

**APRIL**

		S	M	T	W	Th	F	S
Week 10								

**MAY**

		S	M	T	W	Th	F	S
Week 15								

Monday finals on Thursday, May 29.

**JUNE**

		S	M	T	W	Th	F	S
Week 1								

**JULY**

		S	M	T	W	Th	F	S
Week 2								

85 days

**SPRING SEMESTER 2014**

**SUMMER 2014**

## General Information

### WAYS THIS CATALOG CAN HELP YOU

1. While this catalog is designed to provide comprehensive information about the programs and services available at Mt. San Jacinto College, students are advised to consult a college counselor in developing their educational plans.
2. When developing your educational plan, carefully read the information given for each course you plan to take. Pay careful attention to the prerequisites. Student registration will be blocked from courses where a prerequisite or corequisite has not been met.
3. General requirements for the Associate of Arts and Associate of Science degrees and for transfer to California State Universities and Colleges can be found in the Degrees, Certificates & Curricula area of this catalog.
4. The front portions of the catalog contain listings of available student services and applicable college rules and regulations, including admissions procedures, matriculation information, services to students, veteran's information, student activities and grading policies.
5. Use the Table of Contents or the Index at the back of the catalog to find things quickly.

### TELEPHONE NUMBERS

FREQUENTLY DIALED NUMBERS		
	SAN JACINTO CAMPUS	MENIFEE VALLEY CAMPUS
College Switchboard	(951) 487-6752	(951) 672-6752
Campus Police/Security	(951) 487-3187	(951) 639-5187
Box Office/Theatre	(951) 487-3790	(951) 639-5790
Child Development	(951) 487-3605	(951) 639-5605
Continuing Education & Workplace Training	(951) 487-3711	
Counseling	(951) 487-3255	(951) 639-5255
Disabled Students Programs & Services (DSPS)	(951) 487-3305	(951) 639-5305
Eagle Access Center	(951) 487-3311	(951) 639-5311
Enrollment Services	(951) 487-3215	(951) 639-5215
E.O.P.S./C.A.R.E.	(951) 487-3295	
Financial Aid	(951) 487-3245	(951) 639-5245
Human Resources	(951) 487-3150	
Jobline	(951) 487-3165	
Learning Resource Center/Tutoring	(951) 487-3480	(951) 639-5480
Library	(951) 487-3455	(951) 639-5455
Matriculation	(951) 639-5321	
Bookstore: One Stop Eagle Shop	(951) 487-3130	(951) 639-5130
Outreach (Campus Tours)	(951) 639-5319	
San Geronio Pass Service Campus	(951) 922-1327	
Student Government Association (SGA)	(951) 487-3380	(951) 639-5380
Temecula Education Complex	(951) 506-6752	

## DEPARTMENT TELEPHONE DIRECTORY

	San Jacinto Campus	Menifee Valley Campus
College Switchboard	(951) 487-6752, Ext. 0	(951) 672-6752, Ext. 0
Campus Police/Security	(951) 487-3187	(951) 639-5187
Academic Senate	(951) 487-3500	(951) 639-5500
Art Gallery	(951) 487-3586	
Assessment Center	(951) 487-3310	(951) 639-5310
Athletic Department	(951) 487-3591	
Automotive Technology	(951) 487-3511	
Bookstore (One Stop Eagle Shop)	(951) 487-3130	(951) 639-5130
Box Office	(951) 487-3790	(951) 639-5790
Cafeteria	(951) 487-3140	(951) 639-5140
Career/Transfer Center	(951) 487-3285	(951) 639-5285
Child Development & Education Center	(951) 487-3605	(951) 639-5605
Continuing Education and Workplace Training	(951) 487-3711	
Counseling	(951) 487-3255	(951) 639-5255
Disabled Students Programs & Services (DSPS)	(951) 487-3305	(951) 639-5305
Eagle Access Center	(951) 487-3311	(951) 639-5311
Enrollment Services	(951) 487-3215	(951) 639-5215
E.O.P.S./C.A.R.E.	(951) 487-3295	
Facilities	(951) 487-3105	(951) 639-5105
Financial Aid	(951) 487-3245	(951) 639-5245
Foundation	(951) 487-3171	
Human Resources	(951) 487-3150	
Information Technology & Instructional Technology Support	(951) 487-3411	
Instruction	(951) 487-3400	(951) 639-5400
Job Connect	(951) 487-3471	
Jobline	(951) 487-3165	
Learning Center/Tutoring	(951) 487-3480	(951) 639-5480
Learning Skills Program	(951) 487-3491	(951) 639-5485
Library	(951) 487-3455	(951) 639-5455
Math Center	(951) 487-3480	(951) 639-5480
Matriculation	(951) 639-5321	
Music	(951) 487-3665	(951) 639-5665
Nursing	(951) 639-5577	
Outreach (Campus Tours)	(951) 639-5319	
Phi Theta Kappa	(951) 487-3276	
Public Information & Marketing	(951) 487-3060	
President's Office	(951) 487-3001	
Print Shop	(951) 487-3122	(951) 639-5122
San Geronio Pass Service Campus	(951) 922-1327	
Student Government Association (SGA)	(951) 487-3380	(951) 639-5330
Talent Search	(951) 487-3274	
Technology Support Line	(951) 487-3411	
Temecula Education Complex	(951) 506-6752	
Theater	(951) 487-3790	(951) 639-5790
Upward Bound	(951) 487-3275	
Veteran's Services	(951) 487-3249	(951) 639-5249
Writing Center	(951) 487-3480	(951) 639-5488

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## GUARANTEE OF NONDISCRIMINATION

The Mt. San Jacinto Community College District does not discriminate in its admissions, education programs, activities or employment policies on the basis of race, age, sex, sexual orientation, religion, color, national origin, Vietnam era veteran's status or disability. The District is subject to Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964 and 1972 and the Rehabilitation Act of 1973, Sections 503 and 504. Inquiries concerning the application of said regulations should be referred to the Affirmative Action Officer, Human Resources Office, located in the Administration Building on the San Jacinto Campus.

In compliance with Section 504 of the Rehabilitation Act, the District has developed a Disabled Students Program. The District encourages "mainstreaming" of disabled students into regular classes and the college offers support services to make education accessible. Inquiries concerning this program should be directed to the Director of the Disabled Students Programs and Services.

Mt. San Jacinto College is authorized, under federal law, to enroll nonimmigrant and alien students.

If you have questions, please contact the appropriate site.

## GIRONDE DE NO DISCRIMINACIÓN

El Distrito del Colegio de la Comunidad Mt. San Jacinto no discrimina en sus inscripciones, programas educativos, actividades o reglamento de empleos, basándose en raza edad, sexo, religion, color, origen nacional, veterano de la época de Vietnam, o incapacidad. El distrito está sujeto al Titulo IX de la Enmienda Educacional de 1972, Titulo VII Dictamen de los Derechos Civiles de 1964 y 1972, y el Dictamen de Rahabilitación de 1973, secciones 503 y 504. Información concierne a la aplicación de dichos reglamento deberá ser dirigida al Oficial de Acción Afirmitiva, Departamento de Recursos Humanos, ubicado en el edificio administrativo del Plantel San Jacinto.

De acuerdo con la Sección 504 del Dictamen de Rehabilitación, el distrito ha desarrollado un Programa para Estudiantes Incapitados. El distrito exorta la integración de estudiantes incapitados a clases regulares, y el colegio ofrece services de apoyo para hacer la educación accessible. Información concierne a este programa puede ser obtenida del Director(a) de Programas y Servicios para Estudiantes Incapitados.

El Colegio Mt. San Jacinto está autorizado, bajo la ley federal, a admitir tanto estudiantes no inmigrantes, así como extranjeros.

Si necesita ayuda en Espanol, por favor hable a (951) 487-3217

## DISCLAIMER

Mt. San Jacinto College has made every reasonable effort to determine that everything stated in the catalog is accurate. Catalog information, together with other matters contained herein, are subject to change without notice by the administration of Mt. San Jacinto College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the college. The college further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

## General Information

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# MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

## Vision

Our commitment to excellence is your gateway to the future.

## Mission Statement

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

## Values

We value our students and employees. We believe that the act of teaching and learning is vital to a thriving community that enriches, and at times, saves lives. It is for this reason that we value:

**Excellence** – We challenge students with high standards for learning and critical thinking, which we model with action.

**Collaboration** – We believe that the best results can be achieved through effective communication between employees, students, industry and the communities we serve.

**Relationship** – We nurture a caring community built on positive interactions and a genuine concern for the welfare of others.

**Innovation** – We cultivate a creative environment that promotes the development of new ideas for continuous quality improvement.

**Relevance** – We pursue educational experiences that have meaningful applications in a local and global context, today and tomorrow.

**Access** – We promote a network of support that improves learning opportunities, removes barriers to a quality education and ensures the rights of all students.

**Leadership** – We empower people throughout the college community to support and facilitate positive change.

**Diversity** – We respect and embrace the power of sharing our differences in thought, opinion, culture and background to optimize our collective strength.

**Integrity** – We believe in being true to our core values by acting honestly and consistently in ways that demonstrate our character and moral commitment to “doing the right thing”.

We commit to create and respond to opportunities that inspire these values in ourselves.

## Institutional Priorities

- Student Success
- Fiscally Sound Position
- Systematic Planning and Assessment
- Institutional Pride and Organizational Culture
- Community Partnerships and Service

## Institutional Learning Outcomes

Mt. San Jacinto College is dedicated to the following six Institutional Learning Outcomes:

**Communication:** The student will communicate effectively, expressing thoughts, goals and needs through use of appropriate modes and technologies.

**Critical Thinking:** The student will reason and think critically.

**Aesthetic Awareness:** The student will possess aesthetic awareness.

**Social Awareness:** The student will demonstrate societal awareness.

**Responsibility:** The student will display personal and civic responsibility.

**Scientific Awareness:** The student will possess an awareness of the physical and biological principles related to science.

## Location

Mt. San Jacinto Community College District covers 1,700 square miles in central and southwestern Riverside County and has fostered one of California’s fastest-growing and most dynamic regions.

Named for the majestic 10,000-foot peak that dominates the area’s skyline, the Mt. San Jacinto Community College District stretches 45 miles from east to west and includes the communities of Banning, Beaumont, Idyllwild, San Jacinto, Hemet, Perris, Sun City, Lake Elsinore, Wildomar, Canyon Lake, Murrieta, Menifee, Temecula, Aguanga and Anza. Economic activity includes a varied agricultural industry, light manufacturing, tourism and a thriving service sector to meet the needs of the region’s growing population. District geography is diverse, ranging from desert and valley grasslands to pine-forested mountains.

The San Jacinto Campus is centrally located on State Highway 79 in the northern end of the San Jacinto Valley. It serves residents of the eastern portion of the college district. The Menifee Valley Campus, which opened in the fall of 1990, is located approximately 25 miles to the southwest. It is strategically located to serve the growing communities along the Interstate 215/Interstate 15 corridors. The Temecula Education Complex, which provides a variety of services and an array of courses, is located in the southern end of the district. The San Geronio Pass Campus is located in Banning and allows students in the northern region of

the district to take a variety of classes and receive a host of services, including enrollment, placement testing and counseling.

Total enrollment in credit, non-credit and community-services classes exceeds 22,000 students a year.

## History

The Mt. San Jacinto Community College District was formed in 1960 by a vote of the citizens in Banning, Beaumont, Hemet and San Jacinto.

The college enrolled its first students in the fall of 1963, holding classes in rented facilities. The San Jacinto Campus was opened in 1965 with two buildings and has grown into a comprehensive college campus serving the needs of students and the community.

In 1975, the residents of Temecula, Lake Elsinore, Perris and adjacent areas voted to join the Mt. San Jacinto Community College District, increasing the college's area to the present 1,700 square miles. Although the boundaries have remained stable since 1975, the District has changed dramatically, especially since the 1980s. In recent years, unprecedented population growth has fostered the highest rate of enrollment increase of all 112 community colleges.

In response to this intense growth, Mt. San Jacinto College opened its Menifee Valley Campus in October 1990. By the end of its first year, there were 2,100 students attending classes at the Menifee Valley Campus. Today the campus serves 11,000+ students each semester.

With the rapid growth in enrollments being experienced at both campuses, the District has engaged in extensive planning and development to ensure state-of-the-art learning environments for Mt. San Jacinto College students.

In the fall of 1993, the Alice P. Cutting Business & Technology Center on the San Jacinto Campus opened to students with new laboratories for Business, Computer Information Systems, Engineering Technologies, Electronics and Photography.

In the fall of 1995, a state-of-the-art music building opened on the San Jacinto Campus. The 1995-96 year saw a vast increase in classroom space on the Menifee Valley Campus with the opening of the Allied Health and Fine Arts buildings.

The construction of two new childcare centers in 2002 paved the way for a major expansion of the Child Development and Education Centers at MSJC. A new learning resource center on this campus opened during the Spring of 2006.

In 2006, Mt. San Jacinto College opened its new Learning Resource Center on the Menifee Valley Campus. The state-of-the-art building provides a library, tutoring services and more for students.

Mt. San Jacinto College experienced rapid expansion in 2008. The Business & Technology Center opened on the Menifee Valley Campus, providing state-of-the-art instruction in Geographic Information Systems, Multimedia, Photography and more.

The college also opened the Temecula Education Complex, giving residents of the Temecula and Murrieta areas one location to register, receive counseling and placement testing and also take classes.

And that same year, the college opened its San Geronio Pass Service Center to provide counseling, registration and other services to residents of the Banning and Beaumont areas. The college also expanded its course offerings in the San Geronio Pass.

By November of 2010, counseling and enrollment services offered at the former San Geronio Pass Service Center were moved to the new San Geronio Pass Campus located south of Interstate 10. In January 2011, students began attending classes at the new site. The campus is built on two of 50 acres the college owns.

The college opened the new Humanities & Social Sciences building on the Menifee Valley Campus in 2012. The two-story building provides state-of-the-art equipment for student learning.

The college's master plan calls for ultimately providing for between 15,000 and 20,000 students on the Menifee Valley Campus and up to 15,000 on the San Jacinto Campus. Classrooms are being added or renovated on both campuses to meet the educational demands of the area. The master plan also includes serving about 3,600 students in the Pass area and nearly 4,000 students in the I-15 corridor over the next several years.

## Academic Freedom

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
4. Faculty members in non-teaching fields have the same claim to freedom of inquiry and expression of professional opinion as teaching faculty, and they have parallel obligations as well.

### Statement on Professional Ethics

1. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. Faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, faculty members seek above all to be effective faculty members and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid

creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### Commitment to Quality

As part of a single college, multi-campus district, Mt. San Jacinto College faculty and staff from both campuses and all sites work together to provide the highest quality curriculum and student services possible. The Board of Trustees, the Superintendent/President, and all of the faculty and staff of Mt. San Jacinto College have made the commitment to provide the highest quality transfer and occupational education programs and services in a supportive teaching and learning environment. As the college continues to grow in the years ahead, the tradition of building for the future, which began in 1963, will continue to guide Mt. San Jacinto College in its quest for excellence, both now and throughout the 21st century.

### Accreditation and Affiliations

Mt. San Jacinto College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Suite #204, Novato, CA 94949, (415) 506-0234 [fax: (415) 506-0238], Email: [accjc1@pacbell.net](mailto:accjc1@pacbell.net), [www.accjc.org](http://www.accjc.org)), a regional accrediting body recognized by the Council for Higher Education Association and the U. S. Department of Education, Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technician Examiners.

The college has been approved for training of veterans under the various United States public laws and California veteran enactments; the Bureau of Immigration and various United States public laws and California veteran enactment. The Bureau of Citizenship and Immigration Services has approved Mt. San Jacinto College for international students under educational visas. Mt. San Jacinto College is authorized under federal law to enroll non-immigrant and alien students.

### Catalog Authority Advisement

The materials and information found in this catalog are intended to provide the most recent information about programs, services, policies and regulations. Individuals with questions related to current programs, courses, policies and procedures should contact the Office of Student Services or the Office of Instruction.

## The Importance of Education

The nation's vitality depends upon a well-educated citizenry. The goal of the college staff is to provide students with the knowledge, skills, and attitudes essential to living in and contributing to an ever-changing democratic society. The college's programs and services are designed to assist students in developing personal autonomy, social competence, social conscience, and creative capacity.

Recognizing that education is a personal achievement gained through opportunity and an individual's aim to succeed, Mt. San Jacinto College is committed to providing the resources such achievement requires including:

1. General education: To provide opportunities for students to develop skills in learning, critical thinking, leadership, organization, and techniques for making intelligent choices.
2. Transfer education: To provide the first two years of college-level courses for those students who plan to transfer to a four-year college or university.
3. Career education: To offer courses and programs in varied vocational/technical fields for students to gain entry-level occupational skills, enhance career changes, or upgrade skills for career advancement.

4. Transitional education: To offer courses in developmental or remedial education for students who need to improve English and mathematics proficiency in preparation for college-level courses.
5. Counseling and guidance: To encourage student growth and development through specialized counseling in the areas of academic planning, career planning and personal development.
6. Special programs and services: To extend special programs and services to students who are disadvantaged and/or disabled.
7. Community education: To provide an enriched environment throughout the community by offering vocational, recreational and cultural programs.

## Degree Granting Programs and Certificates

Under the laws of the State of California, the locally elected Board of Trustees, on the recommendation of the superintendent/president and faculty of the college, is authorized to confer the Associate in Arts, Associate in Science and Associate in Science – Nursing degrees and vocational certificates in several specific occupational fields-.







### **Continuing Education & Workplace Training**

Mt. San Jacinto College's Continuing Education and Workplace Training office includes several different programs: Continuing Education fee-based classes and seminars, Short Term Career Training Certificates, Contract Training for businesses and Non-Credit Basic Skills or Older Adult courses.

MSJC's Continuing Education fee-based classes provide opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment and recreational enjoyment and learning. These classes are supported solely by registration fees and are not funded by taxpayer dollars.

Short Term Career Training Certificates also receive no funding from taxpayer dollars. These programs are designed to rapidly prepare people for their first step in a career and are always developed or revised in response to current labor market trends.

Contract training for businesses and government agencies allows the opportunity to customize training solutions in response to specific business needs. This program also receives no taxpayer funds.

The final component of Continuing Education and Workplace Training is Non-Credit education; Basic Skills and Older Adult courses that have been approved for funding by the State of California.

Non-Credit education offers citizens of every age and educational level continuing opportunities for lifelong learning. Because of the state's financial support, students do not pay a fee to take non-credit courses. GED preparation, Citizenship, English as a Second Language and classes designed for older adults are some of the courses offered through the non-credit program.

College credit is not given for any continuing education fee-based, career training certificate or non-credit classes.

### **Mt. San Jacinto College Foundation**

The Mt. San Jacinto College Foundation was founded in 1983 with the mission of raising funds to assist the College in purchasing equipment and to enhance its services and programs.

The Foundation offers the community the opportunity to support the College through financial donations, and gifts of time and expertise. More facilities and expanded programs are required as the population in the College District's 1,700 square mile area, which stretches from the San Geronio Pass to the Temecula Valley, continues to rapidly grow. Cutbacks in the state budget, which means reduced funding to the College, makes the Foundation's fundraising efforts even more important to help pay for the needed facilities and programs.

Since the Foundation was formed, more than \$1,000,000 in scholarships and book loans have been given to many deserving students. Donations for instructional equipment and facility improvements have been provided through wills, estates and the annual giving programs such as The President's Club.

The Foundation continues to actively solicit support for each of the College's two campuses, its Temecula Education Complex and the San Geronio Pass Campus from donors throughout the college district. Individuals interested in learning more about the Foundation or making a donation may call the Foundation Office at the San Jacinto Campus at (951) 487-3171 or visit [www.msjc.edu/foundation](http://www.msjc.edu/foundation) on the web.

## ADMISSIONS

The following groups of people may attend Mt. San Jacinto College:

- Residents and non-residents of California who have graduated from high school, passed the California Proficiency Exam or General Education Development Exam (GED), or are 18 years or older and can benefit from instruction;
- International students who have satisfied specific admission requirements; or
- Eligible high school students who have satisfied specific admissions requirements.

## Policy on Open Enrollment

Unless specifically exempted by statute, every course, course section or class which is to be reported for state apportionment, is open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisite of such course as defined in Title 5, section 58106 of the California Administrative Code.

### Assessment Testing

Course Placement	Range of Scores	Type of Assessment
English 61 (Basic Grammar and Usage)	1 – 57	Accuplacer Reading and Accuplacer Sentence Skills
English 62 (Basic Writing Skills)	58 – 79	Accuplacer Reading and Accuplacer Sentence Skills
English 92 (Accelerated English Fundamentals and Skills)	65 – 99	Accuplacer Reading and Accuplacer Sentence Skills
English 98 (English Fundamentals)	80 – 99	Accuplacer Reading and Accuplacer Sentence Skills
English 101 (Freshman Composition)	100 – 120	Accuplacer Reading and Accuplacer Sentence Skills
Math 50 (Mind Over Math)	1 – 44	Accuplacer Arithmetic
Math 51 (Foundations of Mathematics (Pre-Algebra) or Math 51LL (Foundations of Mathematics + Lab (Pre-Algebra)	45 – 75	Accuplacer Arithmetic
Math 90 (Elementary Algebra) or Math 90A (Elementary Algebra Part A)	76 – 120 or 44 – 62	Accuplacer Arithmetic or Accuplacer Algebra
Math 96 (Intermediate Algebra)	63 – 103	Accuplacer Algebra
Math 105 (College Algebra); Math 115 (Ideas of Mathematics) or Math 140 (Introduction to Statistics)	104 – 120 or 62 – 76	Accuplacer Algebra or Accuplacer College Level Math (CLM)
Math 110 (Precalculus); Math 135 (Calculus for Social Science and Business)	77 – 103	Accuplacer College Level Math (CLM)
Math 211 (Analytic Geometry & Calculus I)	104 – 120	Accuplacer College Level Math (CLM)

**NOTE: To ensure students the most accurate placement, placement scores are subject to change based upon continuing validation studies. Please consult the Assessment Centers for modifications.**

### MATRICULATION

Matriculation is a process that enhances student access to college by providing support and resources that sustain a student's efforts to reach his/her educational goals. Students are expected to participate in the processes of:

- Admissions;
- Assessment;
- Orientation;
- Counseling/Advising; and
- Follow-up.

All new students must participate in the assessment/ orientation/counseling/advising and follow-up components with exception of students who are determined to be exempt.

**NOTE:** Students who participate in matriculation (non-exempt students) receive priority when registering for classes.

Additional information is available on our website at [www.msjc.edu/matriculation](http://www.msjc.edu/matriculation).

### Admission Application

New and returning students who have not attended MSJC for more than one calendar year must complete an application for admission. Federal and state law, and college policy requires this information. Other information will assist the college in determining whether the student needs to be referred to orientation or assessment programs. It is highly recommended that students provide the college with official transcripts from high school and previous college work at the time of admission. All transcripts and other documentation submitted become the property of Mt. San Jacinto College.

Complete the application for Admission on the Web at [www.msjc.edu](http://www.msjc.edu). Click on the Admission tab and then click on "Apply for Admission." After you have completed the application, click on the submit button. Print a copy of your confirmation page. Remember the login and password used should you need to review your application information.

### Assessment

Assessment (a component of the matriculation process) assists students with making sound decisions about their courses by evaluating their reading, writing and mathematics skills. Assessment (in conjunction with orientation) is **REQUIRED** for all new students unless they qualify for an exemption.

Assessment tests can be taken anytime during the center's hours of operation. After you have completed your computerized assessment, the scores will be uploaded into your student account. Once you have completed your assessment and orientation, you may go to [my.msjc.edu](http://my.msjc.edu) for your registration appointment. It is highly recommended that all new students meet with a counselor.

### Special Needs

The Assessment Centers on the Meniffee Valley and San Jacinto Campuses will provide appropriate assistance to students with special needs (e.g. hearing impaired may require interpreters or visually impaired may need print enlargement). Please contact the Assessment Center nearest to you.

### Retesting

Retesting will be permitted if 3 years have lapsed since taking the last placement, or if assessment was taken while in high school.

Students who have received college credit for math, English or reading classes will not be permitted to retest.

### Multiple Measures

In addition to assessment scores, evaluating a student's background (e.g. highest level of education, hours of employment, etc.) is used to place students at the appropriate course levels.

### Student Responsibilities

It is the student's responsibility to:

1. Express at least a broad educational intent upon admission;
2. Declare a specific educational goal during the term after which the student completes 15 semester units;
3. Participate in counseling and advisement;
4. Diligently attend class and complete assigned course work;
5. Complete courses and maintain progress toward an educational goal; and
6. Participate in the development of an educational plan.

If a student fails to fulfill stated responsibilities, fails to cooperate with the district in the development of a student educational plan within 90 days after declaring a specific goal, or fails to abide by the terms of the educational plan, the district may suspend or terminate the provision of services. Nothing in this section, however, shall be construed to permit the district to suspend or terminate any service to which a student is otherwise entitled under any other provision of the law.

### District Responsibilities

It is the responsibility of the Mt. San Jacinto Community College District to make available to students the opportunities of a) access, b) equitable and quality education and c) successful attainment of their educational goals by providing the following matriculation services:

- The processing of applications for admissions in a timely manner;
- Assessment of all non-exempt students utilizing multiple-measures and approved assessment instruments;

- Orientation services to provide all non-exempt students and potential students information concerning the matriculation process, educational options and college policies and procedures;
- Counseling and advisement for non-exempt students to assist with educational plans;
- Post-enrollment evaluation of each student's progress; and
- Referral of students to appropriate and available college services.

## Registration Enrollment Priorities

Mt. San Jacinto College has adopted the following enrollment priorities that are used for registration appointments for fall and spring terms and summer sessions.

### Priority Registration

The purpose of priority registration is to enable students to enter and be able to complete their educational goals at the college in a reasonable time frame by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress. The following is a breakdown of registration priorities as approved by the Local Governing Board and in accordance with Title 5, section 58108:

- Priority 1 – DSP&S (Disabled Students Programs and Services);
- Priority 2 – EOP&S (Extended Opportunity Programs and Services);
- Priority 3 – Current and former Foster Youth;
- Priority 4 – Veteran Students;
- Priority 5 – Student Representatives under External/Internal Mandates;
- Priority 6 – Continuing students with less than 90 units (descending order);
- Priority 7 – Continuing students with 90+ units (ascending order);
- Priority 8 – Continuing students with higher degree (Bachelor's Master's and Doctorate);
- Priority 9 – Returning and matriculated students;
- Priority 10 – Exempt non-matriculated students based on unit load and educational goal;
- Priority 11 – Concurrent enrollment students.

## REGISTRATION PROCESS

All students will be issued a registration appointment based on the priority listed above. Students may register at or after the date and time of their appointment. Appointments are generally issued two weeks prior to registration and may be obtained by looking at the college website [www.msjc.edu](http://www.msjc.edu) (click on [My MSJC](#)).

## Wait List Option

Once a class fills, you may have the option to add your name to the waitlist (a prioritized list of students seeking enrollment). If space becomes available in the class, you will automatically be enrolled, and have four (4) days to pay the enrollment fee or be dropped. For spring and fall full-term classes, waitlists close seven (7) days prior to the start of the term. For all spring and fall classes which are not full term (and all summer classes) the waitlist closes seven (7) days prior to the start of the class. Students are responsible for meeting prerequisite/corequisite requirements for waitlisted courses. In addition, it is the student's responsibility to ensure necessary petitions are submitted and the waitlisted class does not pose any scheduling time conflicts.

## Assessment/Placement

Mt. San Jacinto College utilizes the Accuplacer – Computer Placement Test and Accuplacer Companion (paper and pencil). The Accuplacer assessment, coupled with multiple measures (see "Multiple Measures"), provides accurate course placement that enhances a student's potential for success in their courses. Students will only be permitted to enroll in courses with the appropriate course placement scores or completion of the required prerequisite/corequisite (see "Prerequisites, Corequisites and Other Limitations on Enrollment").

## Assessments From Other Colleges

The following assessments from other colleges may be used for placement at MSJC if taken within the last 3 years:

- ASSET;
- Compass;
- Accuplacer;
- MDTP;
- CLEP; or
- CELSA (for ESL Students).

To use assessments from other colleges, students must provide a copy of the placement results and scores from the previous college. A counselor will be able to interpret the appropriateness of the placement for Mt. San Jacinto College curriculum.

## Residency Requirements

This section of the catalog provides a general summary of the principal rules on residency and their exceptions. For the detailed rules used by admission officers for residency determination, reference should be made to regulations of the Board of Governors of the California Community Colleges in Sub-Chapter 1 (commencing with Section 54000) of Division 6 of Chapter V, of Title 5 of the California Administrative Code, and the regulations and guidelines available at the Enrollment Services Office. These regulations are subject to change without notice by the state Legislature.

### Determination of Residency

Each person enrolled or applying for admission to a California community college is, for purposes of admission and/or tuition, classified as a “California resident” or as a “non-resident.” If students are classified as California residents, they will be admitted to the college without paying non-resident tuition. Students classified as non-residents will be required to pay non-resident tuition and capital outlay fee, in addition to the California Enrollment fee, in an amount set by the governing board of the district.

A “California resident” is a person who has resided within California for at least one year and one day prior to the first day of the term of enrollment and can provide documentation of his/her intent to make California their permanent residence.

A “non-resident” student is one who does not have residence in the state for more than one year prior to the residence determination date and cannot provide documentation of intent to make California their permanent residence.

### Establishing Residence

To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home. The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence. The following explanations will assist in determining physical presence and intent.

### Physical Presence

- A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student;
- A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent;
- Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

### Intent

- a) Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling;
- b) A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California the home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section;

- c) A student who is under 19 years of age shall be presumed to have the intent to make California the home for other than a temporary purpose if both the student and his parent(s) have maintained a home in California continuously for the last two years unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section;
- d) A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California the home for other than a temporary purpose as specified in subsection (e) of this section;
- e) The following factors are considered in determining California residency (a minimum of 3 must be provided):
  1. Ownership of residential property or continuous occupancy of rented or leased property in California;
  2. Registering to vote and voting in California;
  3. Licensing from California for professional practice;
  4. Active membership in service or social clubs;
  5. Presence of spouse, children or other close relatives in the state;
  6. Showing California as home address on federal income tax form;
  7. Payment of California state income tax as a resident;
  8. Possessing California motor vehicle license plates;
  9. Possessing a California driver’s license;
  10. Maintaining a permanent military address or home of record in California while in the armed forces;
  11. Establishing and maintaining an active California bank account;
  12. Being the petitioner for a divorce in California.
- f) Conduct inconsistent with a claim of California residence includes but is not limited to:
  1. Maintaining voter registration and voting in another state;
  2. Being the petitioner for a divorce in another state;
  3. Attending an out-of-state institution as a resident of that state;
  4. Declaring non-residence for state income tax purposes.

### Reclassification

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Enrollment Services Office no later than the first day of registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation verifying the student’s intent to become a California resident, evidence of

physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the applicant or student.

- A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent;
- A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date;
- In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence;
- Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

## One-Year Waiting Period

The one-year residency period that a student must meet to be classified as a resident does not begin to run until the student both is present in California and has manifested clear intent to become a California resident.

## Exceptions to Residency Rule

Exceptions to the residency determination as set forth above will be applied to certain factual situations. If the student would otherwise be classified a non-resident, but fits within one of the following exceptions, he or she will be granted resident classification until he or she obtains such classification.

### Examples of some exceptions are:

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at Mt. San Jacinto College;
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification;
- A child or a spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification;
- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent's

durational presence to satisfy the one-year requirement as long as they are not precluded from establishing residence in the United States;

- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification;
- Certain refugees may claim exception from non-resident tuition with documentation from the Immigration and Naturalization Service evidencing that the student is a refugee and establishing that he or she has been a California resident for one year;
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.

## Change of Address

Following is a step-by-step process for changing your address on the Web:

- Go to <https://my.msjc.edu>;
- Log in using your username and password;
- Select "Student EagleAdvisor" across the top black tabs;
- Under the heading "User Account", select "Verify/Update My Address".

## Admission of High School Students

The California Education Code has provided a special program for high school students who are able to benefit from advanced scholastic or vocational studies. To that end, upon the written recommendation of the high school principal, students in grades 11 and 12 may enroll in 8 units of instruction or 2 courses that are not remedial courses. Some *highly qualified* ninth and tenth grade students may be admitted based upon demonstrated ability to handle advanced study. Official transcripts are required. For purposes of this program, remedial courses are defined as any course numbered under 070, such as English 062. In addition, students **MUST** meet all established course prerequisites in order to be admitted to college courses. Please note that completion of high school courses does not always meet college course prerequisites. Consult a college counselor for details on specific courses.

## FALL/SPRING TERMS

- Students in grades 11 or 12 may enroll in any scholastic or vocational course(s)\* numbered 070 or above for which they meet the course prerequisite(s), and where they can benefit;
- Students in the second semester of grade 9 or who are in grade 10 must have a letter of recommendation attesting to the student's ability to benefit from enrollment in the college course or program. The letter of recommendation must come from the student's high school teacher in the same discipline for which the student is requesting permission to enroll. If an

## Admission Information

appropriate, matching discipline is not available at the student's high school, the letter must then come from the student's high school guidance counselor;

- In general, students who are not currently enrolled in the second semester of grade 9 or above are not eligible to enroll in college courses;
- Concurrently enrolled students are limited by statute to 8 units or 2 courses;
- In addition to materials required for special part-time students, concurrently enrolled students desiring to enroll in 12 units must also present written authorization from the K-12 or high school district governing board;
- Because college courses are taught at a much faster pace and require significantly more independent learning, high school students will not be permitted to enroll in courses where they have failed the same course in high school.

\*Scholastic or vocational courses are non-performance courses that may be counted toward an Associate degree or certificate, or for transfer to a four-year institution. History and theory courses such as music or art history, music fundamentals, American Red Cross Lifeguard Training, etc. are considered to be scholastic or vocational, and may be taken by high school students who meet the prerequisites.

These courses have both lecture and lab components to the curriculum. Specifically excluded during the academic year are courses involving activity in physical education and lab courses emphasizing physical skill building that is not needed to reinforce the theory of a lecture course.

### SUMMER SESSION

- Student must have completed grade 9;
- Course must not be available through local high school during the summer;
- Student must meet all prerequisites; and
- Up to 5% of any high school students enrolled in a particular grade (as determined by the high school) may be admitted.

### Process for All Students:

- Submit an MSJC Application for Admission (first semester only).
- Submit a School/Parent Agreement Form (every semester).
- Submit official high school transcript (every semester).
- All students must take the assessment test and go through the orientation process (first semester only).

High School students in grades 9 through 12 wishing to participate in this program must submit a "School/Parent Agreement Form," available at high school counseling offices and at the college's Enrollment Services offices. The form **MUST** be signed by the high school principal and by the parent or legal guardian. The high school principal, by signing this form, assures the college that the high school student is able to benefit from advanced instruction.

The student is responsible for completing the college registration process, which includes completion of an application for admission, submitting official transcripts, taking the assessment placement test, attending an orientation session, and officially registering for classes. This process must be completed before the course begins. No late requests will be considered.

### Special Students Below Grade 9

In extraordinary cases where a student demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of students who have not completed the first semester of 9<sup>th</sup> grade. Such consideration will be on a case-by-case basis, will be limited, and will include completion of the college assessment or other significant documentation of exceptional abilities. Students in this age group who are capable of college level work will usually have already begun high school. Under normal conditions, students still in grade 9 or below will be considered to have not demonstrated college level abilities. MSJC reserves the right to deny admission to courses.

Parents should be aware that college work requires more than an ability to understand material. The college-learning environment requires a level of emotional and intellectual ability, which is significantly above that of an 8<sup>th</sup> grader. Even straight A's in 8<sup>th</sup> grade do not necessarily mean a student is ready for college work. Eighth grade students who request admission will be given individual attention to determine their ability to benefit from college instruction.

Parents are not permitted to attend classes with their children unless they are registered for the course or authorized to attend class to assist a student with an identified disability.

Parents should be aware that they do not have access to their children's records without a signed release from the child.

### Fees

Pursuant to Education Code Section 76300 (f), all special part-time students enrolled in up to and including 11 units per semester at Mt. San Jacinto College while concurrently enrolled in grade 12 or lower are exempt from enrollment fees. When appropriate, students are required to pay non-resident, SGA, student representation, transportation, parking and/or materials fees. Special full-time students enrolled in more than 11 units per semester are required to pay California Enrollment fees.

**NOTE:** While most high schools accept college courses as satisfying high school graduation requirements, it is the high schools' exclusive right to determine what will be accepted, and how it will be counted. Be certain to consult with the high school counselor before assuming how a college course will be counted. In addition, the college can generate official transcripts only after all instructor grades have been submitted. Therefore, semester grades may not be posted on transcripts in time for high school graduations. Where high school districts will accept it, the college will provide

an advance letter indicating course completion to assist the student in going through commencement exercises at the high school.

Grades are not automatically sent to the high school. It is the student's responsibility to sign and submit a transcript request form in time for the college to provide a transcript to the high school. All of the regulations regarding transcript requests apply to high school students as well, including fees. You may now order your official MSJC transcripts online at [my.msjc.edu](http://my.msjc.edu). Login and go to the "Student EagleAdvisor" tab.

College courses completed by high school students carry the full weight of college credit, and will count toward college degrees and/or certificates as outlined in this catalog. These courses become a part of the student's permanent college transcript.

**NOTE:** It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavior, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

## Admission of International Students

Students from outside the United States will be admitted to Mt. San Jacinto College if they meet the general admission requirements and the additional requirements for admission of international students.

Full information on admission of international students is available from the Enrollment Services Office. There is a non-refundable application processing fee of \$100, which will be applied toward the non-resident tuition upon acceptance of the international student.

International students will be required to pay the prevailing non-resident tuition fee, California enrollment fees and any other appropriate fees. Please visit the website for further information at <http://www.msjc.edu/enroll> and click on "International Students."

## Evening Classes

Evening classes are parallel to daytime classes in title and number, prerequisites, course content, outside work required and in examinations. Students may qualify for the Associate in Arts degree or the Associate in Science degree through participation in evening classes. The evening program offers many possibilities: preparation for a vocation, preparation for transfer to the upper division of a four-year college or

university or a chance to gain a better general education. Counseling services are available to help students in their educational planning.

## Maximum Unit Load

During the fall and spring semesters, students may not enroll in more than 20 units. During the summer session, students may not enroll in more than 8 units. Unit load is subject to change without notice.

If you would like to enroll in more than the allowed units, please meet with a counselor.

## CROSS ENROLLMENT

Mt. San Jacinto College participates in a cross-enrollment program with the California State University (CSU) and University of California (UC) campuses. Mt. San Jacinto College students may enroll in one course per term (limited to two courses per year) at any CSU or UC on a space available basis without formal admission and without payment of university tuition fees.

## Qualification Requirements for Cross-Enrollment Programs

You are eligible for Cross Enrollment if you have met all of the following requirements at MSJC:

- Have earned California resident status;
- Completed at least one regular semester at MSJC;
- Earned a grade point average of 2.0 for college work completed;
- Enrolled at MSJC for a minimum of six units for the current term (fall or spring);
- Paid appropriate enrollment fees at home campus;
- Completed appropriate academic preparation for the course you intend to take as determined by the host campus. The host campus is where you will take the additional class (example: CSUSB, CSUSM, UCR, UCSD, etc.).

For further information, see the Counseling Office.

## SCHEDULE OF CLASSES

Mt. San Jacinto College publishes class schedules for the regular academic program and continuing education for each semester. Class schedules are available on the Web at [www.msjc.edu](http://www.msjc.edu). Printed schedules for Continuing Education & Workplace Training (non-credit) are available in the Enrollment Services Office on the San Jacinto and Meniffee Valley campuses, the Temecula Education Complex, and the San Geronio Pass Campus. **Due to budget constraints, class schedules for academic (credit) programs are available online only.**



### OFF-CAMPUS CENTERS

Courses are offered at a variety of high school campuses and other off-campus sites. Check the current schedule of classes for information about course offerings and locations.

Courses taken on either campus or at any off-campus center of Mt. San Jacinto College are all reported on the same transcript and are counted cumulatively toward the student's educational goal.

### Online and Short-Term Offerings

The college provides a wide variety of specially scheduled courses such as Online, Short-term, and courses that are not contained within one of the regular academic terms. All credit courses offered, regardless of scheduling option, meet the requirements and standards established by the college, and result in the award of full college credit.



MSJC Scholarship Motorcycle Run

## ENROLLMENT FEES

### Resident Tuition

(Each semester)

Each unit ..... \$46

### Enrollment Fee Waiver (BOGW)

The Board of Governor’s Waiver (BOGW) ensures that no student who is eligible and who wants to attend Mt. San Jacinto College is denied entrance because of the enrollment fee. To receive a BOGW, a student must be a California resident or be eligible for AB 540, California Non-resident Tuition Exemption, must be either receiving Temporary Assistance to Needy Families (TANF) or Supplemental Social Security or General Assistance, or meet the past year’s income criterion. Complete information is available in the Financial Aid Office.

### Enrollment fees shall be waived for the following:

1. Dependents of certain deceased or disabled veterans and California National Guard members upon certification of fee waiver eligibility by the California Department of Veterans Affairs or the National Guard Adjutant General;
2. The surviving spouse or the child, natural or adopted, of a deceased person who met all the requirements of Education Code section 68120 regarding active law enforcement service or active fire suppression and prevention;
3. A dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he or she meets the financial need requirements for the Cal Grant A Program, pursuant to Education Code section 69432.7 and either the dependent was a resident of California on September 11, 2001, or the individual killed in the attacks was a resident of California on September 11, 2001. The waiver continues until January 1, 2013, for a surviving spouse, and for a surviving child, the exemption continues until the dependent child reaches the age of 30.

### Other Fees\*

Student Activity/Student Government Association Discount Card (optional) .....	\$7
**RTA/Transportation Fee .....	\$6
***Parking Fee fall/spring .....	\$34
***Board of Governor’s Waiver Parking Fee .....	\$20
***Motorcycle Parking Fee .....	\$20
***Parking Fee summer .....	\$15
or \$2 a day from the meter at San Jacinto, Menifee Valley and San Geronio Pass	
Student Representation Fee (optional) .....	\$1
Help-A-Student Fund (optional) .....	\$2

Material fees as listed in the current schedule

\*All fees are subject to change. See current class schedule.

\*\*Less than 6 units, \$5.50 + \$.50; 6 units or more \$5.00 + \$1.00 (Total \$6 reflects RTA and Transportation Service fees)

\*\*\*Only students displaying a current state issued disabled parking placard may park in designated disabled parking spaces. A current, valid MSJC parking permit is also required.

### Pay Fees

You may pay your fees using a credit card (MasterCard, Visa or Discover) by logging on at <http://my.msjc.edu>. In person using a credit card, personal check or cash, you may pay your fees at the Cashier’s Office on the San Jacinto Campus or Menifee Valley Campus. Payments are also accepted at the Temecula Education Complex and the San Geronio Pass Campus during office hours.

### Non-Resident Tuition

Each unit .....	\$184
California Enrollment Fee .....	\$46
Capital Outlay Fee per unit .....	\$44
Total Non-Resident Tuition per unit .....	\$274

A non-resident tuition fee will be charged those students 18 years of age or older at the time of registration, who have not been living in the State of California for a period of one year prior to the date of enrollment. Students under 18 will be charged non-resident tuition if the student’s parents or legal guardian are a resident of another state.

A student who does not qualify for California residency is classified as a non-resident student and is required to pay a non-resident tuition fee. The fee for non-resident tuition is \$184 per unit. This fee is in addition to the \$46 per unit enrollment fee mandated by the State of California. Non-resident students must also pay an additional \$44 per unit capital outlay fee pursuant to Education Code Section 76141.

Students who qualify for California Non-Resident Tuition Exemption (AB 540) are not required to pay the non-resident tuition and capital outlay fees. See AB 540 eligibility below.

## California Non-Resident Tuition Exemption

### For Eligible California High School Graduates (The law passed by the Legislature in 2001 as AB 540: Education Code Section 68130.5)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

#### Requirements

1. The student must have attended a high school (public or private) in California for three (3) or more years;
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam);
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so;
4. Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption; and
5. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation, if required) to each college under consideration.

Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they will not be classified as California residents. They continue to be “non-residents.”

#### California Dream Act of 2011

The California Dream Act of 2011 is the result of two bills, Assembly Bill 130 (AB 130) and Assembly Bill 131 (AB 131). Together, these bills allow undocumented and documented students who meet certain provisions of AB 540 law (see above) to apply for and receive non-state funded scholarships for public colleges and universities (AB 130). Effective January 2013, students may be eligible for state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant (AB 131).

If you are an undocumented AB 540 student, complete the CA Dream Application at [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp) or if you are a U.S. citizen or permanent

resident, complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) to determine your eligibility for financial aid programs.

## Refund Policy

### RESIDENTS

Your enrollment fee, **less a \$10 processing charge**, is returned automatically if you drop by a specific date depending on each course or full refund if the college cancels classes. For short-term classes (less than two weeks), you must drop before the first class meeting. For short-term classes (greater than two weeks) including summer session classes, you must drop prior to 10% of the length of the course. Please refer to your registration statement for specific dates including the refund date, drop without a “W” and drop with a “W” date.

Refunds for your parking fee must be requested through the Enrollment Services Office and a processing fee may be assessed. The processing fee is assessed once per semester. You must submit a “Request for Refund” form and attach your parking permit. No refunds will be made after the second week of instruction.

The processing time for refunds is approximately four weeks. The Student Government Association discount sticker and student representative fee are non-refundable. Keep receipts for reference. Student transcripts, diplomas and registration privileges will be withheld pending settlement of outstanding financial obligations due the college.

If you do not appear in class, do not drop the course and the instructor does not drop you, you will be held responsible for fees. In addition, you may also receive a failing grade.

### Military Withdrawal

Students who have withdrawn from classes due to military orders may request a refund of enrollment fees.

### NON-RESIDENTS

The amount of your tuition that will be refunded depends upon when you drop.

#### Tuition will be refunded as follows:

##### Spring/Fall Sessions Refund

Fees collected in error .....	100%
Cancelled classes initiated by MSJC .....	100%
Drops prior to the end of the second week of instruction .....	100%

##### Drops processed:

During the third week of instruction.....	80%
During the fourth week of instruction.....	60%
During the fifth week of instruction .....	40%
During the sixth week of instruction.....	20%

After the sixth week of instruction, no refunds will be made. Non-resident students enrolling in short-term classes starting after the beginning of the ninth week of instruction will be charged for the additional units of short-term credit regardless of any reduction at that time.

**Summer Session Refund**

Drops processed by second class meeting.....	100%
Third class meeting .....	80%
Fourth class meeting.....	60%
Fifth class meeting.....	40%
Sixth class meeting .....	20%

Mt. San Jacinto College complies with all refund requirements established by the Federal Title 4 Financial Aid Regulations. These refund regulations may differ from the college’s regular refund policy. The college’s current financial aid tuition refund policy may be obtained from the Financial Aid Office.

**SGA Sticker**

The Student Government Association sticker fee helps support a variety of important activities, including theater productions, concerts, recruitment, orientation, athletics, college publications, as well as the activities of recognized college clubs and organizations. The card further assists students by providing discounts on purchases in the bookstore and cafeteria, free admission to home game athletic events (excluding playoffs) and many performing arts events. In addition, SGA sticker holders receive discounts at local area vendors listed on the SGA website under the “Vendor Discount Program.”

**Outstanding Obligations**

If you have outstanding fees/obligations owed to the district, the college will withhold your transcripts, diplomas and registration privileges in the current term and subsequent terms until all fees are paid pursuant to California Education Code, section 72237 and Title 5, section 59410.



### BOOKS AND SUPPLIES

Textbooks and some supplies are available for purchase in the One Stop Eagle Shop Bookstores. They also have an extensive rental program with 500 titles available which can save students up to 65%. A valid student identification and credit card in the student's name is required.

The One Stop Eagle Shop Bookstores are owned and operated by Mt. San Jacinto College. They are dedicated to excellence in customer service. The bookstores provide support for students to achieve their lifelong learning goals to meet the workforce challenges of a changing world, while constantly striving to offer the lowest possible prices. They proudly provide an environment where campus questions/issues can be directed to the appropriate location. The Menifee Valley Campus Bookstore hours are Monday thru Thursday, 8:00 a.m. to 5:00 p.m., and closed on Friday. The San Jacinto Campus Bookstore hours are Monday thru Thursday, 8:00 a.m. to 5:00 p.m., and closed on Friday. The bookstores are closed for all school holidays. They offer extended hours the first two weeks of each semester. Book Buy Back occurs during the week of finals. Check the bookstores for dates and times.

The One Stop Eagle Shop Bookstores offer services including online shopping at <http://eagleshop.msjc.edu/msjcc> or <http://eagleshop.msjc.edu/msjcme>. Other services include ATM machine, postage stamps, greeting cards, emblematic items, candy, soda, snacks, and graduation regalia. Scantron vending machines are located in the Student Centers on each campus, including the Temecula Education Complex and the San Geronio Pass Campus

### Textbook Refund Policy

Refunds for books purchased from our bookstores are available five (5) business days from the start of class and ten (10) business days with a valid drop slip. Books purchased after the first five (5) days of class are not returnable. Registration and Program Change Forms (drop slips) are required. Books purchased for cancelled classes are returnable. Save your receipt! It is required for all refunds and exchanges. No Receipt – No Refund – No Exceptions! Books must be returned in original condition. Shrink-wrapped textbooks and syllabi which are opened are not returnable. You are responsible for the condition of the books you buy. Check them carefully before purchasing as used books are not guaranteed. The bookstore reserves the right to make the decision on the condition of items returned. Returned internet/mail order book purchases are subject to the same stipulations as in-store sales.

### HEOA Law – Effective July 1, 2010

The bookstores are in compliance with the HEOA Law. For a list of textbooks and price information, please go to the MSJC website at [www.msjc.edu](http://www.msjc.edu). Under "Quick Links" on the lower right area of the webpage, just click on either SJC Bookstore or MVC Bookstore to access the information. The information is updated as it becomes available.

### Book Buy-Back Policy

Book buy-back occurs during finals week. Your receipt is not required. Fifty percent (50%) of the purchase price will be paid under the following conditions: 1) The book must be adopted for use in the upcoming semester; and, 2) The bookstore must need additional stock of the book. Books determined to be water-damaged or in a condition unacceptable for resale will not be purchased. The wholesaler may buy various other titled books at wholesale prices. The bookstore cannot guarantee the buy-back of any book.

### Student Records and Privacy Act

#### Definitions

For the purposes of this policy, Mt. San Jacinto Community College District (MSJCCD) uses the following definitions of terms:

- Student – any person who attends or has attended Mt. San Jacinto College (MSJC)
- Education records – any record (in handwriting, print, tapes, film, photograph or other medium) maintained by MSJC or any agent of the college that is directly related to a student, except:
  - A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
  - An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
  - Records maintained by MSJC security if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and does not have access to education records maintained by the college;
  - Records maintained by health services if the records are used only for treatment of a student and made available only to those people providing the treatment; and
  - Alumni records containing information about a student after he or she is no longer in attendance at the college and the records do not relate to the person as a student.

### Family Educational Rights and Privacy Act (FERPA)

All student records of Mt. San Jacinto College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A copy of the complete text of this act is available in the college library (see "Family Educational and Privacy Rights" in Shepherd's Acts and Cases by Popular Names). The two basic elements of

the act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

Further information about the federal regulation may be found at <http://ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### Annual Notification

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the college catalog.

## Procedure to Inspect Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate college staff person a written request identifying as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be within 45 days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that related to him or her.

## Right to Refuse Access

MSJC reserves the right to refuse student access to the following records:

- The financial statement of the student's parents;
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975;
- Those records which are excluded from the FERPA definition of education records.

## Refusal to Provide Copies

MSJC reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of the college;
- The student has an unpaid financial obligation to the college;
- There is an unresolved disciplinary action against the student.

## Fees for Copies of Records

The fee for copies will be 10¢ per page. The cost of a subpoena is \$15.

## Directory Information

Mt. San Jacinto College designates the name, participation in officially recognized activities and sports, weight, height and high school graduation of athletic team members, photographs and degrees/awards/honors received, including the President's Honor List, as directory information.

Unless the individual student files a written statement within the first two weeks of each semester requesting that the directory information not be released, the college may make directory information available to various agencies, companies and people.

Student names and addresses may be provided to a private or public school or college. No private or public school or college shall use this information for other than purposes directly related to the academic or professional goals of the institution.

Directory information and other personal information may be given to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.

## Types, Locations and Custodians of Education Records

The following is a list of the types of records that the college maintains, their location and their custodians:

Type	Location	Custodian
Admissions & Records	Enrollment Services	Associate Dean, Enrollment Services
Academic Records	Enrollment Services	Associate Dean, Enrollment Services
Cumulative Records	Enrollment Services	Director, Enrollment Services
Financial Aid Records	Financial Aid Office	Associate Dean, Financial Aid
Financial Records	Business Services	Dean, Business Services
Disciplinary Records	Student Services	Vice President, Student Services

All records received for students become the property of Mt. San Jacinto College. No original record shall be given to a student.

## Disclosure of Education Records

MSJC will disclose information from a student's education record only with the written consent of the student, except to:

## Records

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1. College officials who have a legitimate educational interest in the records;
  - A. A college official is:
    - A person employed by the college in an administrative, supervisory, academic, research or support staff position;
    - A person elected to the Board of Trustees; or
    - A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
  - B. A college official has a legitimate educational interest if the official is:
    - Performing a task that is specified in his or her position description or by a contract agreement;
    - Performing a task related to the student's education;
    - Performing a task related to the discipline of a student; or
    - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. To officials of another school or college, upon request, in which a student seeks or intends to enroll;
3. To certain officials of the U.S. Department of Education, the Controller General and state and local educational authorities, in connection with certain state or federally supported education programs;
4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for, or on behalf of the college;
6. To accrediting organizations to carry out their functions;
7. To comply with a judicial order or a lawfully issued subpoena;
8. To appropriate parties in a health or safety emergency.

### Record of Request for Disclosure

MSJC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

### Correction of Education Records

Any student may file a written request with the Superintendent/President to correct or remove information recorded in his student records which he or she alleges to be inaccurate; an unsubstantiated personal conclusion or inference; a conclusion or inference outside of the observer's area of competence; or not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of such request, the Superintendent/President or his designee shall meet with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the college.

The Superintendent/President or his designee shall then sustain or deny the allegations. If the Superintendent/President or his designee sustains any or all of the allegations, he shall order the correction or removal and destruction of the information. If the Superintendent/President or his designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may, within 30 days of the refusal, appeal the decision in writing to the Board of Trustees

Within 30 days of receipt of such an appeal, the Board of Trustees shall, in closed session with the student and the certificated employee who recorded the information in question, if any, and if the college presently employs such employee, determine to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his designee to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision of the Board of Trustees is unfavorable to the student, or if the student accepts an unfavorable decision by the Superintendent/President, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's records until such time as the information objected to is either corrected or removed.





## The Solomon Amendment

Federal Statute (Public Law 104-208 and Public Law 104-206, commonly known as the Solomon Amendment) requires that Mt. San Jacinto College provide student directory information, (which includes name, address and telephone numbers) to the Department of Defense, including military recruiters, upon request.

## Knowing Your Responsibilities

Mt. San Jacinto College provides you with a wide variety of academic assistance and personal support, but it is up to you to know when you need help and to seek it out.

It is your responsibility to keep informed and to obey the rules, regulations and policies, which control your academic standing and your life as an MSJC student.

Meeting deadlines, completing prerequisites and satisfying the degree and certificate requirements, as found in the program planning guides and in this catalog, are all part of your duties as a student.

Consult this catalog, college announcements, student email account at <http://my.msjc.edu> and the schedule of classes for the information you need.

## ATTENDANCE REQUIREMENTS

Students are expected to attend all classes in which they are enrolled. Experience demonstrates that absence and tardiness contribute to academic failure. Absence interferes with the instructional process; the legitimacy of the reason for absence in no way mitigates the loss incurred.

The instructor of a course is in the best position to judge the effect of any absence on the progress of a student in that course; hence, it is the instructor's prerogative to report excessive absence, to recommend withdrawal or to drop a student from the course when, in the instructor's judgment, such absence has seriously interfered with learning.

Absence due to illness or absence due to participation in a college-sponsored activity certainly introduces the element of extenuating circumstance and presumably will be factors in the instructor's judgment.

Make-up work for absence of any kind must be completed to the satisfaction of the instructor. All instructors recognize the unavoidable nature of illness, and it is institutional policy to support and encourage student involvement in significant activities and experiences outside the classroom. Even so, no absence, whatever the reason, relieves the student of responsibility for completing all work assigned.

Each instructor will, through the course syllabus and the official course outline of record, establish the grading criteria; specify the written course of objectives and the standards for attendance in each class.

## Attendance at First Class Meeting

It is extremely important for a student to attend the first class meeting after his or her registration. Instructors are authorized to drop students who do not appear for the first class meeting to make room for others who desire to take the class.

## UNIT OF CREDIT

A unit of credit is approximately one hour of class plus two hours of study per week, or three hours of laboratory per week carried through the term. For each hour of lecture/discussion, two hours of preparation are assumed. To receive credit, the student must be officially enrolled in the course. Students not officially enrolled by the proper date will not receive credit for the course, even if they complete all course work.

## FINAL EXAMINATIONS

No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than that regularly scheduled.

Special permission must be obtained from the instructor for an individual student to take final examinations at other than the regularly scheduled time.



## GRADING POLICY

### Academic Records Symbols and Grade-Point Average (GPA)

Evaluation symbols (grades) are issued in each course at the end of each semester and summer session. The unit of measure utilized at Mt. San Jacinto College is the semester unit.

Students must obtain their final grades by Web. Students may log in at <http://my.msjc.edu>. The college does not mail grades.

In the absence of mistake (to include clerical errors and errors made by an instructor in calculating a student's grade), fraud, incompetence or bad faith, the determination of the student's grade by the instructor shall be final. Final grades are recorded on a transcript, which is the student's official permanent record of all grades issued. Questions regarding final grades of record should be addressed to the attention of the Enrollment Services Office. Evaluative grades are averaged on the basis of the point equivalencies to determine a student's grade-point-average. (**Note:** The symbol "P" is an evaluative symbol without grade points.) Non-evaluative symbols are not used in calculating grade point averages. Evaluative symbols and grade points are as follows:

Evaluative Grade	Symbols Definition	Grade Point Average
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P*	Pass (not counted in GPA)	
NP**	No Pass (not counted in GPA)	

\*P grades reflect at least satisfactory performance. Units are awarded.

\*\*NP grades reflect less than satisfactory or failing performance. No units are awarded.

Non-Evaluative Symbols		
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

### Calculation of Grade-Point Average

The quality of a student's work for one semester is measured by his or her grade-point average (GPA). His or her cumulative GPA indicates the quality of all work a student has completed at the college through one or more semesters.

In calculating students' degree applicable grade point averages, grades earned in non-degree credit courses shall not be included.

#### GPA is determined by:

- Multiplying the number of grade points equivalent to the letter grade received by the number of semester hours for that course
- Adding the grade points received in all courses during the semester
- Dividing the total number of grade points by the total number of semester hours attempted (See example)

Example				
Course	Grade	Grade Value	Semester Hours	Total Grade Points
ENGL-101	B	3	4	12
PSYC-100	A	4	3	12
MATH-140	C	2	4	8
BIOL-110	D	1	4	4
PE-112	A	4	1	4
			16	40
Divide the 40 grade points by the 16 semester hours attempted for a semester grade-point average of 2.50.				

During graduation evaluation, the same process using all grades received for all degree applicable courses and all grades accepted from other accredited colleges and universities determines the cumulative grade-point average for students earning the Associate in Arts or Associate in Science degree. Proficiency credit and CLEP earned at MSJC appear on a student's official transcript, but do not carry any grade value and, therefore, does not affect a student's grade-point average.

### Non-Evaluative Symbols Definitions

**I Incomplete:** Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. In a written record, the instructor shall state the condition for removal of the "I." This record must be given to the student with a copy on file with the Enrollment Services Office until the "I" is made up or the time limit

has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than six weeks within the subsequent term (excluding summer session) in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The “I” symbol shall not be used in calculating units attempted or for grade points.

**IP In Progress:** The “IP” symbol shall be used to denote that the class is scheduled to extend 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 record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.

**RD Report Delayed:** Only the Director of Enrollment Services may assign the “RD” symbol. 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.

**NOTE:** On rare occasions, circumstances beyond the control of Mt. San Jacinto College require that grade reports be issued before some grades are entered. While every effort is made to avoid this situation, there are times when it is unavoidable.

**W Withdrawal:** The “W” symbol shall be used to denote withdrawal from a class. The grade indicates that the course has been removed from the student’s program of study without credit and is not included in the grade point computation.

No notation of “W” or other grade or course entry shall be made on the academic record of the student who withdraws prior to the census date. The census date in a 17-week term is Monday of the third week of instruction. The census date in an 18-week term is Monday of the fourth week of instruction. Additionally, no notation of “W” shall be made on the academic record of the student who withdraws during the summer session and/or short-term class(es) prior to 20% of the course.

The “W” shall not be used in calculating grade-point averages. However, units attempted for which “W” is recorded shall be considered in probation and dismissal procedures.

The “W” shall not be used in calculating grade-point averages. However, units attempted for which “W” is recorded shall be considered in probation and dismissal procedures.

**MW Military Withdrawal:** Occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a “MW” symbol will be assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

## Petition to Withdraw

Students who have verifiable extenuating circumstances beyond their control may petition for an exception to withdraw from a class after 75% of the term or course and receive a “W” grade. Under normal circumstances, students will be required to drop all classes unless the student can document reason(s) to drop less than all classes. This may be done by completing a *Petition to Drop a Class(es) Beyond 75% of the Term* with supportive documentation attached. The instructor of each course during the semester/term must agree to the withdrawal. Once the form is completed, attach the required documentation to support the request, i.e. verification from medical provider, hospital records, employer, etc., and secure the signature of the instructor(s). The form should be submitted in its entirety to Enrollment Services for the Associate Dean or Director to review. Extenuating circumstances may be severe illness, hospitalization, employment, relocation, death of a family member or incarceration.

## Grade Change Policy

In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the above-stated grading system. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency. The instructor of record may correct grades given in error. All grade changes must take place within five years of initial award of grade.

## Pass/No Pass

Mt. San Jacinto College shall authorize a maximum of twelve (12) pass/no pass units for students to meet college degree and/or certificate requirements.

A “pass” symbol is defined as a grade of “C” (satisfactory) or better. Attendance requirements are the same for students taking the course for “pass/no pass” as those taking the course for a letter grade. The assignments made for students taking the course for “pass/no pass” are the same assignments made for those taking the course for a letter grade.

Students electing this option must file an *Application for Pass/No Pass* in the Enrollment Services Office by the end of the fifth (5<sup>th</sup>) week of a full-term semester or by the end of the first 30% of a short-term course.

Although “pass/no pass” grades are allowed in all designated courses, students should be aware that transfer institutions may not accept courses for transfer taken in a student’s major for which a grade of “P” has been earned. Units earned on a “pass/no pass” basis shall not be used to calculate grade-point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

### Limitations of Basic Skills and ESL Credit

Students enrolled in basic skills courses may earn up to thirty (30) units of pass/no pass units. Students enrolled in English as a second language courses and students identified by the district as having a learning disability are exempt from the thirty-unit limitation.

### Documentation Notice

Every effort is made to accurately record all student transactions. However, in case of an error in records, it is the student's responsibility to present receipts and official copies of other pertinent documents in order to obtain adjustments in college records. Students are urged to retain all receipts, registration statements, printed schedules, and other college documents in a safe place for future reference.

### Standards for Probation

#### Academic Probation

A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average of below 2.0 (C) in all units that were graded on the basis of the grading scale.

#### Progress Probation

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NC" and "NP" are recorded reaches or exceeds fifty percent (50%). While on probation, the college will make every reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. This assistance may include the regulation of the student's study load in accordance with the demonstrated aptitudes and achievements.

Students receiving financial assistance are also subject to additional satisfactory academic progress requirements.

#### Removal from Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade-point average is 2.0 (C) or higher.

A student on progress probation because of an excess of units where entries of "W," "I," "NC" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

## STANDARDS FOR DISMISSAL

### Academic Dismissal

A student on Academic Probation is subject to dismissal when the student earns a cumulative grade point average of less than 1.75 in all units attempted in three consecutive semesters.

### Progress Dismissal

A student on Progress Probation is subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are reported in at least three (3) consecutive semesters reaches or exceeds fifty (50) percent.

### Dismissal Period

A student may be required to remain out of college one semester, excluding the summer term, but may return on probationary status after one semester's absence.

### Appeal Option

A dismissed student may submit an appeal to Enrollment Services for permission to enroll without loss of one semester if the student feels that the cause for the dismissal reflects extenuating circumstances. The burden of written documentation in support of these circumstances remains with the student.

### Exceptions

A student may submit a petition to Enrollment Services for readmission following dismissal if their dismissal arises from one of the following:

1. Military service obligations
2. Unusual personal problems which interfered with academic performance
3. Serious health problems, substantiated by a doctor's statement, which affected academic performance
4. Conditions that their counselor determines may be rectified by a change of curriculum

### Academic Renewal Regulations

The Academic Renewal Procedure (55046 California Code of Regulations Title 5) permits the alleviation of a student's previously recorded substandard academic performance which is not reflective of the student's present demonstrated ability and level of performance. As a consequence, Academic Renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Mt. San Jacinto College may disregard particular previously recorded substandard work from a student's cumulative grade point average (GPA). The regulations for course alleviation follow:

1. Up to 18 units may be alleviated from a Mt. San Jacinto College transcript; however, units taken from another college(s) will not be alleviated.
2. Units alleviated may be requested for one or multiple academic terms in any combination.
3. A minimum of twelve (12) months must have elapsed since the most recent coursework to be alleviated was recorded.
4. A minimum of twelve (12) units must be completed at any accredited college or university, with a grade point average of 2.0 in all units since the last semester of requested renewal. Official transcripts are required for units completed at another institution.
5. Courses used in the major in awarding an Associate Degree cannot be alleviated.
6. A student may be granted academic renewal only once and is irreversible once posted to the transcript. Units alleviated will remain on the transcript and will be annotated appropriately but will not be calculated into the overall grade point average.
7. Academic renewal by Mt. San Jacinto College does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.
8. All alleviated unit totals will count as attempted units for financial aid purposes.
9. Only substandard grades (D, F, NC and NP) can be alleviated.
10. Academic Renewal may be accomplished by submitting a petition to the Enrollment Services Department.

No part of the regulations and procedures shall conflict with (a) Education Code, §76224, pertaining to the finality of grades assigned by instructors, and (b) Chapter 2.5 of Division of Title 5 (commencing with section 59020), pertaining to the retention and destruction of records, and particularly section 59023 (c) relating to the permanency of certain student records.

## Course Repetition and Withdrawal

Students who have been awarded any of the following grade symbols “D,” “F,” “NC,” “NP” or “W” will only be allowed to repeat the same course twice, for a total maximum enrollment of three times. Military Withdrawals “MW” are excluded from this limitation. Withdrawals resulting in no notation of a “W” grade are allowed within the first 20 percent of a course. In cases where extenuating circumstances exist, students may file a *Petition to Repeat* the course one additional time (whether the prior enrollment was due to a substandard grade or a withdrawal). *Petition to Repeat* forms can be obtained and submitted to the Enrollment Services Office. Extenuating circumstances are defined as verified accidents, illnesses or other circumstances beyond

the control of the student. Students will be required to attach documentation to their petition to substantiate the request, such as letters from hospitals, physicians, law enforcement agencies, attorneys, etc. When course repetition is approved pursuant to this provision, the previous grade and credit earned (if any) shall be disregarded in computing the student’s grade point average each time the course is repeated. When academic forgiveness is applied to a course, the course is still counted toward the maximum enrollment limitation. The student’s permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a complete and true academic history. Participation in an intervention program may be required..

## Equivalent Courses to Alleviate Substandard Grades

Students may replace an unsatisfactory grade by repeating a course that has been revised in one of two ways: (a) the units of the revised course must be more than the units of the previous course; or (b) the units of the revised course must be one unit less than the units of the previous course. If the units of the revised course are two (2) or more units less than those of the previous course, then the student may not replace the unsatisfactory grade.

## Repeatable Courses

The following types of courses may be designated as repeatable courses and are identified in the catalog’s course descriptions:

- Intercollegiate academic or vocational competition courses (§55002)
  - o MSJC does not currently have any such courses
- Intercollegiate athletic courses (§55000)
  - o Identified in the program pages of the catalog
- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree
  - o Identified in the program pages of the catalog

Limitation on Enrollment within Related-Content Groups (refer to program pages for specific related-content groups information)

Courses which are “active participatory courses” (Title 5, §55000) and courses which are in “Physical Education, Visual Arts, or Performing Arts” (Title 5, §55040) shall be placed in related-content groups to be designated by discipline faculty and approved by the Executive Curriculum Committee and forwarded to the Curriculum Committee for approval. Per Title 5, §55040(c) a student may enroll in “related active participatory courses [aka a related-content group]...for no more than four (4) semesters or six (6) quarters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.”

## General Regulations

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Instances where a course is repeatable to the individual student include the following and require the student to submit a *Petition to Repeat* to Enrollment Services with justifiable documentation:

- Special courses for students with disabilities (§55040(b)(7), §56029)
- Courses required for legally mandated training (§55040(b)(8), §55000)
- Courses necessary for employment or licensure due to significant change in industry or licensure standards (§55040(9))
- Courses that are Occupational Internships (up to a total of 16 units of credit)

When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average. All attempts, including "W" and substandard grades will count toward the enrollment limitation. When repetition occurs, the student's permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a complete and true academic history.

### Procedures for Repetition – Significant Lapse of Time

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course;
- The student has submitted a *Petition to Repeat* to Enrollment Services with documentation of a recency prerequisite.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted.

When a course is repeated due to a significant lapse of time, the District shall disregard the previous grade and credit when computing a student's grade point average.

### Time Conflicts

Students will not be permitted to register for classes that are scheduled to meet at the same time or at overlapping times.

### Multiple Enrollments

Students shall only be permitted to enroll in two or more sections of the same credit course during the same term if the length of the course is such that the student is not enrolled in more than one section at any given time.

## Auditing

Students who are not interested in earning credits may audit courses for a fee of \$15 a unit for each semester or intersession. The auditing student is essentially a listener, who does not take examinations or receive credit.

- Auditing of a course is at the discretion and permission of the instructor and has no impact on enrollment capacity.
- The audit fee shall be \$15 per unit per semester or intersession. (Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester.)
- Priority in class enrollment shall be given to students desiring to take the course for credit. Therefore, enrollment for audit will not be permitted until the second week of instruction for full-term classes and the second day of instruction for short-term and summer classes.
- Auditing requests are made through the instructor and with the approval of the area Dean of Instruction during the second week of the term. No audit requests are accepted after 10% of the course.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit.
- If a student registers for a class, he/she may not make the request to audit.
- The college may levy a fee on materials used by the student. This fee will be in addition to the auditing fee.
- The college will maintain no attendance or transcript record
- No refunds will be made for student withdrawals unless the college cancels the course.
- Rules and regulations pertaining to the credit student are applicable to the auditing student except tests and grade responsibility.

## Program Changes

Any student wishing to add or drop classes after enrollment may login at <http://my.msac.edu>. However, commencing the day of the first class meeting, instructor approval is required for all registration via late add codes. Add codes are provided by the instructor and must be used by the expiration date. After the late add code expiration date, a student is required to submit a *Petition to Enter Class Late* to Enrollment Services. This form **MUST** be signed by the instructor. Students may not drop a class beyond 75% of the course length. You may request a registration statement from Enrollment Services for specific dates, including refund date, drop without a "W" date and drop with a "W" date.

## Transcripts and Enrollment Verifications

Upon a student's written request, Mt. San Jacinto College will forward an official transcript to another institution or other designated location. The transcript is a duly certified record of all work completed at Mt. San Jacinto College. The first two transcripts and/or

enrollment verifications are furnished free of charge upon written request. Additional transcripts and/or enrollment verifications may be obtained for an additional fee. Rush transcripts and/or enrollment verifications are available for an additional service fee. Rush requests are normally processed while you wait, or mailed within 24 hours of receipt of written request. For information on fees, please refer to [www.msjc.edu](http://www.msjc.edu). Click on Admissions, FAQs and then “What Fees do I have to pay?”

The following types of enrollment verifications will not be charged a service fee:

- Scholarship Verifications
- Child Care Verifications
- GPA Verifications
- In-School Loan Deferment Requests
- Verifications as required for public assistance, rehabilitation, unemployment or other California State services/benefits
- Verifications as required for U.S. Military Agencies or Veterans Affairs Services

High School and college transcripts, which are submitted by other institutions to the Enrollment Services Offices for you, become the property of Mt. San Jacinto College and are not forwarded to other institutions, nor are copies provided to students. Unofficial transcripts are available online at <http://my.msjc.edu>.

## Academic Standing

A student who is in good academic standing is one who has a cumulative GPA of 2.0 (C) or higher.

## Minimum Load

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

- The load requirements for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), for Chapter 35 (War Orphans) and Federal Student Financial Aid are:

Full-time..... 12 units  
 Three-fourth time..... 9-11 units  
 One-half time ..... 6-8 units

- Full-time load to maintain status as an “F-1” visa (international student) requirement; 12 units per semester.
- Eligibility to participate in intercollegiate athletics: A student/athlete must be actively enrolled in a minimum of 12 units at his or her community college during the seasons of competition, complete 24 units between season of sports to participate in a second season of the sport and maintain a 2.0 (C) or better grade-point average. See the Dean of Student Services, Physical Education and Athletics for conference regulations.

- Eligibility to participate in student government requires enrollment in 6 or more units during the semester of participation. Contact the Student Government Association Office for other requirements.
- Federal Pell Grants are paid on the basis of less than one-half, one-half, three-fourths or full-time enrollment. Any number of units will qualify an otherwise eligible student for a part-time payment on a Pell Grant.
- Eligibility for EOP&S or the CARE program requires full-time enrollment (12 units).

## Schedule Limitations

A regular program is 15 to 18 units, including an activity course in physical education. The maximum load for any student is 20 units for the fall and spring semesters. The maximum load for summer session is 8 units. Exceptions will be made only by signed recommendation of a counselor on a *Student Petition Form* submitted to the Enrollment Services Office.

## HONORS

### Graduation Honors

“With distinction” is accorded those MSJC graduates whose degree applicable cumulative grade-point average is 3.5 or higher in all college work attempted. These graduates wear a gold tassel during commencement.

The names of the candidates for graduation and their GPA group designation will be published in the commencement program.

### President’s Honor List

The Vice President of Student Services recognizes each semester’s outstanding scholars by publishing a list of those who carried 12 or more units of work the previous semester and whose grade-point average is 3.5 or better in all courses attempted. The Superintendent/President then commends each scholar in a written letter and provides a list to the Board of Trustees at a regularly scheduled meeting. Graduates may be on this list independently of qualifying for “with distinction.”



### POLICY FOR EARNING COLLEGE CREDIT

The college provides the following methods of receiving credit for units toward graduation:

- A. Enrollment – The student may enroll in a course and master the objectives required for college credit.
- B. Testing – The student may demonstrate proficiency in a course and receive college credit by taking a written examination or any other approved method which shows the student has mastered the objectives of the course. These methods include:
  1. Credit by Examination – The individual department and/or instructor has the final decision of whether or not the test will be administered. If approved by the instructor, a student who has completed 12 or more units with a 2.0 GPA at MSJC may be granted credit for satisfactorily passing an examination conducted by proper authorities of the college. Such credit may be granted only to a student who is in good standing and registered in a course of three units or more at the time credit by examination is authorized. Credit by examination is allowed only for courses listed in the catalog and is not authorized for a course in which a student is currently enrolled or has already earned a grade in the course including a “W” grade. The examination will be comprehensive and a grade of credit will be recorded on the student academic record and clearly annotated to reflect that the credit was earned by examination. No grade points will be assigned and the credit by examination units cannot exceed twelve (12) as applicable to graduation or counted in determining the twelve (12) units required for residency. Concurrent approval of the instructor, Dean of Instruction, and Director of Enrollment Services is required prior to taking the examination. The approval form is obtained in the Enrollment Services Office and fees are paid in the Cashiers Office. Non-residents are required to pay for these additional units as non-resident tuition. Credit by examination is not treated as part of the student’s class load and is not considered for financial aid or veteran’s benefits in the application of those regulations. The BOGW does not pay enrollment fees for credit by examination. The deadline to apply for credit by examination is Friday of the third week of Fall and Spring terms. Summer session is Thursday of the second week of instruction. The exam deadline for credit by examination is Friday of the 8th week of Fall and Spring terms. Summer session is Thursday of the 5th week of instruction.

2. Tech Prep – Credit by Exam for High School Classes - The Tech Prep program awards college credit to high school students who earn an “A” or “B” in career-related “articulated” high school courses. An articulated course is one in which the high school teacher and the Mt. San Jacinto College faculty have “formally agreed” that the high school course outline, syllabus, textbook, midterm and/or final exam are comparable to those in a course of the same major at Mt. San Jacinto College and that the final exam score will be used as a credit-by-exam for the comparable Mt. San Jacinto College course. (California Education Code §55753.5) MSJC will not award grade points to Tech Prep courses and the units cannot exceed nine (9) as applicable to a specific Certificate or Associate degree at graduation or counted in determining the twelve (12) units required for residency at MSJC. Tech Prep units will be awarded to the high school student’s MSJC transcript within one semester after the high school posts and forwards the high school transcript to MSJC. MSJC will not require Tech Prep approved students to meet the 12 unit residency requirement prior to posting these units.
3. CLEP – A student who has completed MSJC’s residency requirement of twelve (12) or more units with a 2.0 GPA may earn up to 30 semester units of credit/no credit by successful completion of the College Level Examination Program. For amount and type of credit, please refer to the CLEP table in this catalog, the Enrollment Services Office or a counselor. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit. Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester hours for credit in residence required for graduation.

**NOTE:**

A total of 12 pass/no pass units may be used toward the 18 A.A./A.S. degree unit requirements.

<b>CLEP EXAMINATION MT. SAN JACINTO COLLEGE APPROVED EQUIVALENTS</b>				
CLEP Exam (College-Level Examination Program)	Minimum Score	MSJC Course deemed similar by faculty AA/AS internal use only	MSJC GE Area and units awarded	CSU GE Area and units awarded
American Government	50	PS 101	B1 or B2 (3 units)	D8 (3 units)
American Literature	50	ENGL 207 or 208	C (3 units)	C2 (3 units)
Analyzing and Interpreting Literature	50	ENGL 106	C (3 units)	C2 (3 units)
Biology (no lab credit awarded)	50	BIOL 115 (no lab units awarded)	A (3 units)	B2 (3 units)
Calculus	50	MATH 211	G (3 units)	B4 (3 units)
Chemistry (no lab credit awarded)	50	N/A	A (3 units)	B1 (3 units)
College Algebra	50	MATH 105	G (3 units)	B4 (3 units)
College Algebra- Trigonometry	50	N/A	G (3 units)	B4 (3 units)
English Literature	50	ENGL 230 or 231	C (3 units)	C2 (3 units)
French Level I	50	FREN 101	N/A	N/A
French Level II	59	FREN 102	C (3 units)	C2 (3 units)
German Level II	60	N/A	C (3 units)	C2 (3 units)
History, United States I	50	HIST 111	B1 or B2 (3 units)	D6 + US 1 (3 units)
History, United States II	50	HIST 112	B1 or B2 (3 units)	D6 + US 1 (3 units)
Human Growth and Development	50	PSYC 103	B2 (3 units)	E (3 units)
Humanities	50	N/A	C (3 units)	C2 (3 units)
Introductory Psychology	50	PSYC 101	B2 (3 units)	D9 (3 units)
Introductory Sociology	50	SOCI 101	B2 (3 units)	D0 (3 units)
Natural Sciences (no lab credit awarded)	50	N/A	A (3 units)	B1 or B2 (3 units)
Pre-Calculus	50	MATH 110	G (3 units)	B4 (3 units)
Principles of Macroeconomics	50	ECON 201	B2 (3 units)	D2 (3 units)
Principles of Microeconomics	50	ECON 202	B2 (3 units)	D2 (3 units)
Principles of Marketing	50	BADM 205	N/A	N/A
Introductory Sociology	50	SOCI 101	N/A	N/A
Spanish Level I	50	SPAN 101	N/A	N/A
Spanish Level II	63	SPAN 102	C (3 units)	C2 (3 units)
Trigonometry	50	N/A	G (3 units)	B4 (3 units)
Western Civilization I	50	HIST 101	B2 or C (3 units)	C2 or D6 (3 units)
Western Civilizations II	50	HIST 102	B2 (3 units)	D6 (3 units)

**Please note:**

The Academic Senate of the California Community College System approved the alignment of a California Community College general education (CCC GE) CLEP exam score equivalency list that is aligned with the California State University (CSU) GE CLEP exam score equivalency lists effective fall 2011. This realignment impacts the units allowed, catalog rights to previous approved units will apply.

A maximum of 12 semester units of CLEP may be used to meet MSJC's AA/AS degrees and certificates. Each California State University will determine how CLEP exams are accepted. Check with your transfer institution for correct CLEP transfer information.

The University of California system will not accept CLEP exams.



## General Regulations

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- C. Advanced Placement at MSJC - MSJC participates in the Advanced Placement Program (AP) offered by the College Board. Advanced Placement Courses are posted to the student's permanent record and annotated as earned credit. Students will be granted semester unit credit as listed below. Advanced Placement credit shall be granted at MSJC according to the following policies:
1. AP test scores of 3, 4 or 5 are considered satisfactory for earning college credit. No credit will be given for scores of 1 or 2.
  2. AP credit can be used to certify general education requirements for transfer to the University of California and California State University under the Intersegmental General Education Transfer Curriculum (IGETC) where our faculty recognize the equivalency between the AP exam and our IGETC approved course and the CSU General Education Breadth pattern approved by CSU faculty (as listed on the following pages).
  3. AP credit units granted at MSJC do not necessarily transfer to other colleges and universities unless noted below. The transferability of AP credit outside of MSJC's is determined by each four-year college or university according to their policies. For further information, please refer to each college or university's own catalog.
  4. Students will not be given duplicate credit for college courses and exams.
  5. Students can petition to obtain AP credit by completing the Student Petition Form and submitting it with a copy of their AP test scores to the Enrollment Services Office. Exams and courses for which AP credit is granted will be posted on the student's transcript when they have completed 12 units of MSJC course work with a 2.0 GPA or higher.
  6. AP credit can be used to meet MSJC graduation requirements for AA and AS degrees (as listed on the following pages).

### **Advanced Placement Examinations for California State University General Education-Breadth Certification**

Per CSU General Education Advisory Committee: Beginning Fall 1997 term and beyond, all institutions participating in General Education-Breadth Certification may treat the AP examinations on the list below as though they were incorporated in the institutions' own General Education-Breadth Certification list.

The following Advanced Placement examinations may be incorporated into certification of completion of CSU General Education-Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment

of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

### **Advanced Placement Examinations for the University of California System**

The University of California grants credit for all College Board Advanced Placement Tests in which a student scores 3 or higher. The credit may be subject credit, graduation credit or credit toward general education or breadth requirements, as determined by evaluators at each UC campus.

The units granted for AP tests are not counted toward the maximum number of credits required for formal declaration of an undergraduate major or the maximum number of units a student may accumulate prior to graduation from the University.

Students who enter the University with AP credit do not have to declare a major earlier than other students, nor are they required to graduate earlier. Counselors should advise students that the College Board reports all AP test results to the University. Students may not choose which test scores they wish reported.

Students should be aware that college courses taken prior to or after enrolling at the University may duplicate the content of AP examinations. In these cases, the University may not award credit for both the course and the AP exam.

Credit awarded for Advanced Placement tests is described by campus (see appropriate UC catalog). Even if subject credit or credit toward specific requirements is not mentioned in the campus lists, students receive University credit as described above for all AP tests on which they score 3 or higher. The unit maximums noted in the box for subjects with more than one examination applies in all schools and colleges at all campuses.

Note about AB Sub score on Calculus BC Examination: Students who take the Calculus BC examination and earn a sub score of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

Note about Music Theory Sub score: The University grants credit for the full Music Theory exam. Students who earn only a sub score will not receive exam credit.

The University grants credit for AP tests as described in the following chart. Credit is expressed in quarter and semester units. Space does not permit discussion of how AP credit is granted for each program, so students should be advised to thoroughly investigate this area at each UC. The campus UC Admissions Offices can advise counselors and students about these issues

**UC NOTES: All AP exams are reevaluated by the UC at time of application.**

A maximum of 8 quarter/5.3 semester units is allowed in each of the following combined areas:

Art (Studio), English, Mathematics, Music and Physics.

A maximum of 4 quarter/2.67 semester units is allowed for A and AB Computer Science exams.

Asterisks (\*) denotes a maximum number of elective units per exam at the UC.

LOTE = "Language Other Than English" on the IGETC

**UC AP test credit – elective units and UC**

**Eligibility Code:** E=English, M=Math, H=Humanities, B=Behavioral and Social Sciences, S =Biological and Physical Sciences

**Art, Studio**

2-D Design Portfolio 5.3 semester units  
3-D Design Portfolio 5.3 semester units  
Drawing Portfolio 5.3 semester units  
(5.3 semester units maximum for all three tests)

**Art, History of (UC-H)** 5.3 semester units

**Biology (UC-S)** 5.3 semester units

**Chemistry (UC-S)** 5.3 semester units

**Computer Science**

Computer Science A 1.3 semester units  
Computer Science AB 2.7 semester units  
(2.7 semester units maximum for both tests)

**Economics**

Macroeconomics (UC-B) 2.7 semester units  
Microeconomics (UC-B) 2.7 semester units

**English**

Language and Composition (UC-E) 5.3 semester units  
Literature and Composition (UC-E/H) 5.3 semester units  
(5.3 semester units maximum for both tests)

**Environmental Science (UC-S)** 2.7 semester units

**Government and Politics**

Comparative (UC-B) 2.7 semester units  
United States (UC-B) 2.7 semester units

**History**

European History (UC-B/H) 5.3 semester units  
United States History (UC-B/H) 5.3 semester units  
World History (UC-B/H) 5.3 semester units

**Human Geography (UC-B)** 2.7 semester units

**Language Other Than English**

Chinese Language and Culture (UC-H) 5.3 semester units  
French Language (UC-H) 5.3 semester units  
French Literature (UC-H) 5.3 semester units  
German Language (UC-H) 5.3 semester units  
Italian Language and Culture (UC-H) 5.3 semester units  
Japanese Language and Culture (UC-H) 5.3 semester units  
Latin Literature (UC-H) 2.7 semester units  
Latin Vergil (UC-H) 2.7 semester units  
Spanish Language (UC-H) 5.3 semester units  
Spanish Literature (UC-H) 5.3 semester units

**Mathematics**

Calculus AB (UC-M) 2.7 semester units  
Calculus BC (UC-M) 5.3 semester units  
(5.3 semester units maximum for both tests)

**Music Theory (UC-H)** 5.3 semester units

**Physics**

Physics B (UC-S) 5.3 semester units  
Physics C: Mechanics (UC-S) 2.7 semester units  
Physics C: Electricity and Magnetism (UC-S) 2.7 semester units  
(5.3 semester units maximum for all three tests)

**Psychology (UC-B)** 2.7 semester units

**Statistics (UC-M)** 2.7 semester units

For information on how AP exams can be applied to IGETC requirements see following pages.

**CSU NOTES: Individual CSU campuses may grant more credit for AP exams.**

AP Studio Art examination is not approved for CSU GE Breadth certification.

AP examination will not be accepted to fulfill the Area A3 (Critical Thinking) requirement.

AP Government & Politics: U.S. does not meet the CSU California State and Local Government requirement for graduation.

AP U. S. History will meet the CSU U.S. History requirement for graduation.

**CSU AP test credit – elective units****Art, Studio**

2-D Design Portfolio 3 semester units  
3-D Design Portfolio 3 semester units  
Drawing Portfolio 3 semester units

**Art, History of** 6 semester units

**Biology** 6 semester units

**Chemistry** 6 semester units

**Computer Science**

Computer Science A 3 semester units  
Computer Science AB 6 semester units

**Economics**

Macroeconomics 3 semester units  
Microeconomics 3 semester units

**English**

Language and Composition 6 semester units  
Literature and Composition 6 semester units  
**Environmental Science** 4 semester units

**Government and Politics**

Comparative 3 semester units  
United States 3 semester units

**History**

European History 6 semester units  
United States History 6 semester units  
World History 6 semester units

**Human Geography** 3 semester units

**Language Other Than English**

Chinese Language and Culture 6 semester units  
French Language 6 semester units  
French Literature 6 semester units  
German Language 6 semester units  
Italian Language and Culture 6 semester units  
Japanese Language and Culture 6 semester units  
Latin Literature 6 semester units  
Latin Vergil 3 semester units  
Spanish Language 6 semester units  
Spanish Literature 6 semester units

**Mathematics**

Calculus AB 3 semester units  
Calculus BC 6 semester units

**Music Theory** 6 semester units

**Physics**

Physics B 6 semester units  
Physics C: Mechanics 4 semester units  
Physics C: Electricity and Magnetism 4 semester units

**Psychology** 3 semester units

**Statistics** 3 semester units

For information on how AP exams can be applied to CSU-GE or IGETC requirements see following pages.

AP Examination (Advanced Placement)	Minimum Score	MSJC faculty review AAVAS Option A Internal Use Only	AAVAS Option A GE Area and elective units local degrees only	CSU GE Area and units	CSU units toward Transfer	IGETC Area and units	UC units toward Transfer
<b>ART HISTORY</b>	3, 4 or 5	ART 101 + ART 102	Area C 3 units GE credit 6 semester units maximum	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	5.3 semester units
<b>BIOLOGY</b>	3, 4 or 5	BIOL 115	Area A 4 units GE credit 6 semester units maximum	Area B2+B3 4 semester units	6 semester units	Area 5B+5C 4 semester units	5.3 semester units
<b>CHEMISTRY</b> Exam taken prior to Fall 2009	3, 4 or 5	CHEM 101	Area A 6 units GE credit 6 semester units maximum	Area B1+ B3 6 semester units	6 semester units	Area 5A+5C 4 semester units	5.3 semester units
<b>CHEMISTRY</b> Exam taken Fall 2009 or later	3, 4 or 5	CHEM 101	Area A 4 units GE credit 6 semester units maximum	Area B1+ B3 4 semester units	6 semester units	Area 5A+5C 4 semester units	5.3 semester units
<b>COMPUTER SCIENCE A</b>	3, 4 or 5	n/a	3 semester units maximum	n/a	3 semester units	n/a	1.3 semester units
<b>COMPUTER SCIENCE AB</b>	3, 4 or 5	n/a	6 semester units maximum	n/a	6 semester units	n/a	2.7 semester units
<b>MACROECONOMICS</b>	3, 4 or 5	ECON 201	Area B2 3 units GE credit 3 semester units maximum	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	2.7 semester units
<b>MICROECONOMICS</b>	3, 4 or 5	ECON 202	Area B2 3 units GE credit 3 semester units maximum	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	2.7 semester units
<b>ENGLISH</b> Language and Composition	3, 4 or 5	ENGL 101	Area D1 3 units GE credit 3 semester units maximum	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	5.3 semester units
<b>ENGLISH</b> Literature and Composition	3, 4 or 5	ENGL 101	Area D1 + C 6 units GE credit 6 semester units maximum	Area A2 + C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	5.3 semester units
<b>ENVIRONMENTAL SCIENCE<sup>7</sup></b>	3, 4 or 5	ENVS 101	Area A 3 units GE credit 4 semester units maximum	Area B1 + B3 4 semester units	4 semester units	Area 5A+5C 3 semester units	2.7 semester units
<b>HISTORY</b> United States History	3, 4 or 5	HIST 111 + HIST 112	Area B1 or B2 3 units GE credit 6 semester units maximum	Area C2 or D6 + US1 3 semester units	6 semester units	Area 3B or 4F + US 1 3 semester units	5.3 semester units
<b>HISTORY</b> European History	3, 4 or 5	HIST 102	Area B2 or C 3 units GE credit 6 semester units maximum	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	5.3 semester units
<b>HISTORY</b> World History	3, 4 or 5	HIST 103 + HIST 104	Area B2 or C 3 units GE credit 6 semester units maximum	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	5.3 semester units
<b>HUMAN GEOGRAPHY</b>	3, 4 or 5	GEOG 102	Area B2 3 units GE credit 3 semester units maximum	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	2.7 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Chinese Language & Culture	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> French Language	3, 4 or 5	FREN 101	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> French Literature	3, 4 or 5	FREN 102	Area C 3 units GE credit maximum 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> German Language	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Italian Language & Culture	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Japanese Language & Culture	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units

<b>LANGUAGE OTHER THAN ENGLISH</b> Spanish Language Exam taken prior to Fall 2009	3, 4 or 5	SPAN 101	Area C 6 units GE credit 6 semester units maximum	Area C2 6 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Spanish Language Exam taken Fall 2009 or later	3, 4 or 5	SPAN 101	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Spanish Literature Exam taken prior to Fall 2009	3, 4 or 5	SPAN 102	Area C 6 units GE credit 6 semester units maximum	Area C2 6 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Spanish Literature Exam taken Fall 2009 or later	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	5.3 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Latin Literature	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	6 semester units	Area 3B + 6A 3 semester units	2.7 semester units
<b>LANGUAGE OTHER THAN ENGLISH</b> Vergil	3, 4 or 5	n/a	Area C 3 units GE credit 6 semester units maximum	Area C2 3 semester units	3 semester units	Area 3B + 6A 3 semester units	2.7 semester units
Calculus AB or BC/AB subscore <sup>1</sup>	3, 4 or 5	MATH 211	Area G 3 units GE credit 3 semester units maximum	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	2.7 semester units
Calculus BC <sup>1</sup>	3, 4 or 5	MATH 211 + MATH 212	Area G 3 units GE credit 6 semester units maximum	Area B4 3 semester units	6 semester units	Area 2A 3 semester units	2.7 semester units
<b>MUSIC THEORY</b>	3, 4 or 5	MUS 103 + MUS 104	6 semester units maximum	Area C1 3 semester units	6 semester units	n/a	5.3 semester units
Physics B <sup>3</sup>	3, 4 or 5	PHY 101 + PHY 102	Area A 4 units GE credit 6 semester units maximum	Area B1+ B3 <sup>3</sup> 4 semester units	6 semester units	Area 5A+5C <sup>4</sup> 4 semester units	5.3 semester units <sup>5</sup>
Physics C Electricity and Magnetism <sup>3</sup>	3, 4 or 5	PHY 202	Area A 4 units GE credit 4 semester units maximum	Area B1+ B3 <sup>3</sup> 4 semester units	4 semester units	Area 5A+5C <sup>4</sup> 3 semester units	2.7 semester units <sup>5</sup>
Physics C Mechanics <sup>3</sup>	3, 4 or 5	PHY 201	Area A 4 units GE credit 4 semester units maximum	Area B1+ B3 <sup>3</sup> 4 semester units	4 semester units	Area 5A+5C <sup>4</sup> 3 semester units	2.7 semester units <sup>5</sup>
<b>PSYCHOLOGY</b>	3, 4 or 5	PSYC 101	Area B2 3 units GE credit 3 semester units maximum	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	2.7 semester units
<b>STATISTICS</b>	3, 4 or 5	MATH 140	Area G 3 units GE credit 3 semester units maximum	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	2.7 semester units <sup>6</sup>
<b>STUDIO ART: Drawing</b>	3, 4 or 5	ART 108	3 semester units maximum	n/a	3 semester units	n/a	5.3 semester units <sup>6</sup>
<b>STUDIO ART: 2-D Design</b>	3, 4 or 5	ART 120	3 semester units maximum	n/a	3 semester units	n/a	5.3 semester units <sup>6</sup>
<b>STUDIO ART: 3-D Design</b>	3, 4 or 5	ART 122	3 semester units maximum	n/a	3 semester units	n/a	5.3 semester units <sup>6</sup>
<b>U.S. GOVERNMENT AND POLITICS</b> United States	3, 4 or 5	PS 101	Area B1 or B2 3 units GE credit 3 semester units maximum	Area D8 + US-2 3 semester units	3 semester units	Area 4H + US 2 3 semester units	2.7 semester units
<b>U.S. GOVERNMENT AND POLITICS</b> Comparative	3, 4 or 5	PS 102	Area B2 3 units GE credit 3 semester units maximum	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	2.7 semester units

\* Credit may not be awarded for exams which duplicate credit for the same content earned through other means. MSJC AAA/AS units are internal use and may only apply to the degree at MSJC or clear prerequisites.

Students seeking certification in GE Breadth prior to transfer must have passed the AP exam before the certification date.

1. If a student passes more than one exam in calculus or computer science, only one examination may be applied to UC/CSU baccalaureate or MSJC associate degree/certificate requirements.

2. Students passing both English exams will receive a maximum of 5.3 semester/8 quarter units toward UC baccalaureate degree requirements.

3. Students passing more than one exam in physics will receive a maximum of 6 semester units toward CSU baccalaureate degree and a maximum of 4 semester units toward CSU or MSJC GE (general education) requirements.

4. Students passing either of the Physics "C" exams will be required to complete at least 4 additional semester units toward UC baccalaureate degree requirements.

5. Students passing more than one Physics exam will receive a maximum of 5.3 semester/8 quarter units toward UC baccalaureate degree requirements.

6. Students passing more than one exam in studio art will receive a maximum of 5.3 semester/8 quarter units toward UC baccalaureate degree requirements.

7. Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to B1+B3 or B2+B3 of CSU GE Breadth. Fall of 09 or later, those credits may only apply to B1+B3.

Please note that some universities do not accept AP scores for major preparation. Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. Check with your transfer institution for AP acceptance for major.

To request an official transcript, write to: AP Services, P.O. Box 6671, Princeton, NJ 08541-6671 or visit <https://apstudent.collegeboard.org/taketheexam/score-reporting-services>

## General Regulations

Mt. San Jacinto College accepts the International Baccalaureate (IB) for pass along into the CSU and UC systems and for the MSJC General Education Option A. The IB is awarded by diploma or exam certificate: the diploma, with a score of 30 or above, awards 20 semester units for transfer and the certificate with scores of 5, 6 or 7 on the Higher Level exams earns 5.3 semester units at University of California. For General Education Breadth and/or U.S. History, Constitution, and American Ideals IB exams are approved for area as directed in Executive Order 1036, Section 1.2.4. Note: each campus in the University of California and the California State University systems determine how they will apply IB external examinations toward credit in the major (major preparation). See chart below.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

<b>International Baccalaureate (IB) Exam</b>	<b>Passing Minimum Score</b>	<b>MSJC General Education Area and Units</b>	<b>American Institutions or CSU GE Breadth Area and units</b>	<b>IGETC Area for Certification and units</b>
IB Biology HL	5	A (3 units)	B2 (3 units)	5B (without lab credit) (3 units)
IB Chemistry HL	5	A (3 units)	B1 (3 units)	5A (without lab credit) (3 units)
IB Economics HL	5	B2 (3 units)	D2 (3 units)	4B (3 units)
IB Geography HL	5	B2 (3 units)	D5 (3 units)	4E (3 units)
IB History (any region) HL	5	B2 (3 units)	C2 or D6 (3 units)	3B or 4F* (3 units)
IB Language A1 (any language) HL	4 (CSU) 5 (UC)	C (3 units)	C2 (3 units)	3B (3 units)
IB Language A1 (any language except English) HL	5 (UC)	C (3 units)	C2 (3 units)	3B or 6A (3 units)
IB Language A2 (any language) HL	4 (CSU) 5 (UC)	C (3 units)	C2 (3 units)	3B (3 units)
IB Language A2 (any language except English) HL	5 (UC)	C (3 units)	C2 (3 units)	3B or 6A (3 units)
IB Language B (any language) HL <sup>7</sup>	4 (CSU) 5 (UC)	C (3 units)	n/a	6A (3 units)
IB Mathematics HL	4 (CSU) 5 (UC)	G (3 units)	B4 (3 units)	2A (3 units)
IB Physics HL	5	A (3 units)	B1 (3 units)	5A (without lab credit) (3 units)
IB Psychology HL	5	B2 (3 units)	D9 (3 units)	4I (3 units)
IB Theatre HL	4 (CSU) 5 (UC)	C (3 units)	C1 (3 units)	3A (3 units)

\*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

<sup>7</sup>The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Actual IB Higher Level transfer credit awarded for admission is determined by the CSU and UC. The UC Policy for IB credit can be found in the publication "Quick Reference for Counselors".

The CSU also has a systemwide policy for awarding transfer credit for admission. The CSU policy for IB can be found at [http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml).

## 2+2 Articulation

### (High School Articulation)

See Credit By Exam.

## Nursing Credit

Diploma school registered nurse graduates licensed in California may receive 30 units of nursing credit and must complete 36 units of general education and science requirements (with a minimum of 12 units in residency for an Associate in Science – Registered Nurse degree). Seek counseling advisement for further information.

## Law Enforcement

Students may submit a Student Petition Form to Enrollment Services to substitute credit for completion of a P.O.S.T. Basic Peace Officers Academy through an accredited institution. Students must attach official college transcripts and an Academy course outline or syllabus to the student petition. The Administration of Justice department chair will determine the amount of credit to award the student. A maximum of 12 units may be awarded toward the Administration of Justice degree or certificate.

Transfer credit shall only be approved subject to the student providing appropriate and adequate documentation of the courses under consideration.

## Occupational Internship

Eight units of credit will be accepted toward the associate degree and four units may be applied toward completion of some certificate programs. For additional information, see the Occupational Internship program page.

## Military Credit

Veterans may be awarded 3 units of credit for the healthful living and physical education requirement for graduation by submitting their DD 214, verifying 180 days active military duty, to the Enrollment Services Specialist. Upon request and submission of official transcripts to the Enrollment Services Office, military course work will be evaluated based on recommendations of the American Council on Education as stated in "A Guide to the Evaluation of Educational Experiences in the Armed Services." All requests for evaluation should be made in the Enrollment Services Office. No more than a total of 30 units may be granted for military service and course work.

## Foreign Country Units

Upon formal evaluation by an approved transcript evaluation service, credit will be given for a maximum of 48 units, as indicated by the service. The student will be responsible for requesting of the service, supplying of the documents and for any cost involved in the evaluation. (Contact counseling or an Enrollment Services Specialist for approved evaluation service list.)

## Petitions Procedure

Students feeling that there are circumstances warranting special consideration for adjustment or deviation from established procedures and policies of the college in their case may file an *Academic Standards Petition*, attach supportive documentation, obtain staff recommendation and submit to the Enrollment Services Office for the Academic Standards Committee review.



### STANDARDS OF CONDUCT

#### Board Policy 5500

##### Standards of Conduct

The Board of Trustees and the campus community at Mt. San Jacinto College support a harmonious, safe, and productive learning environment. To promote such an environment, the Board of Trustees and the Superintendent/President have established 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 Superintendent/President 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, the Student Handbook and Orientation Guide and other means.

#### Administrative Procedures 5500

##### Standards of Conduct

**Definitions:** 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 District employee, which is concurred by the Superintendent/President.
3. Unlawful possession, use, and sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., 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, attempting to cause or threatening to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District 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 or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identify, gender expression, 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, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District 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
  - A. Forms of academic dishonesty include, but are not limited to:
    - 1) Plagiarism
      - a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
      - b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
    - 2) Cheating
      - a) Use of any unauthorized assistance in taking quizzes, tests, or examinations.
      - b) Use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
      - c) The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
      - d) Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District 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 District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
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 district policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

## Administrative Procedures 5520

### Student Discipline Procedures

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. Any suspected violations determined to be violations of law will be referred to the Mt. San Jacinto College Campus Police for further action. The Standards of Conduct pertains to student violations only.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

#### Definitions:

- The term “College” means Mt. San Jacinto College.
- The term “District” is the Mt. San Jacinto Community College District.
- The term “student” includes all persons enrolled in courses or programs offered by the District in addition to any person engaged in the matriculation process.
- The term “faculty member” means any person hired by the College to conduct classroom activities, perform professional counselor duties, or perform professional librarian duties.
- The term “College official” includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.
- The term “member of the College Community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Superintendent/ President.

- The term “College premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College or location where a College-sponsored activity is occurring (including adjacent streets and sidewalks).
- The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
- Unless otherwise specified in this policy, the term “day” shall refer to “working day,” which shall be defined as any day Monday through Friday on which the college offices are open.
- The term “Appellate Committee” means any person or persons authorized by the Superintendent/President to determine whether a student has violated the Standards of Conduct and to recommend imposition of sanctions.
- The term “Administrator” means the College official authorized to impose sanctions upon students found to have violated the Standards of Conduct. The Administrator shall be the Vice President of Student Services. The Superintendent/President may authorize an Administrator to serve simultaneously as an Administrator and the sole member or one of the members of an Appellate Committee. Should a conflict of interest exist between the Administrator and a specific case, the Superintendent/President shall appoint an ad hoc Administrator to handle that specific case.
- The term “Appellate Board” means any person or persons authorized by the Superintendent/President to consider an appeal from an Appellate Committee’s determination that a student has violated the Standards of Conduct or from the sanctions imposed by the Administrator.
- A “Certificate of Mailing” is a receipt that provides evidence of the date that mail was presented to the U.S. Postal Service for mailing.
- The term “shall” is used in the imperative sense.
- The term “may” is used in the permissive sense.
- The Vice President of Student Services is responsible for the administration of the Standards of Conduct.
- The term “policy” is defined as the written regulations of the College as found in, but not limited to the Board Policy Manual, the Standards of Conduct, the Student Handbook and Orientation Guide, and College Catalogs.
- The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or (4) collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.
- The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person



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without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### I. Student Discipline Procedures

The Superintendent/President shall establish procedures and designate appropriate staff members with the responsibility for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

#### A. Notice of Standards of Conduct Violation

1. Written notice shall be submitted to the Administrator that a violation has been committed by filing the "Violation of Standards of Conduct" form within 5 working days of the violation. Complaints submitted through email, voicemail or any other means will not be accepted.
  - a. Filing a Complaint  
Mt. San Jacinto College utilizes the Advocate system to process reported violations of the MSJC Standards of Conduct. Students, faculty or staff that believes a student has violated the Standards of Conduct may file a complaint online at <https://msjc-advocate.symplicity.com/public-report>.
2. Violations submitted beyond the 5 day period will be accepted at the discretion of the Administrator.
3. Persons filing a complaint are responsible for keeping their own records. All information will become the property of the Administrator once filed.
4. Complaints involving classroom misconduct must be accompanied by the instructor's syllabus. Complaints involving academic dishonesty must include all supporting documentation including the instructor's syllabus, the student's work and relevant materials that are a part of the complaint. Internet links or web addresses are not acceptable documentation.

#### B. Investigation

1. An investigation of the allegations will proceed once all of the relevant paperwork has been received.
2. As a part of the investigation, all parties may be interviewed to clarify or request additional information.
3. A determination will be made by the Administrator whether a violation of the Standards of Conduct has occurred and the appropriate sanctions to be applied.

#### C. Notice to Student

1. A letter (verified by a "Certificate of Mailing") will be mailed to the student that a Standards of Conduct violation has been filed when there is a reasonable belief a violation has occurred. An email communication may also be used to notify the student to contact the Administrator's office.

2. Written communication may contain a request for a meeting with the Administrator. The student will have 5 working days from the receipt of the letter to respond.
3. Failure to respond to the Administrator's request may result in a HOLD being placed on the student's records for not following the direction of a college official.

### II. Removal by Instructors of Disruptive Students

An instructor may remove a student for "good cause" from his/her class for the day of removal and the next class meeting when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code §76033). Removal must be reported to the Administrator, in writing by the end of the day of such removal. The following procedure should be followed for managing disruptive behavior:

#### A. Non-Violent Students – First Warning

1. Speak with student privately when appropriate about his/her behavior and about the standards in your class. Inform the student that such behavior will not be tolerated in the future and could lead to a suspension from class. Advise the student that the behavior and subsequent suspension may lead to further action by the Administrator.
2. If the behavior continues at a subsequent session, the faculty member has the authority to inform the student to leave that class session and the next class session. The student is responsible for any assignments or work missed as a result of the suspension.
  - a. The faculty member must inform the Administrator in writing of his/her action and the facts leading up to his/her action by the end of the day.
  - b. The Administrator may require a student conference for continued class attendance.
  - c. If the student will not leave the classroom, the instructor should contact the MSJC Campus Police at (951) 639-5188 (all campus sites) or by dialing extension 7777 from within the college phone system.

#### B. Violent or Threatening Students

College personnel, faculty or students that are in eminent physical danger should call MSJC Campus Police immediately at (951) 639-5188 (all campus sites), by dialing extension 7777 from within the college phone system or 911.

### III. Removal by Staff of Disruptive Student

Any administrator/management/supervisory staff member of Mt. San Jacinto College who supervises a service area has the authority to remove a student from that area for that day and the next day when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others or the orderly operations of the College. The manager shall submit a written report to

the Administrator when a student is removed. This authority is comparable to the instructor's authority (Education Code, §76032) to remove a student for interfering with the educational process.

**IV. Summary Ten-Day Suspension**

The Superintendent/President, or designated authority, may order immediate exclusion from campus and/or classes for a period not to exceed ten (10) days when it is determined that immediate suspension is required to protect lives or property and to ensure the maintenance of order (Education Code §66017). A student may be summarily suspended for good cause prior to a conference or hearing. Ten-day suspension is designed to provide an opportunity for investigation, to serve as a means of relieving tension of the student body due to a serious infraction of the Standards of Student Conduct, or to remove a threat to the well-being of the students and/or the good order of the College which would prevent the continued normal conduct of the academic community.

**V. Initiating Student Discipline Procedures**

All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of this adopted Standards of Student Conduct.

A request for disciplinary action may be initiated by any faculty, student, or College employee and shall be made of the Administrator in writing on the appropriate forms. Electronic communication or verbal reports are not acceptable. The Administrator will then take any action deemed appropriate under the circumstances.

The Administrator shall determine if any aspect of the student's conduct constitutes good cause to initiate any disciplinary action.

- A. The student disciplinary provisions do not apply to:
  1. Student Grievance Procedures;
  2. Removal by Instructor or Staff of Disruptive Students;
  3. State Residence Determination; and,
  4. Other academic and legal requirements for admissions, retention, and conferral of degrees or certificates.

Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

**VI. Disciplinary Actions**

If after reviewing the situation with the student the Administrator concludes disciplinary action is appropriate, the Administrator shall submit in writing any of the following types of sanctions. The following sanctions may be imposed upon any student found to have violated the Standards of Conduct:

- A. Informal Warning: Faculty or staff may issue a warning to a student either verbally or in writing to cease behavior that is violating the Standards of Conduct. Similarly, an administrator may issue an informal warning. This type of warning will not be included in a student's educational records.

- B. Formal Warning: A written notice that continuation or repetition of misconduct will be cause for future disciplinary action.
- C. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- D. Loss of Privileges: Denial of specified privileges for a designated period of time.
- E. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- F. Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Administrator).
- G. Hold on Records: The Administrator may place a "HOLD" on all of a student's records for a period not to exceed one (1) calendar year.
- H. Summary 10-Day Suspension: A student may be summarily suspended for good cause (Education Code, §76033) prior to a conference or hearing. A written Notice of 10-Day Summary Suspension (Education Code §76031), and the reasons for such Summary 10-Day Suspension will be mailed to the student. Immediate exclusion from campus and/or classes for a period not to exceed ten (10) days by the Superintendent/President, the Administrator or designated authority, when it is determined that immediate suspension is required to protect lives or property and to ensure the maintenance of order.
- I. Suspension: A suspended student is barred from occupying any portion of the campus or buildings, from contacting or talking with specific students, faculty or staff members, or from taking a specific class or classes, and may be denied all College privileges, including attendance, for a specified period of time up to two years. Conditions for re-admission to the college may apply.
- J. Expulsion: Permanent separation of the student from the College. If an Appellate Committee recommends expulsion, it shall require the concurrence of the Vice President of Student Services and the Superintendent/President, who shall recommend that the Board of Trustees approve the expulsion.

More than one of the sanctions listed above may be imposed for any single violation.

Disciplinary sanctions and all documents related to the disciplinary process may be made available upon subpoena or student request. The student's confidential record will be expunged of disciplinary actions other than College suspension or College expulsion based upon regulations and time lines provided in the Education Code and in Title 5 of the California Code of Regulations.

The following sanctions may be imposed upon groups or organizations:

- 1. Those sanctions listed above under Disciplinary Actions, A through E.

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2. Deactivation: Loss of privileges including College recognition, for a specified period of time.
  3. In each case in which an Appellate Committee determines that a student has violated the Standards of Conduct, the sanction(s) shall be determined and imposed by the Administrator. In cases in which persons other than or in addition to the Administrator have been authorized to serve as the Appellate Committee, the recommendation of all members of the Appellate Committee shall be considered by the Administrator in determining and imposing sanctions. The Administrator is not limited to sanctions recommended by members of the Appellate Committee.
- a. Warning
  - b. Probation
  - c. Loss of Privileges
  - d. Restitution
  - e. Discretionary Sanctions\*
  - f. Hold on Records
  - g. Summary Suspension\*
  - h. Suspension\*
  - i. Expulsion\*

\*A disciplinary hearing is required or by mutual agreement of the Administrator and student.

### VII. Disciplinary Appeal Process

(Sanctions, 10-Day Suspensions, Long-term Suspensions, and Expulsions)

Before any disciplinary action to sanction, suspend, or expel a student is taken, the following procedures will apply.

#### A. Hearing and Disciplinary Appeal Procedures

1. Notification of Charges  
Students charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Administrator to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The student will be given ten (10) days from the receipt of notification of the charges.  
Any and all charges will be applied as if the student was notified and all relevant sanctions will be applied.
2. Preliminary Meeting  
The meeting with the Administrator shall consist of the following:
  - a. The student will be given a copy of the Standards of Conduct.
  - b. The student will be given a written statement of the alleged violation(s).
  - c. The student will be given a reasonable opportunity to answer each alleged violation(s).
  - d. The student will be informed of any possible disciplinary action(s) that may be taken.
  - e. The student will be provided written notice of further meetings if the Administrator deems such action necessary.
  - f. The student will be provided written notice of his/her right to appeal any adverse decision of the Administrator to the Disciplinary Appeal Committee for a hearing on the matter.
3. Administrator's Actions  
If, after reviewing the situation with the student, the Administrator concludes that disciplinary action is appropriate, the Administrator shall deliver in writing one or more of the following types of disciplinary action, unless the Administrator and the student agree to another appropriate disciplinary action:

4. Time Limit for Appeal to Disciplinary Appellate Committee

From the date the student is notified of the Administrator's decision, any request for a hearing before the Appellate Committee must be in writing and delivered to the office of Student Services. The student's request must be either mailed to the Administrator, postmarked within ten (10) days of notice of the decision of the Administrator, or hand-delivered by the student or designee and received and receipted by the Administrator within ten (10) days from the date of notification to the student of the Administrator's decision.

The letter notifying the student of the Administrator's decision shall include a Certificate of Mailing, specifying the date the letter was mailed. The Administrator is deemed to have notified the student of his/her decision on the date of the Certificate of Mailing receipt.

In the event that the student requests a hearing before the Appellate Committee, the Administrator may suspend such disciplinary action until such requested hearing is completed. A suspension of disciplinary action shall be in writing, signed, and dated by the Administrator. In no event shall the Administrator suspend a Summary 10-Day Suspension.

5. Miscellaneous

Whenever the student to be suspended or expelled is under 18 years of age, his/her parent(s) or guardian shall be notified in writing by the Administrator.

Under Suspension or Expulsion of a student for violation of Penal Code 245 (assault with a deadly weapon likely to produce great bodily harm), the Administrator shall first notify the Mt. San Jacinto College Police or appropriate law enforcement agency if a sworn officer is not available.

Specified period of suspension or expulsion may be shortened or lengthened by mutual written agreement of all parties.

The fact of any disciplinary action and the reasons therefore, shall be documented in the student's permanent file, subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act, 10 U.S.C. 2332g and Education Code §76200 et seq. All access to or release of such records to members of the public shall also be in accordance with State and Federal Law.

**VIII. Appellate Appeal Procedure****A. The Hearing Panel**

There shall be an on-campus standing panel from which one or more Appellate Committees may be appointed. The panel shall be made up of the following:

- Group 1: All students enrolled in nine (9) or more units with a cumulative grade point average of 2.0 or better.
- Group 2: All tenured, contract certificated or regular classified personnel except those designated as management.
- Group 3: All full-time, certificated, and classified management personnel with the exception of the Vice President of Student Services or designee.

From Group 1, the Student Government Association (SGA) President shall appoint one student and one alternate; from Group 2, the President of the Academic Senate shall appoint one certificated personnel and one alternate when appropriate, or in the alternative, the President of the Classified Senate shall appoint one classified non-management employee and one alternate; and from Group 3, the Superintendent/President shall appoint one management person and one alternate.

**B. Committee Composition**

The hearing shall be convened by the Vice President of Student Services or designee. The Vice President of Student Services shall introduce the members of the Appellate Committee. All members of the Appellate Committee, including alternates, are required to maintain confidentiality concerning all aspects of the hearing that could reasonably identify the students and allegations set forth. Any violation of confidentiality will cause the committee member to be prohibited from the committee for an unspecified period of time.

The Vice President of Student Services or Administrator may recuse any committee member if a conflict of interest exists.

**C. Selection of Committee Chairperson**

The Vice President of Student Services shall designate a member to serve as Chairperson. The Chairperson shall preside over the hearing and make rulings as to its conduct. The chairperson shall have the privilege of voting on all issues.

Non-voting committee members: Vice President of Student Services and the Administrator.

**D. Right to Representation**

The student or Administrator may represent himself or herself or may be represented by an attorney. If represented by an attorney, the student or Administrator shall notify the Vice President of Student Services, in writing, of that fact no later than thirty-five (35) days prior to the date of the hearing. The Appellate Committee may then be provided District legal counsel. Such counsel may sit with the Appellate Committee in an advisory capacity but shall not be a member of the Committee nor vote with it.

**E. Scope of Appellate Committee Hearing**

All hearings will be closed to the general public and are considered to be confidential (see "Committee Composition"). In a closed hearing, witnesses shall not be present at the hearing when not testifying unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape, video, or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape or video recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

The Appellate Committee shall limit the scope of their appeal hearing to the following:

1. Did the evidence support the findings of the Administrator?
2. Was the disciplinary action levied by the Administrator within the range of disciplinary actions delineated in the Standards of Conduct Policy?

**F. The Hearing**

1. Opening: The Committee meets to hear an appeal of disciplinary action against said student by the College and to take action as it deems appropriate within the scope of authority as defined in the Standards of Conduct Policy.
2. The Chairperson shall distribute copies of the charges and disciplinary action taken.
3. Plea: The student shall admit or deny each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Committee shall retire to make its decision. If the student denies any or all of the charges or wishes to present evidence of mitigating circumstances, the hearing shall proceed.
4. Burden of Proof and of Producing Evidence: The student has the burden of proving the evidence did not support the Administrator's findings and/or the Administrator acted outside the scope of his/her authority or arbitrarily in imposing the appealed disciplinary measure. The student may present evidence in support of his/her position, and then the Administrator may present evidence to refute such evidence.
5. Arguments: First the student and then the Administrator shall be afforded an opportunity to make or waive an opening statement. The Administrator may reserve his/her opening statement until after the student has presented his/her evidence. After the opening statements, first

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- the student and then the Administrator shall have the opportunity to present witnesses and other relevant evidence.
6. Evidence
    - a. Oral evidence shall be taken only on oath or affirmation.
    - b. Each party shall have these rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though the matter was not covered in the direct examination; to rebut the evidence against him/her. If the student does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.
    - c. The hearing need not be conducted according to technical rules relating to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining the evidence but shall not be sufficient to support a finding unless it would be admissible over objection in civil actions, or if it is a signed and dated written declaration of a witness who is shown to be unavailable. Irrelevant and unduly repetitious evidence shall be excluded.
  7. Hearings: Hearings shall be closed to the general public and confidential. All witnesses shall be excluded before and after testifying unless the Administrator, the student, and the committee agree to the contrary, except neither the student nor the Administrator and their respective attorneys, if any, shall be excluded. Both the Administrator and the student shall be entitled to call witnesses and to question witnesses presented by the other. Any member of the Committee may ask questions at any time upon recognition by the Chairperson. Either side may recall a witness, who again may be questioned by both parties and the Committee.

The hearing shall be recorded. The recording may be used by the Superintendent/President and/or the Board of Trustees in the case of an appeal. Copies of the proceedings will be available to either party upon request. The cost of a copy of the tape or video recorded proceedings will be at the expense of the requestor. The response time for the production of a copy of the tape or video recording shall be determined by mutual agreement.
  8. Absence of the Student and/or the Administrator: If the student and/or the Administrator do not appear and no satisfactory explanation for the absence is made at the earliest opportunity, or if the student and/or the Administrator leave the hearing before its conclusion, the hearing shall proceed without the absent party, and the Committee shall reach a decision based on the evidence presented.
  9. Conclusion: First the student and then the Administrator shall be afforded the opportunity to make or waive a closing argument. The Committee shall retire to deliberate with all of the members of the Committee present and may include the legal advisor when appropriate. The Committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within five (5) days of the hearing, the Chairperson shall deliver to the Vice President of Student Services, or designee, the student, and the Administrator, their written decision arrived at by a simple majority of the Committee. The Appellate Committee's notification of their decision to the student and the Administrator will be by Certificate of Mailing, which will be sent to the student within fifteen (15) days of the hearing date. The Appellate Committee is deemed to have mailed such letter on the date so declared.
  10. The student may include a written statement or response concerning the disciplinary action for inclusion in the student's record.
  11. Any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within ten (10) days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential. All materials distributed to the Appellate Committee will be collected and destroyed. The decision of the Appellate Committee is binding on all parties.

### G. Appeal to the Superintendent/President

Either the student or the Administrator may appeal the decision of the Appellate Committee to the Superintendent/President by filing an appeal with the Superintendent/President. Any such appeal shall be made in writing and either mailed, postmarked evidencing the date of such mailing, or hand-delivered, received and receipted by the Superintendent/President within ten (10) working days of the mailing of the decision by the Committee and shall state specifically the grounds for appeal. Appeal shall be based only on the record of the Appellate Hearing. Both the student and the administrator may submit written statements on appeal. No personal appearances will be made before the Superintendent/President. The decision will be based upon the record.

The Superintendent/President shall report his/her decision to all relevant parties including the Board of Trustees within fifteen (15) working days of receiving the appeal request. The Superintendent/President's notification of his/her decision to the student will be by United States

Mail, or other common carrier, which shall include a Certificate of Mailing. The Superintendent/President is deemed to have mailed such letter on the date so declared.

**H. Appeal to the Board of Trustees**

Either the student or the Administrator may appeal the decision of the Superintendent/President to the Board of Trustees by filing an appeal with the Superintendent/President. Any such appeal shall be made in writing and either mailed, postmarked evidencing the date of such mailing, or hand-delivered, received and receipted by the Superintendent/President within ten (10) working days of the mailing of the decision by the Superintendent/President and shall state specifically the grounds for appeal. Any appeal shall be based only on the record of the Appellate Hearing. Both the student and the Administrator may submit written statements on appeal. No personal appearances will be made before the Board of Trustees. The decision will be based upon the record.

The Board of Trustees shall consider appeals at any regularly scheduled public meeting held within thirty (30) working days of receipt of the appeal by the Superintendent/President.

The Board of Trustees shall consider the matter in closed session. Before calling such an executive session, the Board of Trustees shall, in writing, by registered or certified mail, notify the student and the Administrator of the intent of the Board of Trustees to call and hold such executive session. The final action of the Board of Trustees shall be taken at a public meeting and the result of such action shall be a public record.

The Board of Trustees' review shall be limited to the record of the Appellate Hearing, and the decision of the Superintendent/President. The Board shall not consider any evidence outside the record.

The Board of Trustees' action shall be final and binding on all parties.

**STUDENT RIGHTS AND GRIEVANCE PROCESS**

**Statement of Philosophy**

The Mt San Jacinto Community College District believes that all students shall be afforded fair and equitable treatment in the application of all district procedures and regulations. Students who claim that there has been a violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district, or who claim misapplication or denial of student due process may make a complaint and, if necessary, file a grievance.

The Mt. San Jacinto College Student Rights and Grievances procedures are provided as a means for students to resolve complaints and grievances in an expeditious and fair manner, as well as to educate students in constructive approaches to problem and conflict resolution. It is the policy of the Board of Trustees that there shall be no

harassment of or retaliation towards students who file a complaint or grievance, toward the subject of the grievance, or toward those who participate in the process. All proceedings held in accordance with these procedures shall relate to a specific complaint or grievance, with an identified remedy or solution. Nothing in the district procedures prevents the grievant or subject of the grievance from appealing to the Board of Trustees.

**Section I: Definition of Terms**

- Complaint – A charge that may refer to an alleged misapplication of classroom procedures, an alleged disagreement in personal interactions, or an informal-level charge which alleges a violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, or claims misapplication or denial of student due process.
- Complainant – A student who alleges that he or she has been personally wronged as a result of an alleged violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, and chooses to pursue resolution via an informal process. (See specialized programs exception.)
- Day – Unless otherwise specified in this policy, the term “day” shall refer to “working day,” which shall be defined as any day Monday through Friday on which the college offices are open.
- Decision – Any final outcome of the Grievance Committee. This includes tie votes or no decision.
- Grievance – A formal written charge filed by a student which alleges a violation of one or more specific provisions of applicable federal or state law or applicable college district policy. A grade assigned by an instructor is not a grievable matter, except as outlined in Education Code section 76224(a) which states that “when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”
- Grievant – A student who alleges that he or she has been personally wronged as a result of an alleged violation of applicable federal or state law, applicable district or college policy, or instructional procedures and the allegation utilizing the formal grievance format chooses to pursue.
- Grievance Committee – This committee of five members (two students, two faculty or staff and an administrator) hears grievances filed by students after they have gone through the informal process.

## General Regulations

- Statute of Limitations – The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred or two weeks following the posting of the grades from the previous semester, whichever is greater. Grievances occurring during the summer shall be handled on a calendar-day basis, and filing of such grievances shall only be permitted through the end of the first week after the end of the summer term.
- Subject of Complaint or Grievance – Any individual who is the alleged offending party. Please note: Student on student complaints or grievances will be pursued utilizing the Standards of Conduct process.
- Supervisor – An individual having the first line of jurisdiction over a staff member. It could be a supervisor, program coordinator or director, dean, or college administrator.
- Title IX Officer – An individual identified by the college to address matters within the federal regulations outlined under Title IX and provides support to students as an unbiased representative relative to gender-equity issues on campus. You may contact the Human Resources Department at (951) 487-3161 for the name and phone number of the Title IX Officer.
- Student Advocate – An individual selected by the student to assist them through the process. This person cannot speak during hearings, but can give guidance and help explain the process as the student works through it.

## Section II: Procedures

### Part A: General Provisions

The Mt. San Jacinto College Complaint and Grievance Procedures are provided as a means for individual students to resolve specific concerns in an expeditious and fair manner. Another purpose of the procedures is to help all students learn constructive approaches to problem and conflict resolution. Students who need help in understanding the procedures or determining their grievance may contact the Office of the Vice President of Student Services, the Student Government Association (SGA) office, or the Title IX Officer.

The District directs that there shall be no harassment or retaliation towards the grievant, the subject of the grievance, or others participating in the complaint and grievance process (or as a result of filing a complaint or grievance). This process shall take place within a collegial atmosphere and be aimed at conflict resolution.

The District requires that all reports of discrimination, including harassment on the basis of disability, be addressed by the District's complaint procedure pursuant to California Code of Regulations, Title 5, section 59300 et seq. The District's procedures for complaints of discrimination may be found on the district website under the student portal. Full discrimination policy and forms are located at the following:

<http://www.msjc.edu/CollegeInformation/Administration/Documents/Discrimination-Policy.pdf>

The District is responsible and has an affirmative duty to respond to complaints of discrimination in a timely manner. The District has identified the Vice President of Human Resources as its Responsible District Officer. All complaints of discrimination pursuant to section 59300 et seq, will be processed by the Vice President of Human Resources. The address for the Vice President of Human Resources office is as follows:

Irma Ramos, Vice President of Human Resources  
1499 N. State St.  
San Jacinto, CA 92583  
(951) 487-3156

Students may grieve unfair acts by an employee against a student where the act has a negative impact on the student.

Students may not grieve the following:

- A. Grades except with evidence of:
  1. Mistake – unintentional error on the part of the instructor;
  2. Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome;
  3. Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student;
  4. Incompetence – there is evidence that the instructor does not have the knowledge skills and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident.
- B. Acts by another student (see Standards of Conduct).
- C. Acts which, though deemed unfair, do not have a specific negative impact on the student. Included among non-grievable issues are situations which are deemed to be petty or to have no significant negative impact upon the student in question.
- D. Acts which affect another student. Only the student affected by an act may file a grievance. A student may not file on behalf of another student.

It is the responsibility of any faculty member (instructor, counselor, or librarian), classified staff member, or administrator who receives a complaint or potential grievance from a student concerning any faculty or staff member to refer the student immediately to the subject of the grievance, except in cases of sexual harassment or discrimination, in which case the student shall be referred to the Office of Human Resources. Any person claiming discrimination based on a disability, including allegations of failure to accommodate, shall be referred to the Disabled Students Programs and Services office.

The complainant or grievant may bring a support person, such as, an officer of the SGA or any person appointed by the SGA President, any member of the Mt. San Jacinto College staff, or the Title IX Officer to any meetings or hearings of the complaint and grievance procedures. The subject of the grievance also has rights of

bringing a support person to any meetings or hearings of the grievance. If any party involved in the complaint or grievance believes that the procedures are not being appropriately followed, that individual has the right to file a letter with the Superintendent/President, who within ten (10) school days upon receipt of this letter, shall make a decision regarding the letter's allegations and determine at which level the process shall be resumed.

Nothing in the policy or procedures shall abridge the rights of faculty, staff, administrators, and students to the provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between the Mt. San Jacinto Community College District and the Mt. San Jacinto College Faculty Association (CTA) or the Mt. San Jacinto Classified Association (CSEA).

Deadlines may be extended by mutual consent of the parties involved and shall be documented with the Vice President of Student Services. Missed deadlines may affect a grievant's ability to proceed.

## Part B: Complaint and Grievance Procedures

A complaint or grievance that occurs during the delivery of instruction, counseling, or library services within a scheduled class, library service, or counseling session by a faculty member to the student (grievant) or occurs during the delivery of a service (administrative or support) by a staff member to a student should follow the procedures outlined below.

All complaints directed against instructional faculty or librarians will go to the Vice President of Instruction. All complaints directed against the counseling faculty or staff members will go to the Vice President of Student Services.

### Stage 1 – Informal Complaint (Informal process)

Prior to filing a formal grievance procedure, attempts shall be made to resolve the problem informally as a complaint. Any meetings, which take place during this stage, shall be conducted at a mutually agreed-upon private space, and the pertinent issues clearly defined so they may be discussed as objectively as possible. Failure to follow the timelines may affect a grievant's ability to proceed.

- A. Within the statute of limitations<sup>1</sup>, the student is expected to contact the faculty/staff member directly to discuss the complaint during the semester in which the problem occurs. The student may bring a support person, who is not a participant but advisory to the student. Most matters can be resolved informally at this level.

1. STATUTE OF LIMITATIONS: The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred. Grievances occurring during the summer shall be handled on a calendar day basis, and filing of such grievances shall only be permitted through the end of the first week after the summer term.

- B. If the issue is not resolved at this point, within the next ten (10) school days the student should discuss the matter next with the appropriate department chair/supervisor and the faculty/staff member together to attempt to resolve the complaint informally.
- C. If the issue is not resolved at this point, within the next ten (10) school days the student may meet with the appropriate Dean to seek resolution. If the complaint cannot be resolved at this level, the student must inform the Dean and faculty/staff member of his or her plans to pursue a grievance.

### Stage 2 - Grievance (Formal and written process)

The student submits the Summary of Informal Complaint Process (Appendix C) and the Student Grievance Form (Appendix D) to the Vice President of Instruction or Vice President of Student Services within ten (10) school days of the informal complaint meeting with the Dean and faculty/staff member. Failure to follow the timelines may affect a grievant's ability to proceed.

The form must contain a specific description of the grievance and reference to any specific federal or state law or any applicable district or college policy which is the basis for the grievance. The names of the parties involved at Stage 1 and a proposed remedy or resolution shall also be included in the formal written grievance. The subject (faculty/staff member) of the grievance is encouraged to submit written rationale for his/her actions to the appropriate Vice President for consideration before making a decision on the grievance.

Based on the written material, the appropriate Vice President assumes the responsibility for making a decision regarding the validity of the grievance and appropriate action to be taken. Options for resolving the grievance include the following: (1) accept the grievant's remedy or modification of the remedy; (2) refer the grievance to the Grievance Committee; or (3) determine the grievance to be without merit.

Within ten (10) school days upon receiving the written grievance, the decision and proposed action of the Vice President shall be communicated in writing to the student involved and the subject of the grievance involved.

### Stage 3 – Grievance Committee Procedures (Formal and written process)

If either the grievant or subject of the grievance is not satisfied with the decision of the Vice President, within ten (10) school days upon receipt of the Stage 2 decision, an appeal may be submitted in writing to the Vice President of Student Services office requesting a hearing by the Grievance Committee.

The Grievance Committee shall be composed of at least three college staff members and two students. The committee members shall be identified by the Vice President of Student Services from a list provided by the Academic Senate, Student Government Association, Classified Senate, and administration prior to each hearing and based on availability and time of hearing.



## General Regulations

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It shall be the function of the Grievance Committee to conduct a hearing and make a decision that shall resolve the grievance. The hearing will take place no sooner than ten (10) days after the notice of hearing is mailed unless mutually agreed by both the grievant and the subject of the grievance; however, no more than twenty (20) school days after notice is mailed. The decision of the committee shall be made within ten (10) school days of the hearing. The written decision shall be distributed to the grievant; any Student Government Association (SGA) officer, or designee representing the student; the Vice President of Student Services, or Title IX Officer; and the subject of the grievance. The committee and the Vice President shall work within the following guidelines:

- A. The Grievance Committee shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of college policies, procedures or labor agreements.
- B. Any decision by the Grievance Committee shall be in compliance with the provisions of the *Education Code*, all state and federal statutes, and accrediting agency regulations. The decision shall be final, unless appealed, and shall be based only on the pertinent and relevant written documents submitted and the recorded and pertinent oral testimony received in the hearing.
- C. The appropriate Vice President or the Title IX Officer shall verify the existence of all written documents generated at Stage 2 and submit a list of them with attached copies to the committee.
- D. After a hearing has taken place and both parties have had an opportunity to submit pertinent arguments and oral testimony, the Grievance Committee shall submit its findings and decision in writing within ten (10) school days.
- E. All records, deliberations, and procedures of the Grievance Committee shall be filed with the Vice President of Student Services, or the Title IX Officer. The records shall be treated in a confidential manner.

### Stage 4 – Grievance Appeal (Formal and written process)

If either the student or the faculty/staff member involved is not satisfied with the decision made or action taken by the Grievance Committee, an appeal may be made to the Superintendent/President within ten (10) school days after the receipt of the decision. This written appeal shall outline the nature and basis for the dissatisfaction with the decision or action taken. A copy of the appeal shall be sent to those involved as appropriate. Failure to follow the timeline may affect a grievant's ability to proceed.

The Superintendent/President shall review the appeal and recommendation from the Grievance Committee and, within ten (10) school days upon receipt of the appeal, shall render a written decision. The appeal is considered based solely upon the written record. However, the Superintendent/President may conduct an investigation at his/her discretion. The Superintendent/President has the authority to uphold, reverse, or modify the action taken by the Grievance Committee with rationale for his/her action. His/her

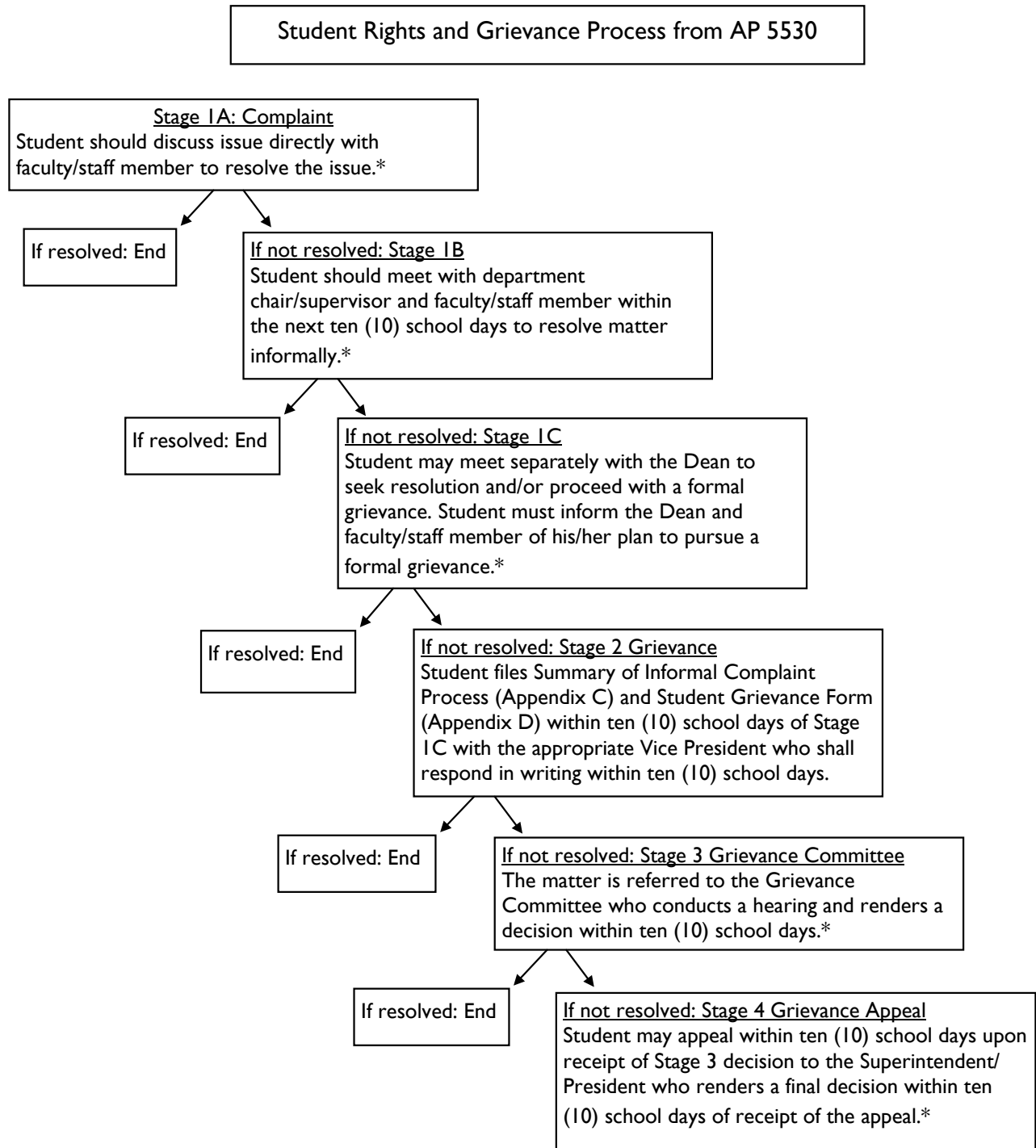
decision shall be final, unless appealed, and shall be delivered in writing to the student lodging the grievance with copies to all parties involved in the proceedings.

### Stage 5 – Appeal to Board of Trustees

Either party may appeal the decision of the Superintendent/President. Appeals must be filed within ten (10) school days upon receipt of the decision. The appeal will be heard at the next available Board of Trustees meeting for which there is sufficient time to include the agenda item in the legal notice of the meeting. Failure to follow the timeline may affect a grievant's ability to proceed.

- A. Appeals are addressed to the Board of Trustees, c/o the Superintendent/President.
- B. Appeals must cite one or more specific flaws in the implementation of the process of review. Merely disagreeing with the outcome of the appeal is not sufficient grounds to file a final appeal.
- C. Appeals are conducted based solely on the written record. However, it shall be the right of the Board to call and question any individuals related to the issues at hand.
- D. Hearings are held in closed session and the decision is announced in open session.
- E. The Superintendent/President will respond within ten (10) school days of the Board's action on the appeal.
- F. Appeal to the Board is the final step in the student's "due process" procedures.

Concerning requested remedy: Issues of remedy sometimes include requests for disciplinary action against one or more employees. It is not within the power of the grievance process to assign or implement any disciplinary action against college employees. Students are discouraged from listing disciplinary action as their sole remedy. Employee discipline is strictly governed by state and local laws and regulations as well as by employment contracts. Provided all other requirements are met, the results of a grievance may be included in an employee's evaluation only to the degree permissible by contract and by law.



\* Parties involved in a grievance may bring a support person to any meetings or hearings of the grievance.

*Referral: Any faculty member, classified staff, or administrator who receives a grievance or complaint concerning any faculty member or staff member from a student, shall refer the student immediately to the subject of the grievance, except in the cases of sexual harassment or discrimination, where the student shall be referred to the Office of Human Resources.*

**Informal Complaint Resolution Chart**  
Explaining the Stage I– Informal Complaint Process

Subject Area	First Level (A)	Second Level (B)	Third Level (C)
Academic Matters	Instructor	Department Chair	Dean of Instruction/ Division Dean
Accessibility Matters	Director of Disabled Students Programs & Services	Dean of Student Services	Vice President of Student Services
Admissions and Registration	Director of Enrollment Services (SJC) or Associate Dean of Student Services (MVC)	Associate Dean of Student Services	Vice President of Student Services
Discipline	Instructor/staff member	Department Chair/Supervisor	Dean of Instruction or Dean of Student Services
Discrimination or Harassment	Vice President of Human Resources		
Financial Aid	Director of Financial Aid	Dean of Student Services	Vice President of Student Services
Grade Dispute Matters	Instructor	Department Chair	Dean of Instruction/ Division Dean
Matriculation	Dean of Student Services	Vice President of Student Services	
Residency Determination	Director of Enrollment Services (SJC) or Associate Dean of Student Services (MVC)	Associate Dean of Student Services	Vice President of Student Services
Security and Parking	Campus Police Department	Campus Police Chief	Vice President of Student Services

**Summary of Informal Complaint Process**

(Stages IA – IC must be completed before a formal grievance can be filed.)

Stage I–A (informal) of the process is for you to talk directly to the faculty/staff member.

Have you spoken to the faculty/staff member to try to resolve your complaint?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

If not, why?

\_\_\_\_\_

What is your desired outcome?

\_\_\_\_\_

Stage I–B (informal) of the process is to discuss the matter with the department chair or supervisor. If you need help finding out who that person is, call (951) 639-5201.

Have you spoken with the department chair or supervisor?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

What was the result of the meeting?

\_\_\_\_\_

\_\_\_\_\_

Why is this result not satisfactory to you?

\_\_\_\_\_

\_\_\_\_\_

Stage I–C (informal) of the process is to meet with the appropriate Dean to resolve the matter or to meet separately with the area Vice President to seek resolution and/or proceed with a formal grievance.

Have you spoken with the Dean or Vice President?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

What was the result of the meeting?

\_\_\_\_\_

\_\_\_\_\_

Why is this not satisfactory to you?

\_\_\_\_\_

\_\_\_\_\_

*Stages 2 and 3: If not resolved, the issue now becomes a grievance and follows the process outlined in Administrative Procedures 5530.*

**MT. SAN JACINTO COLLEGE  
Student Grievance Form**

If you wish to file a grievance under Stage 2 of the Student Rights and Grievance process, complete all of the following questions and return this form to the Office of the Vice President of Student Services (room 131 on the Menifee Valley Campus) or to the Office of the Vice President of Instruction (room 1110 on the San Jacinto Campus). This form will be accepted only if the Summary of Informal Complaint Process (Appendix C) is completed and attached. If you have any questions or need assistance, contact the Office of the Vice President, Student Services at (951) 639-5201 or visit room 131 on the Menifee Valley Campus or the Student Government Association office on either campus.

Your Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Grievance Information:

Name of Faculty/Staff Member: \_\_\_\_\_

Class, Division, or Department: \_\_\_\_\_

Describe the specific grievance. If possible, identify the policy or procedure violated. This form must contain a specific description of the grievance and refer to any law or policy which is the basis for the grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your proposed remedy or solution? This must be included. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>For Office Use Only</i>	
Date Received: _____	By: _____
Copy to faculty/staff member on: _____	Copy to division dean/supervisor on: _____
Action/Resolution: _____	
_____	

## **Nondiscrimination Policy and Complaint Procedures Under Sections 59300 et seq.**

### **Introduction and Scope**

This is intended as notice and clarification of the grievance procedures that apply to different forms of unlawful discrimination, including disability harassment concerning the implementation of the District's nondiscrimination policy and complaint procedures pursuant to California Code of Regulations, Title 5, sections 59300 et seq.

### **Unlawful Discrimination Policy**

The policy of the Mt. San Jacinto Community College District is to provide an educational and employment environment including but not limited to access to its services, classes and programs 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, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing 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, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in administrative procedure # 3410 or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental

disability, or because he or she is perceived to have one or more of the foregoing 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, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

### **Reports of Discrimination**

The District requires that all reports of discrimination, including harassment on the basis of disability, be addressed by the District's complaint procedure pursuant to California Code of Regulations, Title 5, sections 59300 et seq. The District's procedures for complaints of discrimination may be found on the district website under the student portal. Full discrimination policy and forms are located at the following: <http://www.msjc.edu/CollegeInformation/Administration/Documents/Discrimination-Policy.pdf>

### **District's Response to Reports of Discrimination**

The District is responsible and has an affirmative duty to respond to complaints of discrimination in a timely manner. The District has identified the Vice President of Human Resources as its Responsible District Officer. All complaints of discrimination pursuant to section 59300 et seq, will be processed by the Vice President of Human Resources. The address for the Vice President of Human Resources office is as follows:

Irma Ramos, Vice President of Human Resources  
1499 N. State St.  
San Jacinto, CA 92583  
(951) 487-3156

### **Statement Regarding Formal and Informal Complaint Procedures**

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease.

#### *Informal Complaint Procedures*

Whenever any person brings charges of unlawful discrimination to the attention of the Responsible District Officer in the form of an unwritten complaint or a complaint that is not submitted on the form prescribed by the State Chancellor, that officer shall undertake efforts to informally resolve the charges and advise the complainant that he or she need not participate in informal resolution. Additionally, the

## General Regulations

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Responsible District Officer shall notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so. The Responsible District Officer shall also advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction and that if the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within the jurisdiction of those agencies.

Efforts at informal resolution need not include any investigation unless the District's responsible officer determines that an investigation is warranted by the seriousness of the charges. Accordingly, because the District is responsible for maintaining a safe and discrimination free educational environment, serious allegations may need to be investigated even if the complaining party considers the matter resolved. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and must be completed unless the matter is informally resolved and the complainant dismisses the complaint or the complainant files with the DFEH and the Chancellor elects not to require further investigation pursuant to Title 5, section 59328(f)(2). Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

### *Formal Complaint Procedures*

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>.

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided. A written response summarizing the District's investigatory actions and investigative findings will be provided to the complainant.

### *Handling Discrimination Complaints*

As stated above, in an informal process the district officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a formal complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and must be completed unless the matter is informally resolved and the complainant dismisses the complaint or the complainant files with the DFEH and the Chancellor elects not to require further investigation pursuant to Title 5, section 59328(f)(2). Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

If an informal complaint is filed and an understanding cannot be reached by the parties involved, the Responsible District Officer will render a written decision to the complainant regarding the District's actions and findings within 90-days of receiving the informal complaint. If the parties are able to come to an understanding and no investigation is necessary, no written decision regarding the complaint will be rendered to the complainant. However, if the informal complaint requires an investigation, regardless of any understanding reached by the parties, the District will provide a written decision summarizing the results of the investigation to the complainant regarding the District's actions and findings within 90-days of receiving the informal complaint. If a formal complaint is received by the Responsible District Officer, the District must investigate the complaint and a written decision summarizing the investigation results will be provided to the complainant within 90-days of receiving the informal complaint.

## **Sexual Harassment Policy**

**(Applies to all Students, Faculty and Staff)**

### **Purpose and Philosophy**

Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination, such as that based on race, color, sex, ancestry, national origin, disability (mental and physical),

including HIV and AIDS, medical conditions such as cancer, age (40 and above), and marital status, are also prohibited. Sexual harassment is abusive and illegal behavior that harms victims and negatively impacts the district's culture by creating an environment of fear, distrust and intolerance. Because the district is committed to provide a safe, healthy environment for all employees and students that promote respect, dignity, and equality, it is the purpose of this policy to create and preserve an educational environment free from unlawful sexual harassment and discrimination on the basis of sex.

## References

- 20 U.S.C. §1681, Education Amendments of 1972, Title IX. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- 34 C.F.R. §§106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX. This provision requires designation of Title IX Coordinator, grievance procedure, and public notice of Title IX policies and procedures.
- 42 U.S.C. §2000e, Civil Rights Act of 1964, Title VII. This provision prohibits employers from discriminating on the basis of sex.
- 29 C.F.R. §1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII.

The following regulations provide guidelines on sexual harassment in the workplace.

- California Fair Employment and Housing Act (Government Code §12900 et seq.)
- Sex Equity in Education Act (Education Code §§51 et seq.)
- Assembly Bill 80 of 1977 (Government Code §§11135 et seq.)
- Chapter 2, Division 4, Title 2, of the California Administrative Code.
- Subsection 1 (Commencing with §53000), Section 2, Chapter 1, Division 4, Title 5, of the California Administrative Code.
- §87100 of the California Education Code.

## Monitoring Responsibility

The Vice President of Human Resources and Title IX Coordinator, as designated by the Board of Trustees, will be responsible for ensuring compliance with this policy. The Vice President of Human Resources will yearly evaluate, among other things: The frequency and nature of complaints under this policy; employee and student compliance with the policy; employee and student perceptions of the policy's effectiveness. Results of the evaluation will be used to modify or update the policy as appropriate, with an emphasis on remedying deficiencies.

## Policy

In order to provide a safe and healthy environment that encourages respect, dignity, and equality, it is district policy to provide an educational and employment environment free from sexual harassment and discrimination on the basis of sex. Under both Title VII of Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, the district considers sexual harassment to be unlawful discrimination on the basis of sex. In addition, discrimination on the basis of sex is prohibited by the California State Constitution. Finally, sexual harassment/assault by any individual may constitute a sexual crime under the California State Criminal Code.

The district strictly prohibits all forms of sexual harassment on district grounds, and at all district-sponsored activities, programs, and events including those that take place at locations outside the district. The district also strictly prohibits all forms of sexual harassment against individuals associated with the district (i.e. contractors, consultants, etc.), whether or not the harassment occurs on district grounds.

Because sexual harassment can occur employee to employee, employee to student, student to employee, student to student, male to female, female to male, male to male, female to female, it shall be a violation of this policy for any student, employee, or third party (district visitors, vendors, etc.) to sexually harass any student, employee, or any other individual associated with the district (i.e. contractors, consultants, etc.).

The district encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All persons who complain or file a complaint have the right to be free from retaliation of any kind.

The district will promptly investigate all formal, informal, verbal, and written complaints of sexual harassment, and take prompt corrective action to end the harassment.

## Definitions

"Sexual harassment" is defined as being unwelcome sexual advances, requests for sexual favors, other unwanted physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, district employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term of employment or condition of a student's education (including any aspect of the student's participation in district-sponsored activities, or any other aspect of the student's education);
- Submission to, or rejection of the conduct is used as the basis for decisions affecting employment status decisions, or a student's academic performance, or participation in district-sponsored activities or creates an intimidating, hostile, or offensive educational environment.



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### Unacceptable Conduct

Complaints received will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the definitions in 5.1 and should be treated as sexual harassment. Unacceptable conduct may or may not constitute sexual harassment. Normally, unacceptable behavior must be severe or pervasive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, employees who observe unacceptable behavior, as well as administrators conducting an investigation, should consider:

- Is the conduct sexual in nature?
- Is the conduct derogatory toward one gender?
- Is the conduct unwelcome?
- Would the behavior be offensive to a reasonable person of the same gender as the victim?
- The nature, severity, and scope of the incidents;
- The number of students or employees involved directly or indirectly;
- The relationship of the parties involved (i.e. employee/student, fellow students, etc.), and whether there is equal power between the parties;
- The past discipline history of the parties involved;
- The frequency and duration of the behavior;
- Whether there is a pattern of behavior;
- Whether the conduct is verbal or physical.

EXAMPLES: Campus-related conduct that the district considers unacceptable and often a part of sexual harassment includes, but is not limited to, the following:

- Rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the California State Penal Code;
- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, or job assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files; messages or games, etc.;
- Unwelcome and offensive name-calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
- Unwelcome leers, stares, gestures, or slang remarks that are sexually suggestive, sexually degrading, or imply sexual motives or intentions;
- Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;

- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

### Complaint Procedures

- In compliance with applicable federal and state law, it is the policy of the district to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.
- Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.
- Victims of sexual harassment should document the harassment as soon as it occurs. In order to assist investigators, victims should document the harassment with as much detail as possible, including: the nature of the harassment; dates, times, and places it has occurred; name or names of harasser or harassers; witnesses of the harassment; and the victim's response to the harassment.
- To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with an advocate present, and tell the harasser to stop the conduct because it is unwelcome. Victims should document the incident or incidents of continuing harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the incident(s) and the effect or impact of the behavior on the victim.
- If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he or she cannot discuss the concerns with the harasser, the victim should directly inform a district employee of the complaint and should clearly indicate what action he or she wants taken to resolve the complaint.
- Any district employee who receives a complaint of sexual harassment from a student or another employee shall inform them of their obligation to report the complaint to the district's administration, and then shall immediately notify the Vice President of Human Resources and/or the school Title IX Coordinator.
- District employees who fail to report complaints of sexual harassment to appropriate administrators or law enforcement authorities may face disciplinary action, up to and including reprimand, suspension, or termination.
- District administrators, or other district officials who fail to report student or employee complaints of sexual harassment may also face disciplinary action, including reprimand, probation, or termination.
- Victims who contact a district employee with a complaint are encouraged to submit the complaint in writing. (See Attachment B – Discrimination Compliant Form available in the Human Resources Office.) However, complaints may be filed verbally. Alternate methods of filing complaints (such as tape recorders, scribes, etc.) shall be made available to individuals with disabilities who need accommodation.

- The district encourages all persons involved to report complaints as soon as possible (i.e. within ninety (90) days after the incident), in order that complaints can be effectively investigated and resolved.
- Reports/Complaints to Law Enforcement Authorities
  - Consistent with district Policy, where a complaint contains evidence of violence or criminal activity, the employee and/or district Title IX Coordinator shall refer the complaint to the district Vice President of Human Resources and/or law enforcement authorities for investigation.
  - The district encourages any individual who has knowledge of sexual harassment of a violent or criminal nature to independently report the information to law enforcement authorities.
- California Community Compliance and Enforcement (Discrimination Complaints). The district will comply with Title 5 of the California Code of Regulations, Subchapter 5, Article 3 and 4, §59334 et. Al. (See Attachment A available in the Human Resources Office.)
- Complaints may be filed with the following individuals: (See Attachment C available in the Human Resources Office.)
  - Vice President of Human Resources, Irma Ramos (employees or students)
  - Any administrator or supervisor (employees or students)
  - Title IX Coordinator, Chris Mozga (students only)
- As soon as possible, but no later than three (3) working days following receipt of a complaint, the Vice President of Human Resources shall commence an investigation of the complaint according to the following steps:
  1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he or she wants taken in order to resolve the complaint.
  2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities who have difficulty writing.
  3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
  4. Instruct the alleged harasser to have no contact or communication regarding the complaints with the victim and to not retaliate against the victim. If the alleged harasser does not comply with this instruction, he or she shall be subject to immediate disciplinary action.
  5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his or her statement confidential.
  6. Review all documentation and information relevant to the complaint.
  7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, utilize appropriate informal methods to resolve the complaint, including but not limited to:
    - A. Discussion with the alleged harasser, informing him or her of the district's policies and indicating that the behavior, if occurring, must stop;
    - B. Conducting training for the department or area in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
    - C. Requesting a letter of apology to the complainant;
    - D. Writing letters of caution or reprimand;
    - E. Separating the parties.
    - F. Student or Employee Involvement and Notification
    - G. The representatives or advocates of students who file complaints are welcome to attend each stage of both informal and formal investigation and resolution procedures.

## Confidentiality

It is district policy to respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, because an individual's need for confidentiality must be balanced with the district's obligations to cooperate with police investigations or legal proceedings, to provide due process to the alleged harasser, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the district retains the right to disclose the identity of parties and witnesses to complaints to individuals only in appropriate circumstances.

## Initial Investigation and (Informal)

### Resolution Procedures

(See Attachment A available in the Human Resources Office.)

- The Vice President of Human Resources and/or Title IX Coordinator (for students) has the responsibility of conducting a preliminary review when he, she or they receive a verbal or written complaint of sexual harassment, or if he, she or they observe sexual harassment. Except in the case of severe or criminal conduct, the Vice President of Human Resources and/or Title IX Coordinator shall make all reasonable efforts to resolve complaints informally. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

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Employees bringing complaints shall be informed of their right to be advised by union officials or other professional representatives.

8. Report back to both the victim and the alleged harasser, notifying them in writing, and also in person as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. Instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him or her.
9. Notify the victim that if he or she desires further investigation and action, he or she may request a formal district investigation by contacting the Vice President of Human Resources or Title IX Coordinator. Also, notify the victim of his or her right to contact the U.S. Department of Education's Office for Civil Rights, the Department of Fair Employment and Housing (DFEH), and/or a private attorney.

Whenever a sexual harassment complaint is made, district administrators must take action to refer the complaint to the Vice President of Human Resources or Title IX Coordinator for investigation, even if the student does not request any action or withdraws the complaint.

If the initial investigation results in a determination that sexual harassment did occur, and the harasser repeats the wrongful behavior or retaliates against the victim, the Vice President of Human Resources shall consult with the appropriate Vice President and the Superintendent/President to determine appropriate disciplinary action.

The Vice President of Human Resources must consider the severity or pervasiveness of the conduct and exercise discretion in determining whether a formal investigation is necessary. If a complaint contains evidence or allegations of serious or extreme harassment, such as criminal touching, or quid pro quo (e.g. offering an academic reward or punishment as an inducement for sexual favors), the complaint shall be investigated immediately. In addition, where there is reasonable suspicion that the alleged harassment involves criminal activity, the Vice President of Human Resources will immediately contact law enforcement authorities. Where criminal activity is alleged or suspected, the alleged harasser (employee) shall be placed on administrative leave pending the outcome of the investigation.

### Formal Investigation

(See Attachment A and Section 7 available in the Human Resources Office.)

### Right to Representation and Other Legal Rights

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Students who file complaints may elect to be accompanied by another student of their choice at each stage of the

complaint procedure. Victims also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights (OCR).

### Students and Employees

U. S. Department of Education  
Office for Civil Rights, Region VIII  
Federal Office Building  
1244 Speer Boulevard, Suite #310  
Denver, CO 80204  
Tel: (303) 844-5695

### Employees

State of California  
State and Consumer Services Agency  
Department of Fair Employment & Housing  
110 West "C" Street, Suite 1702  
San Diego, CA 92101  
Tel: (619) 645-2691

### United States Equal Employment Opportunity Commission (EEOC)

San Diego Area Office  
401 "B" Street, Suite 1550  
San Diego, CA 92101  
Tel: (619) 557-7282

**Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.**

### Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal and, therefore, subject to disciplinary action. Likewise, retaliation against a person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension, probation or termination.

### Discipline

Any individual, including an individual with disabilities, who violates this policy will be subject to appropriate disciplinary action under applicable Board Policies, Unit Bargaining Agreements, and Education Code discipline procedures. Disciplinary measures available to district authorities may include, but are not limited to, the following:

- Verbal warnings/reprimands;

- Written warning/reprimand in the employee or student's file;
- Requirement of verbal and/or written apology to victim;
- Mandatory education and training on sexual harassment by means of reading assignments, videos, classes, or other presentations;
- Involvement of policy and/or other law enforcement authorities.

In addition, if the harassment is severe or persistent, an individual who violates this policy may be subject to suspension, expulsion, probation or termination. Moreover, students who violate this policy may lose the privilege of participating in extracurricular activities such as athletics, student government, cheerleading, graduation ceremonies, etc. These penalties may be imposed even for first offenses, which are severe or extreme.

In determining what disciplinary or corrective action is appropriate, district officials shall consider the totality of the circumstances, including but not limited to:

- The number of victims and harassers involved;
- The prior disciplinary records of the harasser or harassers;
- The disability status of the victim and/or harasser or harassers;
- The threatened or actual harm caused by the harassment; and
- The frequency and/or severity of the harassment.

If district administrators have reasonable suspicion that the harassment involves sexual assault, rape, or any other activity of a criminal nature, they shall notify appropriate law enforcement authorities and immediately initiate appropriate due process proceedings to remove the alleged harasser party from the situation.

### False Complaints

False or malicious complaints of sexual harassment will result in corrective or disciplinary action being taken against the complainant. The disciplinary measures available to the district are the same as those listed under the Discipline section of this policy.

### Training

- All students shall be informed of this policy in student handbooks, folders, and registration materials. A summary of this policy shall also be posted in a prominent location. All Associated Student Body officers shall receive district training about the policy at the beginning of each school year.
- All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information annually and attend awareness training at least once every five (5) years regarding this policy and the district's commitment to a harassment-free learning and working environment.

- The Title IX Coordinator, Chris Mozga, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy and related legal developments from the Vice President of Human Resources.
- The Vice President of Human Resources, Irma Ramos, and department administrators shall be responsible for informing students and employees on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

### Records

Separate confidential records of all sexual harassment complaints and investigations shall be maintained in the Vice President of Human Resources Office. Records of investigations shall be maintained in the office of the Vice President of Human Resources.

- Records of informal investigations and resolutions shall be retained for at least three (3) years.
- Records of investigations shall be retained for at least six (6) years.
- Records of complaints and investigations of blatant violations involving criminal touching, quid pro quo situations, or other criminal acts shall be retained permanently.

### Policy Dissemination and Review

A summary of this policy and related materials shall be posted in a prominent place in each district facility. Notification of this policy, along with a summary, shall also be published in student registration materials, student handbooks, employee handbooks, and other appropriate district publications as directed by the Vice President of Human Resources.

The Academic Senate, Faculty and Staff Diversity Committee, Management Leadership Council and President's Cabinet shall annually review this policy's effectiveness. The Vice President of Human Resources and the district's legal counsel shall review this policy annually to determine its compliance with applicable state and federal law, and shall update the policy accordingly.

### Acquired Immune Deficiency Syndrome

Mt. San Jacinto Community College District is committed to provide a safe, fair, sensitive and nondiscriminatory environment for study. Toward these ends, the following guidelines will apply:

- An individual with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or a positive Human-Immunodeficiency Virus (HIV) antibody test result will not be denied enrollment for

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instruction in any classroom activity as long as he or she is able to perform in accordance with established standards.

- Persons with AIDS or ARC or who are perceived to have such conditions are considered disabled under state and federal law and may be served through state-funded Disabled Students Programs and Services.
- The administration will develop and implement plans to provide up-to-date AIDS education to students and employees with the purpose of: (1) to prevent further spread of the virus; and, (2) to dispel myths and unreasonable fears about the disease.

### Americans with Disabilities Act (A.D.A.)

Mt. San Jacinto College is committed to compliance with both the spirit and the letter of the Americans with Disabilities Act, as well as the Rehabilitation Act of 1973, and other laws protecting the rights of persons with disabilities. The Board of Trustees has established compliance with the Americans with Disabilities Act as an institutional priority, where this will not pose an undue burden or fundamentally alter the programs of the institution. The Vice President of Human Resources, Irma Ramos, or designee, is the Americans with Disabilities Act coordinator for the district. Student and community members with concerns related to access to the college's facilities, programs and services should contact the Vice President of Human Resources, Irma Ramos. Employees or employment applicants with A.D.A. related concerns should also contact the Vice President of Human Resources, Irma Ramos.

Should an individual feel that there has been an inappropriate restriction of access to employment or educational opportunities for one or more qualified persons with one or more disabilities, and an adequate remedy has not been forthcoming from the appropriate college office, that individual may file a petition in accordance with the following procedures:

- Petition for Review of Access to Employment or Educational Opportunity shall be filed with the Vice President of Human Resources or designee, who shall investigate each complaint and respond within ten (10) working days.
- The response to the petition shall include either a statement of what remedy to the complaint will be provided, or establish the date for a hearing by the A.D.A. Task Force.
  - o Should a hearing be called, it will take place within thirty (30) working days from the date of notice.
  - o Following the hearing, the A.D.A. Task Force will provide a written response within ten (10) working days following the hearing.
- If the response of the Vice President of Human Resources (or designee) or of the hearing does not resolve the concerns of the petitioner, an appeal may be filed with the Superintendent/President who shall respond to the petition within ten (10) working days.
- Should the Superintendent/President's response not satisfy the petitioner, the Board of Trustees shall be the last level of appeal. The decision of the Board of Trustees shall be final.

## FREEDOM OF SPEECH

The campuses of the Mt. San Jacinto Community College District are non-public forums, except for those areas designated as Free Speech areas, which are limited public forums. The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as Free Speech areas, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to the requirements of this policy. Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the district.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

### Campus Speaking Area

In order to permit a forum for discussion and advocacy of issues and ideas outside the college curriculum, a Free Speech area shall be designated on each campus. This area shall be:

- Readily accessible to all students;
- Located so as not to require students to travel through it;
- Open to use on a first come, first served basis;
- Scheduled through the Outreach Office where all visitors, once approved, will obtain a copy of Education Code, Section 76120 and MSJC Administrative Procedures 3990 and be expected to abide by its guidelines.

#### Speech in the designated Free Speech areas shall not be limited except that:

- There shall be no use of electronic or other sound amplification that interferes with the conduct of classroom, laboratory, library, or office activities on campus.
- There shall be no obscene or slanderous speech or distribution of obscene or libelous materials.
- No speech shall be permitted which advocates the overthrow of the government.

- No speech shall express or advocate racial, ethnic, religious, sex-based, other hate-based prejudice or other speech that incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college.
- The Free Speech area shall not be used for any commercial activity. There shall be no solicitation of funds of any kind in the area, nor any implied solicitation of funds in the area.
- Speakers are responsible to ensure that all printed and other materials brought into the Free Speech area are removed at the conclusion of the activity, and that college funds shall not be required to return the Free Speech area to its original condition as the result of any individual or group exercising their rights of Free Speech in this area.

### Campus Posting/Distribution of Materials

All non-classroom materials posted or distributed on any Mt. San Jacinto College campus or in any Mt. San Jacinto College facilities, which are not published by Mt. San Jacinto College, must be approved in advance by the designee of the Student Government Association.

- The approval will include a stamp placed on the front of the material.
- The expiration date for the approval will be included on the stamp. Posted materials will be removed from bulletin boards after the expiration date. Flyers that do not have the MSJC logo on them will be approved for two weeks.
- Materials being distributed may only be distributed in the Free Speech area unless these materials are being distributed as part of an otherwise approved activity
- No printed material may contain the name Mt. San Jacinto College or in any way imply sponsorship or approval by Mt. San Jacinto College without advanced approval in writing. Use of the institution's name requires advance approval of the Board of Trustees.

The posting of printed materials shall in no way deface or mar the surface or substance of college facilities or other property.

- All items posted will be posted on designated bulletin boards/kiosks.
- There is a size limit for all non-MSJC published flyers. They shall be no larger than 8.5" x 11".
- Posting will be done with thumbtacks or pushpins only. No staples, brads, nails, tape or other objects will be used.
- No materials will be taped or in any way attached to walls, pillars, painted surfaces, windows or other glass surfaces, trees, doors or other surfaces not specifically designated for the purpose of posting printed materials.
- It is not permissible to enter a classroom or laboratory for the purpose of posting printed materials when the classroom or laboratory is in use.

- Individuals damaging college property as a result of violating the above rules shall be required to pay for appropriate repair/replacement of the damaged property.

No printed materials will be distributed on automobiles or other vehicles in Mt. San Jacinto College parking lots.

All printed materials posted or distributed at Mt. San Jacinto College shall conform to the following district requirements:

- Printed materials may not contain any obscene, slanderous or libelous content.
- Printed materials may not contain any material, verbal or graphic, which incites so as to create a clear and present danger of imminent commission of unlawful acts on college premises or of the violation of college regulations or the substantial disruption of college activities.
- Bulletin boards in the classrooms are designated for instructional and college materials only.
- Specific materials which benefit students, i.e. college book sales, local rooms for rent, health services, local employment opportunities, child care, secretarial services, tutoring services, carpooling information, etc., may be posted in designated areas.
- Books for Sale/Rooms for Rent forms are available as a courtesy in the Student Government Association Office. These forms will be approved and posted for thirty (30) days.

Students have the right to expect that all items approved for posting and/or distribution will be available through the expiration date assigned by the college. Individuals or groups who remove approved items without the permission of the individual or group approved to place the materials, and who remove these materials prior to the expiration date assigned by the college, shall be subject to discipline under the college's Standards of Conduct. Should the charge be proven, the individual and/or group will lose any rights to post materials at any Mt. San Jacinto College site for the remainder of the academic year. Additional discipline may be required, per the Standards of Conduct.

### Notice

The following notice will be posted on all bulletin boards:

"Mt. San Jacinto College cannot be held responsible for the truthfulness and accuracy of content, or the quality of services or products offered as it relates to any public speech or posted materials."

### Alcohol and Drug Free School

Mt. San Jacinto College is committed to maintaining a drug-free environment. State law and local regulation strictly prohibit the use, possession or distribution of drugs or alcohol on campus or at any college event, activity or on any college site. Violators will be subject to college discipline as well as arrest by local and/or state law enforcement agencies. Alcoholic beverages are only permitted on district property

## General Regulations

or facilities used for district-sponsored events in specific cases, as outlined in MSJCCD Board Policy/Administrative Procedures 3560.

Students are warned that the use of alcohol as well as the abuse of illegal drugs is hazardous to your health and the health of others. This notice is provided in compliance with federal laws and regulation. Further information can be obtained from the Riverside County Health Department, as well as other state and local agencies.

### Children on Campus

Unsupervised minor children on campus constitute an unnecessary and unacceptable insurance risk. Therefore, minor children will not be permitted on campus unless enrolled in college courses or classes, participating in a college-approved event for which adult supervision is provided, or in the immediate supervision of their parent or guardian. This includes children of MSJC employees.

**NOTE:** Non-enrolled children will not be permitted to attend class, even if accompanied by parents or guardians. Exceptions in order to further the stated educational objectives of a course may be requested in writing through the office of the Vice President of Instructional Services.

### Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor's Department Chair, then to the Division Dean, and if necessary, to the Vice President of Instructional Services. See the Student Grievance Policy for a more formal procedure that is also available.

## Crime Awareness

Mt. San Jacinto Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available on the college website at [www.msjc.edu](http://www.msjc.edu).

## Smoking Policy

The Board of Trustees for Mt. San Jacinto College acknowledges and accepts the U.S. Surgeon General's claim that smoking and the use of tobacco products is a leading cause of cancer and is associated with other health-related problems. The smoke from such tobacco products is an issue of concern for the entire campus community as it affects everyone on campus, smokers and non-smokers alike.

Effective January 1, 2006, Mt. San Jacinto College became a smoke-free environment EXCEPT for designated smoking areas (Board Policy 5555). Individuals found smoking outside of the designated smoking areas will be cited. Repeated violators of the smoking policy will be subject to removal from campus and/or appropriate disciplinary actions. (This policy is currently under review.)

## Revision of College Regulations

Any regulation adopted by the Board of Trustees and the administration of Mt. San Jacinto College, subsequent to the printing of this catalog, shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.



## STUDENT SERVICES & ACTIVITIES

### Athletics

#### Learning Outcomes

- Recognize the application of life skills learned as a competitive intercollegiate student athlete;
- Demonstrate pride in the team and/or individual athletic performance;
- Identify and apply the registration and transfer process required for intercollegiate student athletes;
- Identify and utilize student support services on campus.

Mt. San Jacinto College Eagles field intercollegiate teams in men's football, basketball, baseball, golf and tennis; and women's volleyball, soccer, basketball, tennis, golf and softball. The college is a member of the Foothill Conference, which is governed by the California Community College Athletic Association (CCCAA).

To participate in athletics, a student must maintain enrollment in a minimum of 12 units. To be eligible for a second season of participation, a student must complete 24 units with a 2.0 (C) grade-point average between seasons of participation. Eligibility must be carefully verified based upon high school graduation date, residence and academic success. Additional information concerning athletic eligibility regulations is available from the Dean of Student Services, Physical Education and Athletics. Students must enroll in the appropriate section of physical education to receive 2 or 3 units of credit for the sport.

### Career/Transfer Center

#### Career Services

##### Learning Outcomes

- Interpret and assess current and accurate information related to career, employment and assessment to meet their needs; and
- Develop skills, strategies and resources (i.e., internship, career checklist, portfolio, etc.) to make effective transitions to the workforce.

The Career/Transfer Centers on the San Jacinto and Menifee Valley campuses help individuals with their career development through career assessment, career education and employment-related services.

The career planning process normally begins with scheduling an appointment to talk with a counselor about future goals and options. The Career/Transfer Centers offer career testing for identifying interests, values, abilities and personality preferences. The results from these assessments are used as a basis for career exploration and counseling. Career planning courses are also offered on a regular basis. Refer to the Guidance section of the catalog under Course Descriptions.

Career resources in several forms are available for career planning, exploring career possibilities and researching employers. These resources include the computer-based system EUREKA, and Internet.

An audio-visual library gives successful techniques for personal growth and career development. The career resource library has a collection of books, materials, aids, pamphlets and brochures for career planning, exploration, decision-making and motivation and for conducting an effective job search. Resume writing instruction and critique is provided.

The Career/Transfer Centers post current full and part-time job announcements and coordinate on-campus employer visits to recruit students.

### Transfer Services

#### Learning Outcomes

- Receive, interpret and assess current and accurate information related to transfer institutions;
- Be more equipped with skills to differentiate and prioritize strategies and resources to make effective transitions to 4-year universities through comparison of current transfer information;
- Develop an educational goal; and
- Receive referrals for specific resources, activities and events in the Transfer Center.

The Career/Transfer Centers also provide support services for students interested in transferring to 4-year colleges. These services include individual counseling appointments with university representatives, transfer workshops on various colleges' costs, admission requirements, financial aid, academic programs, transfer process, transfer admission guarantee programs, housing, etc. In addition, the Centers sponsor an annual fall college fair on each campus which hosts 70+ college recruiters and monthly visits by local area college representatives. The Centers have computers for Internet access, an electronic library of college catalogues and brochures, UC/CSU documents, information on specific majors and programs, articulation agreements with 4-year college curriculum, the EUREKA computer software which provides education and training information and full printing capabilities for students.

### Child Development and Education Centers

The Mt. San Jacinto Child Development and Education Centers, now available on both the San Jacinto and Menifee Valley campuses, provides an education and care program for children (ages 18 months to 5 years) of MSJC students, staff and parents in the community.

The program meets all State Department of Education Exemplary Program Standards and provides a model of early childhood education for the training of teachers in the Child Development and Education program. Because student teachers complete their training at the Centers, we are able



## Student Services

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to provide a high ratio of adults to children. Lead teachers at the Centers have Master Teacher Child Development Permits from the California Commission on Teacher Credentialing.

The Centers are open when the college is in session (Fall and Spring terms) from 7:30 a.m. to 5:30 p.m. Monday through Friday and are open to the community. The 1/2 day pre-school program is offered from 8:30-11:30 a.m. and again from 1:00-4 p.m. daily. Breakfast, lunch, and snacks are provided. Fees for the program are dependent on family size and income.

### Cooperative Agencies Resources for Education (CARE)

Cooperative Agencies Resources for Education (CARE) is a service provided through Extended Opportunity Program and Services (EOP&S) to provide educational support services and activities for the academically underprepared, welfare-dependent, single head of household student population. CARE specifically assists EOP&S students who are 18 years of age or older and single head of household, current recipients of assistance from CalWORKs/TANF/Tribal TANF for themselves or their dependents, have one child under 14 years old, and are enrolled as full-time community college students.

CARE functions in cooperation with the Department of Public Social Services, Employment Development Department, and Mt. San Jacinto College. CARE students are eligible for EOP&S services plus special self-esteem counseling sessions, assistance with childcare and a number of other support services.

### Counseling

#### Learning Outcomes

- Make an informed decision regarding their educational planning and student development through a collaborative process of research, dialogue, and implementation;
- Demonstrate the ability to inquire and comprehend college processes through technology, face-to-face contact, and publications;
- Demonstrate academic success by taking personal ownership in the educational planning and student development;
- Demonstrate the ability to comprehend and utilize technology by navigating through educational resources; and
- Develop an awareness of academically and culturally diverse programs on campus through dialogue and publications provided by Student Services.

Mt. San Jacinto College offers comprehensive counseling services to assist students in meeting educational, vocational and personal goals. The counseling program further seeks to contribute to the development and maintenance of a college environment.

The counseling program provides assistance and information to individual students regarding academic, personal, transfer and career guidance concerns. Students who would like help with any of these issues are encouraged to contact the counseling center.

Additional services provided by the counseling staff include: 1) assistance to adults returning to school; 2) interpretation of aptitude and career assessments; 3) information and guidance for transfer to other colleges and universities; 4) information regarding completion of MSJC certificates and associate degrees; 5) personal and crisis counseling; 6) New Student Counseling Sessions; 7) assistance with development of a student educational plan; and 8) counseling for students who are on academic and/or progress probation.

The counseling staff utilizes the expertise of and can refer students to the Career/Transfer Center, Child Development and Teacher Training Centers, Extended Opportunity Programs & Services (EOP&S), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSP&S), Financial Aid, and Learning Resource Center.

### Cultural Events

As part of the educational and community service offerings, MSJC provides a wide range of cultural events. Representative programs include: plays, musicals, musical concerts from a variety of genres, art festivals, art gallery displays, dance concerts and other activities that add to the intellectual and cultural life of the college community. These events include both day and evening programs and are open to students and the general public.

### Disabled Students Programs and Services (DSP&S)

#### Learning Outcomes

- Make and keep counseling appointments; plan their semester schedules effectively and problem solve when changes are needed;
- Communicate their needs with their instructors; meet regularly with DSP&S counselor to update progress and needs;
- Demonstrate improvement in both their ability to communicate their academic/disability needs and problem solve with their instructor/counselor through the obstacles that impact their progress; and
- Complete coursework using the adaptive hardware/software they have been trained in High Tech Center.

Mt. San Jacinto College provides equal opportunities and access to students with physical, visual, hearing, speech, psychological or learning disabilities, acquired brain injuries, developmentally delayed learners, and other disabling conditions, who pursue course work at the college.

Disabled Students Programs and Services (DSP&S) is a student services program that assists students with disabilities in gaining maximum access to college curriculum and programs while attaining their academic, vocational and personal goals in a mainstreamed setting.

Students may be referred to DSP&S by instructors, counselors, community agencies, high schools, a parent, or by self-referral. Students are eligible for appropriate and reasonable accommodations and support services upon completion of an application, verification of the disability, and an intake interview in DSP&S.

Once eligible for specific services, requesting services as needed for each semester is the responsibility of the student.

Examples of support services provided by DSP&S includes: disability-related counseling; priority registration; registration assistance; campus orientation; instructor contact; adapted equipment; visual aids; assistive devices (such as the Assistive Listening Device for students who are hard of hearing); specialized equipment loans; interpreting services, note takers, classroom aides; test facilitation and proctoring; assisted computer technologies and workshops; and other services by request.

DSP&S assists instructors and students by providing access to alternate medial formats to meet a variety of student needs. These can include: large print, Braille, and electronic texts and course materials, captioned videos, books on tape, reader services, and tactile graphics.

DSP&S counselors work as liaisons for students to both on-campus learning resources and community agencies, such as the State Department of Rehabilitation and other allied health professionals. DSP&S counselors are available at both the Menifee Valley and San Jacinto campuses.

A student may be referred by DSP&S counselors for testing services on campus with Learning Skills specialists wherein a series of diagnostic assessments evaluating individual strengths and weaknesses in cognitive abilities, academic achievement and processing skills are given to determine the presence of specific learning disabilities. A Learning Disabilities Specialist is available at both the Menifee Valley and San Jacinto campuses.

Students with diagnosed disabilities should contact the DSP&S department regarding information on reasonable accommodations related to policies affecting academic completion.

## Eagle Access Center

The Eagle Access Center, accessible to all MSJC students and prospective students, is available at all campuses. Friendly staff and college mentors (students especially trained to offer “student-to-student” assistance) are available to assist in using the online admissions application, orientation and registration process. In addition, help is available in accessing the FAFSA (Free Application for Federal Student Aid) and searching for scholarship information online. Learn how to login and utilize the online portal [www.my.msjc.edu](http://www.my.msjc.edu).

## Enrollment Services

### Learning Outcomes

- Identify and utilize departmental online services thereby demonstrating independence and responsibility pertaining to admissions and registration;
- Recognize procedure related documents connected to services, i.e., transcript request, petition submission, prerequisite evaluation, application for graduation, etc.; and
- Develop an awareness of the important date calendar via information in the online schedule of classes.

The Enrollment Services Office provides numerous services to students and members of the community. General information about the college is provided. Petitions to enter class late, transcripts, credit by examination and enrollment verification are all initiated in this office. Student academic records, courses taken, units attempted, units earned, grades, grade points, graduation date and other data are maintained in this office.

## Extended Opportunity Programs & Services (EOP&S)

### Learning Outcomes

- Students will analyze, execute, and complete their personal goals;
- Students will analyze, execute, and complete their academic goals;
- Students will analyze, execute, and complete their vocational goals; and
- Students will comprehend and demonstrate personal responsibility by completing their mandated counseling requirements.

The Extended Opportunity Programs & Services (EOP&S) was established as a result of Assembly Bill 164 passed by the California Legislature in 1969 to increase the enrollment of educationally disadvantaged and low-income students on community college campuses.

The Cooperative Agencies Resources for Education (CARE) is a program under EOP&S that was established in 1982 as a means of providing supplemental educational support services for EOP&S students who are single head-of-household with at least one child under the age of 14, who are welfare recipients and who desire job-relevant education to break the dependency cycle by becoming self-sufficient and productive members of society.

### Who is Eligible?

To be considered for eligibility in the EOP&S program, a student must:

- Be a resident of California;
- Be enrolled full-time (12 units) when accepted by the EOP&S program;

## Student Services

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- Qualify to receive a Board of Governor's Grant A or B and apply for financial aid by filing a Free Application for Federal Student Aid (FAFSA);
- Be educationally disadvantaged as determined by the EOP&S program; and
- Not have completed more than 70 units (or 6 consecutive semesters) of college level course work.
- CARE has separate eligibility requirements to include:
  - o Current recipient of TANF/CalWorks;
  - o Receive cash aid for themselves or their children;
  - o Single head of household with at least one dependent child under the age of 14 years of age.

The following are special services that may be offered to qualified students based on availability of funds: book vouchers, priority registration, assessment (Myers-Briggs and Strong Interest), academic/vocational/personal counseling, textbooks, SGA and parking fees, starter kits, transportation vouchers, referrals and graduation packs.

### How can I apply for EOP&S?

EOP&S and CARE applications are available in the EOP&S/CARE office in room 1113 on the San Jacinto Campus. Students can submit EOP&S applications for the 2013-14 academic year until June 30, 2014, or until we reach our program enrollment capacity, whichever comes first.

Depending on program capacity EOP&S may be able to admit eligible CARE students beyond the EOP&S application deadline. In previous years, EOP&S reached our program enrollment capacity in August and our CARE program enrollment capacity later in the academic year.

The EOP&S/CARE office at the San Jacinto Campus will be open Monday through Thursday from 8:00 AM to 5:00 PM and on Friday from 8:00 AM to 12:00 noon. Additional information on the EOP&S program will be posted on our website during the 2013-14 academic year at <http://www.msjc.edu/eops>. You may also contact the EOP&S/CARE staff by calling the San Jacinto office at (951) 487-3295.

## Financial Aid

### Learning Outcomes

- Demonstrate the ability to inquire and comprehend financial aid processes through technology, face-to-face contact, and publications;
- Demonstrate academic success by taking personal ownership in their educational planning and knowledge of financial aid requirements, policies and procedures;
- Identify inhibiting factors (i.e., job skills, financial needs, etc.) by utilizing college and community resources; and
- Manage their schedule, be responsible, and communicate effectively with their employers, co-workers and the public when participating in the Work Study Program.

While Mt. San Jacinto College subscribes to and supports the philosophy that primary responsibility for funding college expenses rests with students and their families, the college recognizes that some students and/or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

To help accommodate these supplemental student needs, the college provides a variety of financial assistance through the Financial Aid Office in the Student Center on the San Jacinto Campus or the Financial Aid Office in building 100 on the Menifee Valley Campus.

Available services range from: 1) administration of various Federal Financial Aid programs, including Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Federal Work Study; 2) State of California aid programs, including enrollment fee waivers through the Board of Governor's Waiver (BOGW), and Cal Grants; 3) Bureau of Indian Affairs (BIA) Tribal Grants; 4) application for locally administered scholarships; and 5) Veterans Educational Benefits.

## Application

Financial aid funds come from appropriations made by the federal and state governments and through scholarship awards made by individuals and other public and private agencies and organizations. Hence, each of these funds must be administered according to different sets of policies, regulations, and/or specific requirements.

To apply for financial aid from Mt. San Jacinto College, students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA is a multi-purpose form that is used to apply for federal aid as well as California Grants from the California Student Aid Commission. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). Students are also required to file a grade-point average verification form with the California Student Aid Commission for a Cal Grant by March 2. Check with the Financial Aid Office for priority deadlines for the FAFSA.

Separate scholarship applications for a number of locally administered scholarships are also available in the Financial Aid offices on both campuses.

## Student Eligibility

Policies relating to federal admission and academic progress of the college are described in this edition of the college catalog. Financial aid administered or approved by Mt. San Jacinto College under Federal Pell Grant, Federal Work Study (FWS) or Federal Supplemental Educational Opportunity Grant (SEOG) is based on the student meeting the following conditions:

- Be a U.S. citizen or eligible non-citizen;
- Be registered with Selective Service (if required);
- Be working toward a degree or certificate;
- Be making satisfactory academic progress;
- Not owe a refund on a Federal grant or be in default on a Federal educational loan;

- Have “financial need” as determined in part by submitting the FAFSA;

New Federal Student Aid (FSA) Regulations designate the amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six (6) years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student may receive each year is equal to 100%, the six-year equivalent is 600%. This Federal Regulation is not appealable.

#### To be eligible for California grants, you must:

- Be a resident of California; and
- Have “financial need” based on the criteria for the Board of Governor’s Waiver or Cal Grant Program.

Additional information about financial aid is available on the Mt. San Jacinto College Financial Aid website at [www.msjc.edu](http://www.msjc.edu) and in the Financial Aid office on both campuses.

## MSJC Standards of Satisfactory Progress for Financial Aid Eligibility

This policy has been developed for students receiving Federal Financial Aid to assist in academic planning and success. Federal regulations require a student to move toward the completion of a degree or certificate when receiving financial aid.

Federal regulations state that Academic Progress Standards must include a review of periods of enrollment in which the student did not receive aid as well as the semesters they did receive aid. All students receiving Financial Aid will be expected to meet annual standards for academic progress and complete a degree or certificate program within 150% of the published unit requirements for the chosen program of study.

At Mt. San Jacinto College, the limit is 72 units for most programs. Information regarding the standards the student must maintain to be making satisfactory academic progress at Mt. San Jacinto College is available in the Financial Aid Office on the San Jacinto or Menifee Valley campuses or on the Mt. San Jacinto College website.

## Financial Aid Refund/Repayment Policy

Federal Law requires students who receive federal Title IV aid and leave school before completing 60% of the term will be required to pay back some or all of the aid received. Information regarding any return of federal Title IV financial aid funds as required by regulations is available from the Financial Aid Offices at the San Jacinto and Menifee Valley campuses and on the MSJC Financial Aid website.

Federal Law also requires that students who received federal Title IV aid and drop classes will be required to pay back some of the aid received. Information regarding reduced enrollment as required by regulations is also available at the

Financial Aid Offices at the San Jacinto and Menifee Valley campuses and on the Mt. San Jacinto College Financial Aid website at [www.msjc.edu](http://www.msjc.edu).

## Housing

No housing facilities are available at the college and the college assumes no legal responsibility for providing or supervising housing facilities.

## Learning Center

The Learning Center offers a tutorial service, a makeup testing service and a computer lab with instructional disks for students enrolled at MSJC. The center offers drop-in services as well as on-going learning assistance. Help is available in math, English and other specific subject matter areas. Handout materials also are available for math, English, English as a Second Language (ESL), study skills and term paper writing. Additional information is available on our website at [www.msjc.edu](http://www.msjc.edu).

## Learning Skills Program (LSP)

### Learning Outcomes

- Analyze and critically evaluate functional limitations, select appropriate compensatory learning strategies, and evaluate use adaptive technologies appropriate for their individual remediation needs;
- Communicate effectively with instructors, staff and fellow students using appropriate methods of technology and select appropriate learning and compensatory strategies;
- Demonstrate personal responsibility, identify personal needs and goals, and select appropriate resources necessary to meet them; and
- Practice active learning and demonstrate measurable progress of course level learning outcomes defined in their educational study plan.

The Learning Skills Program (LSP) is an academic and instructional support program that offers specialized classes and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability (LD) Eligibility Model.

The LSP offers an assessment workshop designed to assess learning strengths and weaknesses, provide instruction in learning strategies, determine educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes and tutoring in mathematics, adaptive computer technology, reading, written and oral expression, and study skills teach compensatory strategies designed to help LD students maximize their success in college classes. Services include test facilitation and proctoring, assisted computer technologies, specialized tutoring, and educational advisement. A Learning Disability Specialist is available on both the San Jacinto and Menifee Valley campuses. Students with a prior history of learning disabilities, or students who

## Student Services

are experiencing extreme difficulty in classes may request LD assessment by contacting the LD Specialist or the Disabled Students Programs and Services (DSP&S) office.

### Library Services

#### Learning Outcomes

- Articulate an information need by stating a research question problem or issue;
- Analyze an information need and determine the type, amount, and depth of information required;
- Identify, locate, and effectively utilize various types of information sources (books, periodicals (print and electronic), media, indexes, Internet resources etc.);
- Formulate search strategies in library catalogs, electronic databases, and the Internet using appropriate subject headings, keyword searches, and Boolean operators to retrieve relevant information;
- Evaluate information sources in any format to determine type, relevancy to topic, bias, currency, and accuracy;
- Organize information resources by preparing a bibliography using correct citation formats; and
- Assess the legal, ethical and privacy issues surrounding information and information technology.

Mt. San Jacinto Community College is a single college, multi-campus district with library facilities at both locations. The library at the Menifee Valley Campus is located in the Learning Resource Center, building 800. The Milo P. Johnson Library at the San Jacinto Campus is located in building 300.

The libraries provide a large variety of resources and services in an advanced electronic environment. The services offered include reference and research assistance, bibliographic instruction on specific class subjects, general library orientations, and reserve materials.

The libraries' collections include circulating and reference books, printed periodicals, eBooks, online databases and full-text periodicals, and audio-visual media.

Databases, full-text periodicals, and the library catalog are accessible on-line 24/7. The library has computers for research and Internet access. In addition, Microsoft Office Suite is available on some of the computers.

The current student picture ID may be used as a library card at both libraries.

Library hours and contact information are posted on each library webpage:

- Menifee Valley Campus Library:  
<http://www.msjc.edu/mvclibrary/>
- San Jacinto Campus Library:  
<http://www.msjc.edu/sjclibrary/>

### Puente Program

#### Learning Outcomes

- Acquire and assess relevant information that will help design an educational plan that focuses on attaining an AA/AS and/or transfer requirements;
- Analyze social and cultural issues that inform their understanding of civic responsibility to prepare them to be more involved in the college and/or local community as mentors or leaders; and
- Develop academic skills (reading, writing, oral, and study) that will demonstrate their ability to be successful in a higher education environment.

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations.

Puente is designed to help students adjust to college life and prepare for transfer to four-year universities. The program is unique in that it explores the Latino/a experience. However, Puente is open to, and welcomes, all MSJC students. The program has three major components: Writing instruction, personal growth instruction and counseling, and mentoring. Puente's goal is to provide students with a strong academic foundation and the support needed in order to be successful at MSJC.

For more information about the Puente Project contact:

- Alma Ramirez – Puente English Instructor  
(951) 487-3645 or [alramirez@msjc.edu](mailto:alramirez@msjc.edu); or
- Miranda Angeles – Puente Guidance Counselor  
(951) 487-3259 or [mangeles@msjc.edu](mailto:mangeles@msjc.edu).

### Scholarships

A number of different scholarships are awarded each year to qualified Mt. San Jacinto College students based upon academic merit and promise, major or vocational objectives, activities or other skills or affiliations, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards, dependent on specific eligibility criteria.

Applications are available in the Financial Aid Office on the San Jacinto and Menifee Valley campuses in mid-January of each year and must be submitted by the March deadline (Please contact the Financial Aid Office for the specific dates).

Mt. San Jacinto College is fortunate to assist in the coordination and delivery of a number of outside or private scholarship awards from various civic groups, clubs and agencies. Potential donors are encouraged to contact the MSJC Foundation Office if assistance is needed in establishing or implementing a scholarship program.

## Student Equity

Every student attending Mt. San Jacinto College has the right to expect fair and equal access to all educational programs and services at the college. The college is committed to providing high quality educational experiences, supported by excellent services to enable every student to pursue an educational goal and be successful.

Mt. San Jacinto College continues to monitor student equity issues, and invites students to let the college know about their personal experiences. We want to know when we've been successful in meeting our equity goals, as well as those areas that can be the focus of improvement efforts. Students may submit their comments to the Vice President of Student Services office at any time.

## Student Government Association (SGA)

The Student Government Association is an important part of the educational experience at Mt. San Jacinto College. This body, through the legislative, executive and judicial branches, establishes curricular activities with the sponsorship and advisement of the college administration and faculty.

The Student Government Association is designed to provide opportunities for the development of the social and cultural interests of students, to develop leadership and responsibility, and to promote college spirit and student morale. All students are encouraged to join and take an active part in some phase of the Student Government Association. Membership qualifies a student to vote in campus elections, to hold office in student organizations, to participate in intercollegiate activities and other student activities.

In accordance with §10701 of the Education Code of the State of California, the Board of Trustees of the Mt. San Jacinto Community College district has ruled that secret fraternities or sororities may not be formed. Similarly, §1085–3 of the Education Code forbids the practice of hazing by organizations or individuals, either on or off campus. All rules and regulations pertaining to student conduct and the student grievance procedure are included in this publication.

## Study Abroad

Mt. San Jacinto College students have the opportunity to study in Europe. Mt. San Jacinto College is a member of the study abroad consortium group which is led by Citrus College and the Southern California Foothills Consortium for Study Abroad. Students can participate in our study abroad programs as long as they meet eligibility requirements.

Semester length programs are offered in London, England (fall) and Salamanca, Spain (spring). Student can earn 12 units of college credit. Most courses are CSU/UC transferable and meet general education requirements. For more information, please contact the Counseling Department at (951) 639-5255.

## Talent Search

### Learning Outcomes

- Acquire skills in math, English and science through offered tutorial services to pass to the next school grade and graduate with a high school diploma;
- Identify the key elements of becoming a college student, including: SAT/ACT Test Preparedness, A – G high school requirements, and college matriculation steps;
- Apply for college admittance and financial aid and enroll the fall term after high school graduation; and
- Maintain community ties through community service and outreach.

The Talent Search Program at Mt. San Jacinto College provides economically disadvantaged and first generation college-bound students with academic support, access and exposure to postsecondary education.

Talent Search is a team effort. This pre-college program, working in cooperation with four schools within the San Jacinto Unified School District, enables students to complete high school and enroll in a postsecondary educational program of their choice.

Talent Search is 100% federally funded by the U.S. Department of Education, and is part of the TRIO Program. Two-thirds of the applicants selected must be low-income and/or first generation college students. (This means that neither parent has graduated from a four-year university.)

### Qualifications – How can I participate?

- Be a middle or high school student (Monte Vista and North Mountain Middle Schools, and San Jacinto High Schools);
- Complete and submit an application;
- Meet the Department of Education's income guidelines and family educational requirements;
- Demonstrate commitment to complete middle school, attend high school and plan to enroll in college;
- Participate in activities, workshops, trips and events related to Talent Search;
- Enroll in appropriate college preparatory classes;
- Maintain a 2.0 (C) or better in all academic course.

Admission into the Mt. San Jacinto College Talent Search program is open to those who meet eligibility criteria, regardless of gender, race, national origin, color, age, religion or disability.

For more information about the Talent Search Program contact:

- Robert Hill – Talent Search Director  
(951) 487-3273 or [rhill@msjc.edu](mailto:rhill@msjc.edu);
- Eva Aceves – Talent Search Advisor  
(951) 487-3272 or [eaceves@msjc.edu](mailto:eaceves@msjc.edu); or

## Student Services

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- Alesha Ucker – Talent Search Administrative Associate  
(951) 487-3274 or [aucker@msjc.edu](mailto:aucker@msjc.edu).

## Upward Bound

### Learning Outcomes

- Analyze and develop a 4-year plan to: Improve standardized test scores in reading, language arts, and math; graduate high school and enroll in higher learning institution the fall term following graduation;
- Understand pre-college preparation by attending a series of informational and interactive workshops covering: College entrance test preparedness, financial aid, A – G high school requirements; and
- Maintain community ties with service area schools through community service and referrals to programs available at MSJC.

### Upward Bound Mission Statement

The purpose of the Upward Bound Project (UB) is to identify eligible youths who are from low-income and potential first-generation college students. UB will encourage project participants to remain and complete high school while setting higher standards for a college education. Furthermore, UB will provide the necessary tools to prepare students to enroll and succeed in college.

### Students in Upward Bound at Mt. San Jacinto College will be encouraged to:

- Develop and improve academic skills;
- Successfully graduate from high school and enroll in postsecondary education;
- Explore and develop career choices; and
- Be motivated to reach their educational goals.

### History of Upward Bound

Upward Bound Projects began in 1964 and have been funded by the U.S. Department of Education, Federal TRIO programs. About 872,032 low income Americans have been served through TRIO programs nationwide.

We are currently in the first year of our third grant which was awarded on 9/01/2012 and end 8/31/2017.

Upward Bound maintains and recruits 50 participants in the San Jacinto High School only.

We at Upward Bound are dedicated to help students reach their educational goals and together we will make them a reality!

#### Qualifications:

- Students must be a 9th or 10th grade student at San Jacinto High School;
- Be the first individual in the family to attend college;
- Show low-income verification;

- Obtain four letters of recommendation from the following individuals: Teachers/counselors (math, science, English or foreign languages); and
- At least a 2.50 grade point average.

Admission into the Mt. San Jacinto College Upward Bound program is open to those who meet eligibility criteria, regardless of gender, race, national origin, color, age, religion or disability.

For more information about the Upward Bound Program contact:

- Marisa V. Mendoza – Upward Bound Director  
(951) 487-3270 or [mmendoza@msjc.edu](mailto:mmendoza@msjc.edu);
- Sebastian Rivera – Upward Bound Advisor  
(951) 487-3271 or [srivera@msjc.edu](mailto:srivera@msjc.edu); or
- Renee Jones – Upward Bound Administrative Associate  
(951) 487-3275 or [rjones@msjc.edu](mailto:rjones@msjc.edu).

## Veterans Educational Benefits

Mt. San Jacinto College is fully approved for the training of students under the various government educational programs for veterans and eligible dependents of deceased or disabled veterans.

After completing an application for admission, a veteran wishing to attend on one of the VA assistance bills should complete all necessary forms in the Veterans Services Office located within the campus Financial Aid Offices.

Veterans are required to choose a major and enroll in classes required of that major. Failure to take proper classes may lead to reduction or termination of benefits. Official transcripts from all previous schools, colleges and CLEP test must be submitted to Mt. San Jacinto College for evaluation before the end of the student's second term of attendance.

The load requirements (fall and spring) for Chapter 30 (Montgomery GI Bill), Chapter 31 (Veterans Vocational Rehabilitation), Chapter 32 (Veterans 1966 Federal Veterans Education Act), Chapter 33 (Post 9–11 GI Bill), Chapter 35 (Dependents' Educational Assistance), Chapter 1606 (Montgomery GI Bill – Selected Reserve), and Chapter 1606/1607 (Montgomery GE Bill Selected Reserve) are:

Full-time..... 12 units or more  
¾ time .....9–11½ units  
½ time .....6–8½ units  
(Chapter 33 must be enrolled in a minimum of 7 units in order to receive partial BAH Payments.)  
¼ time .....3–5½ units

Summer Session: Full-time is considered 4 units in a six-week course or 6 units in an eight-week course.

Veterans taking a course that lasts less than a semester will be paid only for the actual enrollment period. If the veteran receives an "F" or "W" grade for non-attendance, he or she will be liable to repay the VA from the date he or she stopped participation in the class. Continuing and returning students who were previously enrolled for VA assistance and

wish to continue to receive benefits must submit a Veteran's Statement of Responsibility Form to the Veteran Services Office each semester. It is the veteran's responsibility to promptly notify the Veterans Services Office of any change of program, which would affect his or her VA assistance.

Veterans may be awarded 3 units of credit for the healthful living and physical education requirement of graduation by submitting an application for credit and a copy of their DD214, verifying 180 days active military duty, to the Enrollment Services Office. Students who are on active military duty and have completed boot camp may apply to receive the credit. This must be done upon admission to the college.

### Veterans Academic Progress

Veterans who remain in a probationary status for more than two terms without improvement in their academic/progress standing will be required to remain out of college one semester, excluding the summer term, and not be certified for their benefits until returning on probationary status after one semester's absence.

#### For further information, contact:

- Veterans Services – Menifee Valley Campus  
(951) 639-5249; or
- Veterans Services – San Jacinto Campus  
(951) 487-3249.

### Web Services [my.msjc.edu](http://my.msjc.edu)

[My.msjc.edu](http://My.msjc.edu) is the website where you can view your grades, transcripts, and register for classes. Go to the MSJC website [www.msjc.edu](http://www.msjc.edu) and click on [my.msjc.edu](http://my.msjc.edu). Your login is your first initial along with your full last name (lower case, no spacing, and no punctuation) and the last three digits of your Mt. San Jacinto College I.D. number (i.e. jsmith123). This number is located on your Eagle card. Your password is your six-digit birth date (mmddyy). You must change your password in [my.msjc.edu](http://my.msjc.edu) and keep the password in a safe place because we will not be able to retrieve the password once you change it.







<b>Majors</b>	<b>Certificate</b>	<b>AA/AS Degree General Education OPTION A</b>	<b>AA/AS Degree Transfer Emphasis General Education OPTIONS B or C</b>	<b>AA-T/AS-T for Transfer Degree (SB 1440)</b>
Administration of Justice	X	AS		
Alcohol/Drug Studies	X	AS		
Allied Health Medical Assisting	X	AS		
American Indian Studies			AA	
Anthropology for Transfer				AA-T
Art Visual Communications		AA	AA	
Audio Technology Advanced Audio Technology	X X	AA AA		
Automotive/Transportation Technology	X	AS		
Business: Business Administration Business Administration for Transfer Small Business Operations Office Administration: Business, Clerical Business, Office Administration Tech Microsoft Applications Specialist	X  X  X X X	AS  AS		AS-T
Child Development and Education Early Childhood Education for Transfer Early Intervention and Inclusion	X  X	AS  AS		AS-T
Communication Studies			AA	
Computer Information Systems: General Track Internet Authoring Networking Programming	X X X X	AS		
Dance		AA		
Diagnostic Medical Sonography		AS		
Engineering: Drafting Technology	X	AS		
English			AA	
Environmental Studies			AS	
Fire Technology	X	AS		
Geographic Information Science	X	AS		
Geography for Transfer				AA-T
Humanities		AA		
Legal Assistant	X	AS		
Liberal Arts: Arts, Humanities & Communications Business & Technology Mathematics & Science Social & Behavioral Science			AA AA AA AA	
Management/Supervision	X	AS		
Mathematics for Transfer				AS-T
Multimedia	X	AS		
Music Musical Theater	X X	AA AA		
Nursing: Registered Nursing		AS		
Photography	X	AS		
Physical Education		AA		
Political Science for Transfer				AA-T
Real Estate	X	AS		
Science		AS		
Social/Behavioral Science		AA		
Theater Arts (Musical Theater - See Music) Technical Theater	X X	AA AS		
Turf & Landscape Management	X	AS		
Water Technology	X	AS		

### GRADUATION REQUIREMENTS

Mt. San Jacinto College provides occupational as well as general education for students who plan to complete their formal education at the community college level; and provides lower-division requirements in general education and in pre-professional concentrations for students who plan to transfer to four-year colleges and universities.

This section of the catalog describes the graduation requirements for the associate in arts degree, the associate in science degree and the requirements for certificate programs, as well as the types of courses and programs offered for credit at Mt. San Jacinto College. Coursework completed at other accredited colleges or institutions is evaluated based on today's standards. This work may be reviewed by an evaluator, department chair, or Dean of Instruction. It is the student's responsibility to provide course descriptions on courses taken longer than 5 years ago.

### Evaluation Requirements for Associate Degree

The Associate in Arts Degree and Associate in Science Degree are not automatically awarded when a student completes the requirements. Students must file an "Application for Graduation" in the Enrollment Services Office by the deadline date. The deadline to complete this form is found in the online class schedule. All official transcripts from other colleges must be on file before an application for graduation can be filed.

### Graduation

Formal graduation activities are held at the end of the spring semester. Students who complete degree requirements during the spring or preceding fall and summer terms are invited to participate in the commencement program.

### CONTINUOUS ENROLLMENT/ CATALOG RIGHTS

Graduation requirements contained in this catalog apply to students who enter during the 2013-14 academic year. Certificate and degree requirements are regularly reviewed and may undergo change while a student is pursuing a degree or certificate. A student who maintains continuous enrollment has the right to graduate based upon the requirements listed in the catalog when they first entered Mt. San Jacinto College or any catalog thereafter. Continuous enrollment is defined as enrollment in at least one semester excluding summer/winter sessions each calendar year (January 1 – December 31) as posted on the official college transcript. If there is a break in attendance, the student surrenders rights under previous catalogs, and must meet the requirements in effect when the student re-enters, or any one catalog which is in effect during continuous enrollment from the date of re-entry to the date of graduation. Any time there is a break in attendance, the student's catalog rights begin again with re-entry. **NOTE:** While the student may graduate based on any one of the

catalogs in effect during their continuous enrollment, all of the requirements in that one catalog must be met. In the event that required courses have been discontinued, students may petition for substitution. Petitions are available in the Enrollment Services Office. Students may not combine requirements from more than one catalog to satisfy the graduation requirements.

In order to maintain catalog rights based on the initial semester of enrollment at MSJC, a student may petition for coursework completed at another regionally accredited post-secondary institution to count as continuous enrollment as defined above, except at least one evaluative symbol must have been posted on the official college transcript. Evaluative symbols included but are not limited to grades of "A", "B", "C", "D", "F", "P" or "NP" and may include +/- designations. Non-Evaluative symbols include but are not limited to grades of "I", "IP", "RD" or "W" and are not used in calculating grade point averages.

### AWARD OF MULTIPLE DEGREES

#### First Degree from MSJC

Students seeking additional associate degrees after having previously received an associate degree from Mt. San Jacinto College may qualify for an additional degree if (1a) they have met the minimum requirements for the second major and (1b) at least 12 required units in the second major are separate and distinct from the required units of their first major; and (2) they have achieved a minimum grade point average of 2.0 for all units attempted in pursuit of the degree.

#### First Degree from Another College

Students seeking additional associate degrees after having previously received an associate degree from another college may qualify for graduation by (1) completing those general education requirements for which equivalents have not been completed; (2a) meeting the minimum requirements of the major and (2b) completing at least 12 units of the required units in the second major that are separate and distinct from the required units of their first major; (3) completing a minimum of 12 units in residence at MSJC; and (4) achieving a grade point average of 2.0 or above for all units attempted in the pursuit of the degree.

#### Graduation Requirements

The Board of Trustees, on recommendation of the superintendent/president and faculty of the college, is authorized to confer the associate in arts degree and the associate in science degree. The requirements for graduation with either degree represent both minimum state requirements and the firm commitment of Mt. San Jacinto College to the principles of general education. Requirements are designed to develop the full potential of each student, broaden his or her outlook and provide the basis for exemplary citizenship.

The minimum requirements for the Associate in Arts or Associate in Science Degree are specified by the Board of Governors of the California Community Colleges and the Mt. San Jacinto College Board of Trustees. The degree will be granted upon completion of 60 semester units of coursework and the fulfillment of the following specific requirements.

## GENERAL EDUCATION

For a complete list of degrees and their satisfaction requirements, see the individual MSJC General Education Pattern Options A – C at the end of this section. General Education requirements are different depending upon the degree.

### Explanation of General Education Options

• **Option A:** Complete at least 60 degree-applicable semester units. Minimum overall GPA of 2.0 and at least 24 semester units of Mt. San Jacinto College General Education from the Associate in Arts/Science General Education pattern.

For the Associate in Arts/Science Degree with transfer emphasis preparation for a four-year college or university please follow Options B or C below as well as the course requirements specified in the program of study for the declared major.

• **Option B:** Complete the California State University (CSU) General Education Breadth course pattern for an Associate in Arts or Science Degree with Transfer Emphasis. Minimum overall GPA of 2.0 required for transfer. CSU GE Breadth can be used for transfer into CSU system and many California private universities.

• **Option C:** Complete the Intersegmental General Education Transfer Curriculum (IGETC) for an Associate in Arts or Science Degree with Transfer Emphasis. Minimum overall GPA of 2.4 required for transfer. IGETC can be used for transfer into the UC, CSU and many California private universities.

### Basic Skills Competency Requirements for Graduation

#### Reading

Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a “C” grade or better or with an equivalent AP score or equivalent course work.

This requirement is also met with certification of CSU GE Breadth or IGETC.

#### Mathematics

A minimum of 3 units required. This is demonstrated by passing an appropriate level math course with minimum grade of “C”.

This requirement is also met with certification of CSU GE Breadth or IGETC.

### Scholarship Requirements for Graduation

A minimum grade point average (GPA) of 2.00 (“C” average) in degree applicable units attempted is required. However, UC and CSU systems have specific GPA requirements for majors. Please see a counselor.

### Residence Requirements for Graduation

A minimum of 12 units must be earned at Mt. San Jacinto College.

### Application for Graduation

Students must file a formal application for graduation in Enrollment Services. Students may graduate from Mt. San Jacinto College at the end of any semester. Refer to the online schedule of classes for application deadline dates.

### Counseling

All students pursuing certificate or degree programs, either Associate or Baccalaureate level, should see their counselor each semester to review their educational plan.

### General Education Certification for Transfer

Verification by the College of a student’s completion of lower division CSU General Education Breadth requirements or the IGETC must be requested by the student at the time transcripts are due to be sent to the university.

### Certificates of Achievement

Mt. San Jacinto College shall confer a certificate of achievement upon a student who satisfactorily completes the following requirements:

- Course requirement: Refer to specific program planning guides in this catalog
- GPA requirement: Cumulative GPA of 2.0 or higher
- Resident requirement: Satisfactory completion of 12 units at MSJC

Certificate programs are designed to provide educational experiences that will give students occupational competence as well as credit toward the Associate in Arts or Associate in Science degrees. In some cases, completion of certificate programs may partially meet lower-division requirements in the state colleges and universities that offer upper-division majors in the same occupational fields.

Certificate requirements vary from program to program, and applications of certificate program courses to associate degrees or transfer requirements also vary.

## Degrees, Certificates and Curricula

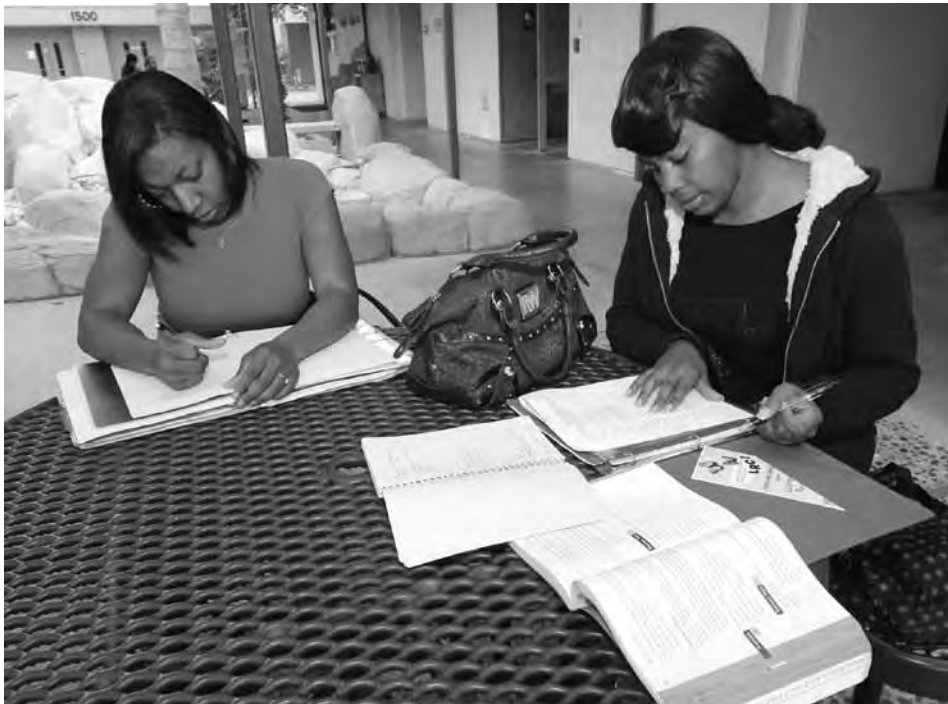
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For more information, see the specific program planning guides in this catalog and visit the counseling center for program planning prior to initial enrollment.

### **Employment Concentration Certificates**

Mt. San Jacinto College offers quickly attainable specialization in a variety of subject areas and a locally approved certificate of completion in the form of Employment Concentration Certificates (ECC's). Information about these specialized certificates can be found in the Instructional Programs pages of this catalog in great detail.

For more information, see the specific program planning guides in this catalog and visit the counseling center for program planning prior to initial enrollment.



## TRANSFER PROGRAMS

Transfer courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum, MSJC students may complete freshman and sophomore requirements in two years and transfer to the university with junior or upper division status.

A student may transfer a maximum of 70 units from a community college to campuses of either the University of California or the California State University systems. It is advised that students transfer with at least 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status. Students who have not taken the SAT or ACT during their senior year in high school MUST have a minimum of 60 transferable units. Please consult with your transfer institution for admission eligibility. Please see the Course Descriptions section of this catalog to determine which courses are transferable and see an MSJC counselor to create an educational plan.

*NOTE: Unless otherwise posted, transfer agreements are intended for fall transfers.*

## TRANSFER AND ARTICULATION

### Public Universities

#### California State University, San Bernardino

##### Dual Admissions Program:

Allows students to receive a waiver of California State University San Bernardino (CSUSB) admission application fee, receives a commitment of provisional admission for Fall admission provided all stated GPA minimum and prerequisites have been met by the student, receives specific and continuing advisement support by both CSUSB and MSJC clarifying course requirements and streamlining the transfer process, receives cross enrollment opportunities at CSUSB (1 course per term) and early contact by CSUSB major departments.

#### California State University, San Marcos

Interested students should make contact with any MSJC counselor, the Career/Transfer Center, or a CSU, San Marcos representative for Transfer agreement information.

#### University of California, Los Angeles

Mt. San Jacinto College has entered into a contractual Honors agreement with the University of California, Los Angeles. This Honors Agreement (TAP) provides MSJC Honor's students with a blueprint for priority consideration for admission to UCLA's College of Letters and Science. While this is not a guarantee for admissions to UCLA, it significantly increases a student's potential for acceptance into UCLA, a specific major and scholarship opportunities at UCLA. Students must successfully complete MSJC's Honors Enrichment Program to be eligible for a UCLA TAP contract. Please see the Honor's Enrichment Coordinator for more details.

### University of California Transfer Admission Guarantee Program (2013-14)

Seven UC campuses offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, you can receive early review of your academic record, early admission notification, and specific guidance on major preparation and general education coursework. A link to eligibility criteria and special notes for each campus are provided below.

#### To pursue a TAG, you should:

Stop by the Career/Transfer Center or meet with a MSJC counselor and request information on the University of California TAG agreement;

Meet all requirements and fill out the TAG document and review it with your community college counselor and/or UC campus TAG adviser before submitting it to your chosen campus, 1 TAG per student;

Once your TAG is approved, fulfill all remaining coursework and GPA requirements designated in your TAG agreement; and apply for admission to UC during the appropriate filing period see: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).

### Private Universities

#### Alliant Bound Scholarship Program

Mt. San Jacinto College and Alliant International University agree to partner in offering enhanced educational opportunities for Mt. San Jacinto College students to transfer to one of Alliant's undergraduate programs. MSJC and Alliant also agree to provide academic and student services cooperatively so that the transition from the MSJC to Alliant will be seamless and user friendly for the student. Students will have the opportunity to participate in the Alliant Bound Scholars Program (ABS) and receive guaranteed admission to Alliant and financial benefits detailed in this MOU.

#### Brandman University

##### Early Advantage Transfer Agreement

Mt. San Jacinto College and Chapman University College agree to partner in offering enhanced opportunities to transfer students by allowing students currently enrolled at MSJC the opportunity to be admitted to CUC while attending MSJC and taking transferable coursework. MSJC and CUC also agree to provide academic and student services cooperatively so that the transition from MSJC to CUC will be seamless for Early Admits.

#### California Baptist University

Policy guidelines for this Agreement are as follows:

- A. To obtain eligibility, the prospective student must complete a minimum of 12 transferable semester units with a minimum cumulative GPA of 2.0 from all schools previously attended. Official

transcripts from all previous colleges attended must be submitted with the application to verify GPA eligibility.

- B. All TAG students must select a baccalaureate-level academic program which is part of the official Articulation Agreement between CBU and Mt. San Jacinto College in effect for the catalog year in which the TAG student has been approved.
- C. Completion of IGETC or CSU General Education Breadth **and** an Associate's Degree will permit a student to be waived from all general education requirements **with the exception of Christian Studies (7 units), ENG 113 and ENG 123 (articulated with ENGL 101 and ENGL 103)**. **All** areas of the IGETC or CSU General Education Breadth must be completed prior to transfer. Additionally, all pre-requisite coursework for specific majors must be completed prior to beginning any major coursework.
- D. A maximum of 70 units is allowable for transfer from community colleges. Coursework completed at the lower division level is not eligible for upper division credit. Additionally, only coursework of "C" or better is eligible for transfer.
- E. A maximum of 30 semester units is allowed from examinations (CLEP, AP, Credit-by-Exam, Dantes and IBO)
- F. Student understands that he/she is eligible to transfer to CBU from Mt. San Jacinto College under this TAG agreement anytime up to one year after their last term of attendance at Mt. San Jacinto College and up to a maximum of three years after signing the TAG agreement.

### National University

The purpose of this Transfer Agreement and MOU establishes procedures and guidelines for students to transfer to National University degree programs following completion of an Associate Degree or coursework at Mt. San Jacinto College. Scholarships are available.

### University of Redlands

**School of Business**

**School of Education**

**School of Continuing Studies**

Mt. San Jacinto College and University of Redlands agree to partner in offering enhanced educational opportunities for MSJC students and staff to transfer to one of the university's undergraduate programs. In consideration of the above partnership and commitment, University of Redlands will offer 10 to 15% discounted tuition for coursework. Discounts apply to MSJC students and staff.

### Transferable Curriculum

Mt. San Jacinto College courses numbered 100 or above are generally accepted for transfer. These courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum at MSJC, students may complete freshman and sophomore level requirements in two years and transfer to the university with junior level or upper division status. These courses are intended as lower division transferable coursework only and may be used toward elective units, general education, in-lieu-of courses, prerequisite requirements, major preparation requirements, or direct course-to-course equivalence. Each receiving institution determines the transferability of a course and the maximum units accepted during the transfer process. Knowing the transfer status of a course does not inform the student if a particular course satisfies requirements for admissions, subject area, major preparation, general education, or other graduation requirements at each university. At the very least, course credit does equate to elective unit credit when transferred. Please refer to the UC Transfer Course Agreement or CSU Baccalaureate list for credit limitations. These documents are located at [www.assist.org](http://www.assist.org) or in the Career/Transfer Center. For clarification make regular appointments with MSJC counselors to expedite your educational goals.

A student may transfer a maximum of 70 transferable units from a community college to campuses of either the University of California or the California State University systems. Private Universities may accept more than the 70 unit maximum. It is advised that students transfer with a minimum of 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status.

### General Education-Breadth Agreements for Transfer

These agreements are the Intersegmental General Education Transfer Curriculum (IGETC) and the CSU General Education-Breadth Requirements (CSU-GE). These agreements are updated in late spring each year and the most current information is available in print or online at the MSJC Counseling Offices and Career/Transfer Centers and located in the General Catalog.

IGETC is the pattern a California Community College student may follow to complete lower-division general education requirements for either the CSU or UC system's prior to transfer. A grade of "C" or better is required in each area of IGETC and when certified, the transfer student will generally not need to take additional lower-division general education after transfer unless the university requires a specific graduation requirement to be taken after transfer.

The IGETC transfer pattern is not recommended for high-unit majors like math, science or engineering. Students transferring to the UC system are not required to take Area 1C and students transferring to CSU are not required to take Area 6. See the following pages for the acceptable MSJC courses on the 2013-2014 IGETC transfer patterns.

**Note:** IGETC is not recommended for all colleges within each University of California campus.

CSU-GE Breadth is the pattern a California Community College student may follow for a smooth transition into the CSU system. When fully certified, the CSU-GE transfer pattern eliminates the CSU campus-specific lower-division general education requirements, unless the university requires a specific graduation requirement to be taken after transfer, and while not required, it does allow transfer students the option of applying to any CSU campus. The community college is responsible for certifying no more than 39 semester units on the CSU-GE pattern.

See the following pages for the acceptable MSJC courses on the 2013-2014 CSU-GE Breadth transfer patterns.

### Non-Transferable Courses

To achieve its goal of serving all students who desire to learn the curriculum, Mt. San Jacinto College includes both transfer and non-transfer courses. Non-transfer courses simultaneously fill a variety of purposes. Some are designed to provide remedial education for students not yet prepared to attempt college-level work in specific subject areas like English or mathematics. Other courses are designed to meet the specific needs of an associate's degree program or certificate program that has no parallel at the four-year level. Still others are intended to satisfy the requirements for an associate's degree or certificate only.

Due to the nature of transfer and articulation along with the various four-year institution admissions requirements, transfer students are encouraged to utilize the services of the Career/Transfer Center and meet with an MSJC counselor on a regular basis to fulfill their educational goal in a timely manner.

### Special Projects (299's)

For students with previous course work in the specific program area, arrangements may be made with an instructor to supervise the special project. These projects are available for variable units (see individual Program Planning Guides for number of units) and involve research and special study in areas of interest within a given subject field.

The actual nature of the project MUST be determined in consultation with the supervising instructor. See specific subject areas for the course number of the special project class. Times are by arrangement. No student may claim more than 12 units of special project credits toward graduation.

## Work Experience, Cooperative Education Program (CWEE) (149's)

Cooperative Work Experience Education (CWEE) is a program of academic education integrated throughout the career and technical educational programs at the College.

This program allows students to apply knowledge gained in college courses to an actual work setting. In addition, students who qualify and enroll as occupational interns are able to acquire desirable job readiness skills and career awareness. This would be in an unpaid or paid work setting that provides elective college credit. Information regarding student eligibility requirements can be obtained from the CWEE Office by calling (951) 639-5567 or visit our website at <http://career.msjc.info>.

### Transferable Courses

CSU indicates that a course is Baccalaureate Certified to California State Universities. UC indicates that a course is transferable to the University of California.

**NOTE:** Not all courses have exact equivalents at every UC or CSU campus. Many courses may transfer as elective units only.

Students are advised to consult a counselor, the Transfer Center or other University representatives for more specific information.

### Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Mt. San Jacinto College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.sb1440.org](http://www.sb1440.org). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.



## Degrees, Certificates and Curricula

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### 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 COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 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) 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) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

<b>C-ID Numbering</b>	<b>MSJC Number</b>	<b>Mt. San Jacinto College Course Title</b>
ACCT 110	ACCT 124	Financial Accounting - Principles of Accounting I
ACCT 120	ACCT 125	Managerial Accounting-Principles of Accounting II
AJ 120	AJ 101	Criminal Law
AJ 124	AJ 103	Criminal Evidence
AJ 140	AJ 108	Criminal Investigation
AJ 200	CORR 101	Introduction to Correctional Science
AJ 220	AJ 106	Juvenile Procedures
BUS 110	BADM 103	Introduction to Business
BUS 115	BADM 104	Business Communications
CDEV 100	CDE 110	Child Development
CDEV 110	CDE 125	Child, Family and Community
ECE 120	CDE 101	Principles of Early Childhood Education
ECE 130	CDE 103	Appropriate Curriculum for Young Children
ECE 200	CDE 147	Supervised Field Experience in Observation and Assessment
ECE 210	CDE 148	Supervised Field Experience II: Student Teaching
ECE 220	CDE 111	Child Health, Safety and Nutrition
ECE 230	CDE 118	Diversity and Equity in Early Childhood
ENGL 100	ENGL 101	Freshman Composition
ENGL 110	ENGL 103	Critical Thinking and Writing
GEOG 110	GEOG 101	Physical Geography
GEOG 111	GEOG 104	Physical Geography Lab
GEOG 120	GEOG 102	Cultural Geography
GEOG 125	GEOG 108	World Regional Geography
GEOG 130	GEOG 106	Climate and Weather
GEOG 140	GEOG 111	Geography of California
GEOG 150	GEOG 105	Map Interpretation and Spatial Analysis
GEOG 155	GEOG 115	Introduction to Geographic Information Science
MATH 230	MATH 213	Analytic Geometry and Calculus III
MATH 240	MATH 215	Differential Equations
PHIL 110	PHIL 103	Logic
PHIL 130	PHIL 109	Ancient and Medieval Philosophy
PHIL 140	PHIL 110	Renaissance and Modern Philosophy

## UNDERSTANDING PROGRAM PLANNING

### Using the Guides

Program patterns contained in the following “Program Pages” are designed to guide students concerning courses normally required for various degrees and certificates. Patterns are based primarily on requirements for campuses of the California State University system, unless otherwise indicated. Requirements may change and can vary greatly among colleges and universities, so students are urged to consult counselors for current and accurate information.

### Course Descriptions

Course descriptions are arranged by subject and area distinguished by identifying numbers and course titles. The credit value of each course is indicated in semester units. Each unit represents one hour per week of lecture or recitation or a longer time in laboratory or other activity not requiring outside preparation. Some courses may be repeated for credit, but only when explicitly indicated. Students wishing to repeat a course for the purpose of recalculating the grade-point average should refer to rules regarding “Repeating a Course.” Prerequisite organization and the course description are listed below each course title. Students should read this material carefully to be sure that they meet prerequisites and that course content meets their needs and interest. A schedule of classes issued at the opening of each term lists courses offered.

### Course Numbering System

Courses numbered 100 or higher are full collegiate courses for which transfer articulation should exist unless otherwise noted. The courses are certified by the college to be of baccalaureate level and meet the criteria in Title 5 termed “standards of rigor” for transfer-level courses.

Courses numbered 070-099 are not transferable to four-year institutions but are applicable to the associate’s degree. However, for purposes of associate-degree graduation, state regulation limit general math courses in the category to Math 096 only. Courses intended for students with learning disabilities are the only exceptions to this limitation.

Math and English courses numbered 070-079 are intended for students with learning disabilities. Students may count a maximum of six units from each program for graduation, but such courses do not replace other English or math requirements.

Courses below 070 are non-degree applicable and may not be used to meet graduation requirements. In rare cases they may be applied to certificates, but such courses used to fulfill a certificate requirement may not be applied to graduation. Units represented in the course MUST be replaced by (an) additional course(s).

## Limitations on Enrollment

Mt. San Jacinto College would like students to be successful in their courses. One way to promote student success is by identifying the skills and knowledge a student must possess before enrollment in certain courses. These courses (primarily mathematics, English and performance courses) have included prerequisites, corequisites or other limitations on enrollment to ensure a student’s readiness for these courses of study.

A prerequisite is typically a course(s) students have completed prior to enrolling into a higher-level course. Course placement scores (see Assessment and Placement) may also be used to meet a prerequisite or corequisite requirement. Prerequisites are only satisfied when courses are completed with a grade of “CR”, “Pass”, or “C” or better.

Prerequisites, corequisites and other limitations on enrollment are conditions of enrollment that must be met before a student can enroll in these courses.

If you believe you have taken the prerequisite at another institution:

- Request that an official copy of the transcript be sent to Mt. San Jacinto College;
- Complete a “Request for Prerequisite Evaluation”

Both forms are available online and in the Enrollment Services Office. These forms should be completed prior to enrollment in courses with prerequisites and corequisites. If you are registering for the next semester while you are also enrolled in a course to meet the prerequisite requirement and subsequently earn a grade of “D”, “F”, or “NP”, you will be dropped from the course. A refund will be issued once the course is dropped.

Students who have satisfied a requirement at another institution through testing or assessment but have not been awarded course credit will not be granted credit at MSJC. Students are welcome to pursue the earning of course credit by the Credit by Exam process.

Courses requiring a corequisite have conditions of enrollment requiring that a course be taken during the same time as enrollment in another course.

All course prerequisites and corequisites will be enforced. Student registration will be blocked from courses where a prerequisite or corequisite has not been met.

### Challenge Procedure

If you feel that you have sufficient preparation to succeed in a course but have not completed the required prerequisite or corequisite, you may file a Challenge Form (available in the Enrollment Services Office or online at [www.msjc.edu](http://www.msjc.edu)).

Students submitting a Challenge Form must be able to prove they currently have the required skills and knowledge to be enrolled in a higher-level course without completing the prerequisite, corequisite or having the appropriate

placement scores. A student who challenges a prerequisite or corequisite may also be required to attach documentation to the Challenge Form.

A prerequisite/corequisite challenge is reviewed by the appropriate faculty members and may take up to 5 working days (holidays and weekends excluded) to process, so please plan ahead.

### Other Limitations on Enrollment

“Limitations on enrollment” means a student can be blocked from enrolling in a course for reasons other than not satisfying the prerequisite. Auditions, tryouts, and other limitations may be placed on a course, and if not met (i.e., not selected after an audition), the student may be administratively dropped from the course.

### Recommended Course Preparation

In order to enroll students in courses that best meet their needs and skills, the college has developed several levels of placement information.

### Prerequisite

A prerequisite is a course (or qualification) which must be taken before a student may register for a subsequent course. It is the student’s responsibility to comply with prerequisites of all courses for which he or she enrolls. Course prerequisites are listed in this catalog and in the online Schedule of Classes.

The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the district has determined that students who lack the prerequisite are highly unlikely to succeed in the course. Therefore, the student **MUST** meet the prerequisite listed before enrolling in the course.

### Corequisite

A corequisite is a course which must be taken prior to or at the same time as another course. If a corequisite is listed for a course, it means that the district has determined that students who do not take the corequisite course are highly unlikely to succeed in the course. Therefore, the student either **MUST** have met the corequisite prior to enrollment in the course or **MUST** take the corequisite course in the same term.

### Recommended Preparation

If recommended preparation is listed, it means that the faculty strongly recommends that the student meet the recommended preparation before enrolling. The skill or course listed in the note has been determined to be an important preparation to the course. While the student may well pass the course without the skill or course listed, a better grade, better understanding and better performance are likely if the note is followed. Under some conditions, a student may be provisionally enrolled in a course while waiting to determine whether or not a pre-or corequisite has been met. If it is subsequently determined that the pre-or corequisite has not been met, the student may be dropped from the course administratively and enrollment fees related to the course refunded.

### Verifying Prerequisites and Corequisites

If a student believes that he or she has met prerequisites, but the information is not reflected in college records, it is the student’s obligation to supply supporting evidence to Enrollment Services. Such evidence might typically be transcripts from another college and/or test scores from standardized examinations which would demonstrate that the student had indeed acquired the skills or information for which the prerequisite was established.

### Challenging Prerequisites

Under very limited circumstances, a student may challenge either the legality of a prerequisite or the way in which the college has administered the prerequisites in his or her case. Forms are available from Enrollment Services Office. The grounds for challenge are limited to the following:

- The prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The district is not following its own policy;
- The basis for the prerequisite does not in fact exist.

In every challenge process, the student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner and the prerequisite waived for the student in question if the challenge is upheld. In the case of challenges, students are hereby advised that, subsequent to the completion of a challenge process, they may file a formal complaint of unlawful discrimination pursuant to Subchapter 5 of Chapter 10 of the California Administrative Code.



MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 A.A./A.S. DEGREE - GENERAL EDUCATION REQUIREMENTS  
 2013 - 2014 Educational Plan OPTION A - Local Non-Transfer



Student Name	ID Number	Major	Transfer Institution	Date
<b>AREA A— Natural Sciences</b> A minimum of 3 semester units is required.		<b>AREA D—Language &amp; Reasoning</b>		
		<b>D1. English Composition</b> A minimum of 3 semester units is required.		
		<b>English 101</b>		
		<b>D2. Communication &amp; Analytical Thinking</b> A minimum of 3 semester units is required.		
		<b>Communication 100, 103, 104, 106, 119;</b> <b>Computer Science Information Systems 101, 111B, 112A, 113A, 113B, 113C, 114A, 114C, 115B, 116B, 116E, 116G, 118A, 122A, 123A, 123B, 124A, 124C, 126E, 134A, 151, 153, 154, 201, 223A;</b> <b>English 103;</b> <b>Philosophy 103, 112</b>		
<b>AREA B—Social &amp; Behavioral Sciences</b>		<b>AREA E— ***PHYSICAL EDUCATION &amp; HEALTHFUL LIVING</b> A minimum of 3 semester units is required.		
<b>B1. American Institutions &amp; History</b> A minimum of 3 semester units is required.		<b>Dance 120*, 121*, 122*, 123*, 124*, 125, 126*, 127*, 128*, 129*, 130*, 131*, 201, 212*, 214*;</b> <b>Health Science 121, 123;</b> <b>Nutrition 100, 101;</b> <b>Physical Education 100, 104*, 106*, 108*, 110*, 111*, 112*, 112A*, 113*, 114A*, 114B*, 114C*, 115, 116*, 119*, 119B*, 120*, 121*, 122*, 123*, 124A*, 124B*, 125*, 132*, 134*, 135*, 136*, 137*, 139*, 140*, 141*, 142*, 143*, 144*, 145*, 146*, 147*, 148*, 158*, 160*, 161*, 162*;</b> <b>Physical Education Intercollegiate 110*, 112*, 114*</b>		
<b>B2. Social &amp; Behavioral Sciences</b> A minimum of 3 semester units is required.		<b>AREA F—Multi-Cultural Gender Studies</b> A minimum of 3 units is required however; this course may be taken to fill other area requirements as designated, units count once		
		<b>American Sign Language 110;</b> <b>Anthropology 102, 103A, 103B, 103C, 103D, 103E, 121+, 125; Art 104;</b> <b>Communication 108, 116;</b> <b>Child Development 118</b> <b>Dance 100+, 201;</b> <b>English 205, 240, 250, 260, 280, 285, 286;</b> <b>Geography 108;</b> <b>History 106, 107, 108, 115, 121+, 126, 127, 136+*, 140, 141, 142,</b> <b>150, 151+, 160;</b> <b>Music 106, 108, 109;</b> <b>Political Science 102, 103;</b> <b>Psychology 104, 112+;</b> <b>Sociology 106, 112+, 115;</b> <b>Theater Arts 136+*</b>		
<b>Administration of Justice 101, 102, 111;</b> <b>Alcohol &amp; Drug Studies 105;</b> <b>Anthropology 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 121+, 125, 215*;</b> <b>Child Development &amp; Education 110, 118, 125, 134, 140, 147*;</b> <b>Communication 108, 110, 116;</b> <b>Dance 100+;</b> <b>Economics 201, 202, 203;</b> <b>Education 135, 136;</b> <b>Geography 102, 107, 108, 111;</b> <b>Guidance 100, 116, 120;</b> <b>Health Science 121, 123;</b> <b>History 101, 102, 103, 104, 106, 107, 108, 109, 111, 112, 115, 119, 120, 121+, 124, 125, 126, 127, 136+*, 140, 141, 142, 150, 151+, 155, 160, 161, 162;</b> <b>Leadership 101, 102;</b> <b>Legal 100, 103, 134;</b> <b>Nutrition 100;</b> <b>Political Science 101, 102, 103, 104, 105, 106, 120;</b> <b>Psychology 101, 102, 103, 104, 105+, 106, 107, 108, 112+, 125;</b> <b>Sociology 101, 102, 103, 105+, 106, 108, 110, 112+, 115, 124, 125, 130, 140;</b> <b>Sustainable Energy Management 100;</b> <b>Theatre Arts 136+*</b>		<b>Required Competencies</b>		
<b>AREA C—Humanities</b> A minimum of 3 semester units is required.		<b>Mathematics or Biology</b> May be demonstrated by passing Math 096 or Math 096A+096B or any higher-level math course with minimum grade of "C" or by passing Biology 201 with minimum grade of "C".		
		<b>Reading</b> Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a "C" grade or better or with an equivalent AP score or equivalent course work.		
<b>American Sign Language 100, 101, 103, 104, 105, 110; Anthropology 145+;</b> <b>Art 100, 101, 102, 103, 104, 105, 108*, 109*, 112*, 115*, 116*, 118*, 119*, 120*, 121*, 122*, 123*, 124+*, 130A*, 130B+*, 141*, 151*, 160*, 170*, 171*, 223*;</b> <b>Child Development &amp; Education 109+;</b> <b>131+;</b> <b>Chinese 101, 102, 201, 202;</b> <b>Communication 105+, 113+, 117, 120, 129+;</b> <b>Dance 100+, 108+, 121*, 122*, 123*, 124*, 125, 126*, 127*, 128*, 129*, 130*, 131*, 133, 201*, 209+*, 212*, 214*, 225;</b> <b>Education 132+;</b> <b>English 106, 130, 131+, 132+, 145+, 160+, 200+, 203, 205, 207, 208, 210, 220, 225, 230, 231, 235, 240, 250, 260, 280, 285, 286;</b> <b>French 101, 102, 201, 202;</b> <b>History 101, 102, 103, 104, 106, 107, 108, 109, 115, 125, 126, 127, 136+, 140, 141, 142, 151+, 154+, 161, 162;</b> <b>Humanities 101, 102, 137+, 138;</b> <b>Italian 101, 102, 201, 202;</b> <b>Multimedia 126+*, 140+*;</b> <b>Music 100, 101, 106, 107, 108, 109, 111*, 112*, 113+, 114*, 125*, 127*, 206, 207, 209+*, 212*, 214*;</b> <b>Philosophy 101, 104, 105, 109, 110, 111, 112;</b> <b>Photography 130, 224;</b> <b>Portuguese 101, 102, 201, 202;</b> <b>Spanish 101, 101A, 101B, 102, 103, 104, 201, 202, 210, 211, 230, 231, 240, 251, 252;</b> <b>Theater Arts 101, 102+, 105+, 108+, 109, 110, 111, 112, 113+, 117*, 118, 120*, 122*, 123*, 124*, 127+, 132*, 135, 136+*, 137+*, 150+, 155, 160+, 200, 201, 205, 209+*</b>		<b>FOOTNOTES</b> ***Active duty military personnel and U.S. military veterans may satisfy Area E through submission of a military transcript that demonstrates the completion of Basic Training or Recruit Training (DD214, DD295, or other military transcript). * Asterisk indicates all lab classes - (science and non-science) Lab units require more class time + Plus indicates cross-listed classes. Example: DAN 100 cross-listed as HIST 151, please refer to catalog. SPECIAL HONOR'S NOTE: Honors sections of a course may be used in lieu of the regular approved course.		
<b>LEGEND:</b> C=Completed IP=In Progress N=Need		<b>PROGRESS:</b> Total Units Completed:      In Progress:      Need:		



- I. TOTAL UNIT REQUIREMENT – 60 degree applicable semester units**
- A. General Education Option A = 24 unit minimum
  - B. Major or Area of Emphasis (minimum) = 18 units minimum (Refer to catalog program pages for specific major requirements).
    - 1. In a defined major (Refer to 18 unit requirement list in the general catalog)
    - 2. In a interdisciplinary group major (Refer to 18 unit requirement list in the general catalog)
      - a. Humanities
      - b. Science
      - c. Social/Behavioral Science
  - C. Electives (as needed to total 60 degree applicable units)
  - D. For the A.A. Liberal Arts Degree with Area of Emphasis use general education patterns Options B or C. Refer to the General Education Requirements for California State University and Colleges or the Intersegmental General Education Transfer Curriculum (IGETC) patterns, refer to the current MSJC catalog and make an appointment with an MSJC Counselor.  
 Areas of Emphasis: Arts, Humanities & Communications, Social & Behavioral Sciences, Mathematics & Science, Business & Technology
  - E. For Advanced Placement, CLEP or International Baccalaureate exam information please see charts in the current MSJC General Catalog.

- ASSOCIATE OF ARTS (A.A.)**
- Art
  - Advanced Audio Technology
  - American Indian Studies
  - Anthropology
  - Audio Technology
  - Communication Studies
  - Dance
  - English
  - Geography
  - Humanities
  - Liberal Arts, Arts & Humanities
  - Liberal Arts, Social & Behavioral Sciences
  - Liberal Arts, Mathematics & Science
  - Liberal Arts, Business & Technology
  - Music
  - Musical Theater
  - Physical Education
  - Social/Behavioral Science
  - Theater Arts
  - Visual Communication (Graphic Design)

- II. GRADE POINT AVERAGE**  
 General Education applicable courses must have a cumulative grade point average of 2.0 ("C") or better.  
 All 18 unit Major or Area of Emphasis courses must be at 2.0 ("C") or better.

- ASSOCIATE OF SCIENCE (A.S.)**
- Administration of Justice
  - Alcohol/Drug Studies
  - Automotive/Transportation Technology
  - Business Administration
  - Child Development and Education - Early Intervention and Inclusion
  - Computer Information Systems
  - Diagnostic Medical Sonography
  - Engineering: Drafting Technology
  - Environmental Studies
  - Fire Technology
  - Geographic Information Systems
  - Legal Assistant
  - Management/Supervision
  - Mathematics/General
  - Medical Assistant
  - Multimedia
  - Office Administration
  - Photography
  - Real Estate
  - Registered Nursing
  - Science
  - Technical Theater
  - Turf & Landscape Management
  - Water Technology

- III. ENGLISH COMPETENCY**  
 A grade of "C" or better in: English 101, 101H or approved AP exam and score

- MATH COMPETENCY**  
 A grade of "C" or better in Math 096 or Math 096A+096B or higher-level math course or approved AP or IB exam and score

- IV. READING COMPETENCY**  
 Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a "C" grade or better or with an equivalent AP score or equivalent course work.

- V. RESIDENCY UNIT REQUIREMENT for DEGREE**  
 Must complete at least 12 units in residence at Mt. San Jacinto College.

- VI. MULTI-CULTURAL GENDER STUDIES**  
 Please read section "F" on reverse side of this form.

**NOTE:**

1. Course Numbering: Only courses numbered 070 or higher are applicable for the Local Non-Transfer AA or AS degree.
2. For some defined majors, completion of the certificate course work will also satisfy the major requirements for the AA or AS degree.
3. General education credit for a single course may be used in only one category A - D & E.
4. Course work may double count for satisfaction of both the general education and major requirements, however, units may be counted only once.
5. Honors sections of a course may be used in lieu of the regular approved course.

Counselor Signature	Title	Date
Every effort is made to keep this information current. Please use this form as a guideline and consult with a Mt. San Jacinto College Counselor.		



Student Name	ID Number	Major	Transfer Institution	Date
<b>AREA A—English Language Communication &amp; Critical Thinking</b> Three courses and a minimum of 9 semester units are required. Select <b>one</b> course from each group below: A1, A2, A3		<b>AREA D—Social Sciences</b> Select <b>three</b> courses from at least <b>two</b> different groups. A minimum of 9 semester units is required. A course used to meet one group requirement may not be used to meet another group requirement.		
<b>A1.* Oral Communication:</b>		C	IP	N
Communication 100, 100H, 103, 104, 104H, 106, 201				
<b>A2.* Written Communication:</b>		C	IP	N
English 101 or 101H				
<b>A3.* Critical Thinking:</b>		C	IP	N
Communication 104, 104H; English 103 or 103H; Philosophy 103, 103H, 112, 112H				
<b>AREA B—Scientific Inquiry &amp; Quantitative Reasoning</b> Three courses and a minimum of 9 semester units are required. Select <b>one</b> course from each group below. One course <b>must</b> include a corresponding laboratory from group B1 or B2. (Lab courses are indicated by an asterisk (*) below.)		<b>D1. Anthropology and Archaeology:</b> <b>Anthropology</b> 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 121+, 125; <b>History</b> 121+ <b>D2. Economics:</b> <b>Economics</b> 201, 201H, 202, 202H <b>D3. Ethnic Studies:</b> <b>Anthropology</b> 121+; <b>History</b> 121+, 150H, 160; <b>Political Science</b> 103, 103H; <b>Sociology</b> 115 <b>D4. Gender Studies:</b> <b>Communication</b> 116; <b>History</b> 115; <b>Psychology</b> 104, 104H, 112+; <b>Sociology</b> 112+ <b>D5. Geography:</b> <b>Geography</b> 102, 107, 108, 111 <b>D6. History:</b> <b>History</b> 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 119, 119H, 120, 120H, 124, 125, 126, 127, 140, 141, 142, 150, 150H, 155, 160, 161, 161H, 162, 162H <b>D7. Interdisciplinary, Social or Behavioral Science:</b> <b>American Sign Language</b> 110; <b>Child Development &amp; Education</b> 110, 110H, 125, 125H; <b>Communication</b> 108, 108H, 116; <b>Education</b> 136; <b>Psychology</b> 112+; <b>Sociology</b> 112+ <b>D8. Political Science, Government and Legal Institutions:</b> <b>Administration of Justice</b> 102, 111; <b>Legal Assistant</b> 100; <b>Political Science</b> 101, 101H, 102, 102H, 103, 103H, 104, 104H, 105, 105H, 106, 120, 120H <b>D9. Psychology:</b> <b>Child Development &amp; Education</b> 110H; <b>Psychology</b> 101, 101H, 102, 103, 103H, 104, 104H, 105+, 105H+, 106, 107, 107H, 108, 125; <b>Sociology</b> 105+, 105H+ <b>D10. Sociology and Criminology:</b> <b>Sociology</b> 101, 101H, 102, 103, 105+, 105H+, 106, 108, 110, 115, 125, 130; <b>Psychology</b> 105+, 105H+		
<b>B1. Physical Science:</b>		C	IP	N
<b>Astronomy</b> 101*, 111+; <b>Chemistry</b> 100*, 101*, 102*, 107*, 112*, 113*; <b>Earth Science</b> 101; <b>Environmental Science</b> 100, 100H, 101, 101H, <b>Geography</b> 101, 106; <b>Geology</b> 100*, 103, 105*, 107, 110*, 111+, 112; <b>Physics</b> 100, 101*, 102*, 201*, 202*, 202H*, 203*				
<b>B2. Life Science:</b>		C	IP	N
<b>Anatomy</b> 100+, 101*, 102*; <b>Anthropology</b> 101, 101H, <b>Biology</b> 100*, 115*, 115H*, 116*, 117, 125*, 125H*, 130*, 131*, 132*, 134, 135, 135H, 140*, 144*, 146, 150*, 150H*, 151*, 151H*; <b>Nursing</b> 100+				
<b>B3. Laboratory Activity:</b> This requirement may be met by the completion of any lab course above in B1 or B2.		C	IP	N
<b>Anthropology</b> 111*;(concurrent or previous enrollment in ANTH 101 or 101H required) <b>Environmental Science</b> 102*, 102H*; <b>Geography</b> 104*				
<b>B4.* Mathematics/Quantitative Reasoning:</b> A minimum of 3 semester units is required.		C	IP	N
<b>Biology</b> 201; <b>Math</b> 105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218				
<b>AREA C—Arts &amp; Humanities</b> Select <b>one</b> course from C1 and <b>one</b> course from C2. Select a <b>third</b> course from either C1 or C2. A minimum of 9 semester units is required.		<b>U.S. History, Constitution and American Ideals Requirement</b> All CSU campuses have a <i>graduation requirement</i> in U.S. History, Constitution and American Ideals. Students may be certified as completing this requirement at Mt. San Jacinto College by completing <b>one</b> of the groups listed below.		
<b>C1. Arts:</b>		C	IP	N
<b>Art</b> 100, 101, 101H, 102, 102H, 103, 103H, 104, 104H, 108, 109, 115, 116, 120, 121, 160, 170; <b>Audio Technology</b> 140+, 141+; <b>Child Development &amp; Education</b> 109+; <b>Communication</b> 113+; <b>Dance</b> 100+, 121, 122, 123, 125, 126, 127, 128, 129, 133, 212, 225; <b>History</b> 151+; <b>Music</b> 100, 100H, 101, 103, 104, 106, 107, 107H, 108, 108H, 109, 113+, 114, 140+, 141+, 253; <b>Humanities</b> 137+, 138; <b>Theater Arts</b> 101, 101H, 109, 110, 111, 112, 113+, 117, 132, 135, 137+, 155, 210				
<b>C2. Humanities:</b>		C	IP	N
<b>American Sign Language</b> 100, 101, 103, 104, 105, 110; <b>Anthropology</b> 145+, 145H; <b>Child Development &amp; Education</b> 131+, 131H; <b>Chinese</b> 101, 102, 201, 202; <b>Education</b> 132+, 132H+; <b>English</b> 106, 106H, 130, 130H, 131+, 131H+, 132+, 132H+, 145+, 145H+, 200+, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 225H, 230, 230H, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 280, 280H, 285, 285H, 286, 286H; <b>French</b> 101, 102, 201, 202; <b>History</b> 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 126, 127, 136+, 140, 154+; <b>Humanities</b> 101, 101H, 102, 102H; <b>Italian</b> 101, 101H, 102, 102H, 201, 201H, 202, 202H; <b>Philosophy</b> 101, 101H, 104, 105, 105H, 109, 110, 111, 111H; <b>Portuguese</b> 101, 101H, 102, 102H, 201, 201H, 202, 202H; <b>Spanish</b> 101, 101B, 101H, 102, 102H, 103, 104, 201, 201H, 202, 202H, 230, 230H, 231, 231H, 240, 251, 252; <b>Theater Arts</b> 102+, 136+, 150+				
<b>US 1: History</b> 111, 111H, 112, 112H <b>US 2: Political Science</b> 101 <b>US 3: Political Science</b> 101, 120, 120H				
These courses may be used to partially satisfy the Area D requirement.				
<b>***AREA E—Lifelong Learning &amp; Self-Development</b> Select <b>one</b> course. A minimum of 3 units is required.		C	IP	N
<b>Dance</b> 108+ (unit limitation, 1 unit max), 120 (unit limitation, 1 unit max), 124, 130 (unit limitation, 1 unit max), 131 (unit limitation, 1 unit max), 201; <b>Environmental Science</b> 100, 101; <b>Guidance</b> 116; <b>Health Science</b> 121, 123; <b>Nutrition</b> 100, 100H, 101; <b>Psychology</b> 101, 102, 103, 103H, 104, 104H, 106, 112+, 125; <b>Sociology</b> 102, 103, 108, 112+; <b>Theater Arts</b> 108+ (unit limitation, 1 unit max)				
<b>IMPORTANT INFORMATION &amp; FOOTNOTES</b> This general education certification pattern can be subject to change year by year, but students are assured that courses taken to meet this pattern will be honored if they are approved for the academic year that the course is completed. Courses on this list are approved effective Fall 2013 and are valid through Summer 2014. Certification of this general education pattern is not a CSU admission requirement. Students should work with a Mt. San Jacinto College counselor to develop an educational plan that includes general education and major preparation course work. Credit will not be awarded for both the honors and non-honors version of a course. Courses listed in two different areas may be used in either area but not both. *Mt. San Jacinto College will not certify courses in Area A or B4 that have not been completed with a minimum grade of "C" or "P." ***Active duty military personnel and U.S. military veterans may satisfy Area E through submission of a military transcript that demonstrates the completion of Basic Training or Recruit Training (DD214, DD295, or other military transcript).+ indicates a cross-listed.				
<b>LEGEND:</b> C=Completed IP=In Progress N=Need <b>PROGRESS:</b> Total Units Completed: In Progress: Need:				



### Option B Frequently Asked Questions CSU General Education-Breadth Courses

What is CSU-GE/Option B?

CSU-GE refers to the pattern of general education courses that students can complete at Mt. San Jacinto College to fulfill general education and admission requirements to any California State University (CSU) campus. At Mt. San Jacinto College, this pattern of courses is known as Option B.

Is CSU-GE/Option B required for transfer to a CSU campus?

No. **An upper-division transfer student must complete 60 transferable semester units, with a minimum 2.0 grade point average.** Within the 60 units, a minimum of 30 units of courses that meet general education requirements must be completed. The 30 units must include the following:

**Area A**—9 units in the English language. One course each in Written Communication, Oral Communication, and Critical Thinking

**Area B4**—One course, 3 units, in Mathematics/Quantitative Reasoning.

*These courses must be completed with a "C" or better or a "P" if completing pass/no pass.*

Can I complete general education requirements at the CSU campus when I transfer?

Yes. If a student chooses a high unit major (e.g., math, sciences, computer science, or engineering), it may be advantageous to take courses fulfilling general education requirements at the CSU transfer campus. However, for most majors it is advantageous to complete the CSU-GE prior to transfer. Students are advised to see a Mt. San Jacinto College counselor for more information.

What is certification of CSU-GE/Option B?

"Certification" refers to official notification from Mt. San Jacinto College that a student transferring to any CSU campus has completed courses fulfilling CSU lower-division general education requirements. To obtain full certification, a student must complete 39 units in the designated general education areas on Option B. All courses in Area A and B4 must be completed with a grade of "C" or better or a "P" if completing pass/no pass. "Certification" means the student will not be required to complete additional lower-division general education courses after transfer. **Foreign course work is not acceptable for CSU-GE.**

Can I get partial certification on CSU-GE/Option B?

Yes. Partial certification refers to certification by area (A, B, C, D, and E) on Option B. To be partially certified, a student must complete all courses within an area. The CSU transfer campus will require completion of the general education requirements in those sections that are not certified after transfer.

Can Advanced Placement test scores be applied to CSU-GE/Option B?

Yes. Most AP tests can be used to complete Option B requirements as long as the student has earned a 3, 4, or 5 on an AP exam and is requesting full or partial area certification. Students are advised to see a Mt. San Jacinto College counselor when transferring with AP credit, the MSJC catalog or a CSU catalog.

Are the approved U.S. History, Constitution and American Ideals courses required for transfer?

No. This is a CSU campus **graduation** requirement. However, it is usually highly advantageous to complete this requirement prior to transfer.

Can students complete CSU-GE/Option B course work at more than one college?

Yes. Mt. San Jacinto College will certify courses from another California community college or another CSU campus if they were approved for (lower division) CSU-GE at the time they were completed. The certification placement will be in the CSU-GE breadth area approved at the college where they were completed. If the courses were completed at a regionally accredited institution that does not maintain a certified CSU-GE breadth list, the courses will be evaluated for placement by the Mt. San Jacinto College Enrollment Services Department, Articulation Officer and Faculty.

Can a course be used to satisfy a CSU-GE/Option B requirement and a major requirement?

Yes. A course may be used for both requirements for most majors on most CSU campuses, but there may be exceptions to this rule. Please check with a Mt. San Jacinto College counselor, the CSU catalog, or at [www.assist.org](http://www.assist.org) for more information.

What if I have a mixture of quarter and semester unit courses? How is this calculated for certification?

It will be calculated to the student's advantage per area using either semester or quarter units. To convert semester units to quarter units, multiply the semester units by 1.5. To convert quarter units to semester units, divide the quarter units by 1.5.

### Mt. San Jacinto College Associate Degree Frequently Asked Questions

Can I use CSU-GE/Option B to earn an associate degree?

Yes & No. Certification of Option B may satisfy some Mt. San Jacinto College general education and competency requirements for an associate degree. Please see an MSJC Counselor for an educational plan to expedite these degree options

What are the *other* requirements to earn an associate degree when I complete CSU-GE/Option B?

**Unit/GPA**—60 CSU transferable semester units with an overall G.P.A of 2.0 and

**Major**— a minimum of 18 units within a specific degree pattern of designated courses located in the General Catalog or an "Area of Emphasis" for Liberal Arts. A letter grade of "C" or better or "P" if taken on a pass/no basis.

**Residency**—12 units completed at Mt. San Jacinto College;

Counselor Signature

Title

Date

Every effort is made to keep this information current. Articulation is an ongoing project and subject to modification. Please use this information as a guideline and consult with a representative or an MSJC Counselor. Also refer to [www.assist.org](http://www.assist.org) for the current CSU General Education list for MSJC.



Student Name \_\_\_\_\_ ID Number \_\_\_\_\_ Major \_\_\_\_\_ Transfer Institution \_\_\_\_\_ Date \_\_\_\_\_

<b>AREA 1—English Composition</b>			
UC: Two courses are required. Select <b>one</b> course from group 1A and <b>one</b> course from group 1B.			
CSU: Three courses are required. Select <b>one</b> course from each group (1A, 1B, and 1C).			
<b>1A. English Composition</b> (a minimum of 3 semester units)	C	IP	N
English 101, 101H			
<b>1B. Critical Thinking—English Composition</b> (a minimum of 3 semester units)	C	IP	N
English 103, 103H; Philosophy 112, 112H			
<b>1C. Oral Communication—CSU ONLY</b> (a minimum of 3 semester units)	C	IP	N
Communication 100, 100H, 104, 104H, 201			

<b>AREA 2—Mathematical Concepts &amp; Quantitative Reasoning</b>			
One course and a minimum of 3 semester units are required. Select <b>one</b> of the following courses:			
	C	IP	N
Mathematics 105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218			

<b>AREA 3—Arts &amp; Humanities</b>			
Three courses and a minimum of 9 semester units are required. Select <b>one</b> course from group 3A and <b>one</b> course from group 3B. Select a <b>third</b> course from either group 3A or 3B.			
<b>3A. Arts:</b>	C	IP	N
Art 100, 101, 101H, 102, 102H, 103, 103H, 104, 104H; Dance 100+, 125, 133, 225; History 151+; Humanities 137+; Music 100, 100H, 106, 107, 107H, 108, 108H, 109; Theater Arts 101, 101H, 137+, 155			
<b>3B. Humanities:</b>	C	IP	N
American Sign Language 101, 103, 104, 110; Anthropology 145+, 145H+; Chinese 102, 201, 202; Dance 100+; English 106, 106H, 132, 132H, 145+, 145H+, 200+, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 225H, 230, 230H, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 280, 280H, 285, 285H, 286, 286H; French 102, 201, 202; History 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 126, 127, 136+, 140, 151+, 154+; Humanities 101, 101H, 102, 102H; Italian 102, 102H, 201, 201H, 202; Philosophy 101, 101H, 104, 105, 105H, 109, 110, 111, 111H, 112, 112H, 115, 119, 119H, 120, 120H, 202H; Spanish 102, 102H, 104, 201, 201H, 202, 202H, 230H, 231H, 240, 251, 252; Theater Arts 102+, 135, 136+, 150+			

<b>AREA 4—Social &amp; Behavioral Sciences</b>			
Three courses and a minimum of 9 semester units are required. Select <b>three</b> courses from at least <b>two</b> disciplines.			
	C	IP	N
Anthropology 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 121+, 125; Child Development & Education 110, 110H; Economics 201, 201H, 202, 202H; Geography 102, 107, 108, 111; History 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 119, 119H, 120, 120H, 121+, 124, 125, 126, 127, 136+, 140, 141, 142, 150, 150H, 155, 160, 161, 161H, 162, 162H; Political Science 101, 101H, 102, 102H, 103, 103H, 104, 105, 105H, 106, 120, 120H; Psychology 101, 101H, 102, 103, 103H, 104, 104H, 105, 105H, 106, 107, 107H, 108, 112+, 125+; Sociology 101, 101H, 102, 105, 105H, 106, 110, 112+, 115, 125, 130+; Theater Arts 136+			

<b>AREA 5—Physical &amp; Biological Sciences</b>			
Two courses and a minimum of 7 semester units are required. Select <b>one</b> course from group A and <b>one</b> course from group B. One course must include a corresponding laboratory. (Lab courses are indicated by an asterisk (*) below)			
<b>5A. Physical Science:</b>	C	IP	N
Astronomy 101*, 111+; Chemistry 100*, 101*, 102*, 107*, 112*, 113*; Environmental Science 100, 100H, 101, 101H, 102*, 102H*; Geography 101, 104*, 106; Geology 100*, 103, 105*, 110*, 111+, 112; Physics 100, 101*, 102*, 201*, 202*, 202H*, 203*			
<b>5B. Biological Science:</b>	C	IP	N
Anatomy & Physiology 100+, 101*, 102*; Anthropology 101, 101H, 111* (concurrent or previous enrollment in ANTH 101 or 101H required); Biology 100*, 115*, 115H*, 116*, 117, 125*, 125H*, 130*, 131*, 134, 135, 135H, 140*, 144*, 146, 150*, 150H*, 151*, 151H*; Nursing 100+			
<b>5C. Science Laboratory:</b>	C	IP	N
This requirement may be met by the completion of any lab course above in 5A or 5B. (Lab courses are indicated by an asterisk (*) above)			

<b>AREA 6—Language Other Than English (UC only)</b>			
This proficiency may be met by having completed two years of high school course work in a language other than English with a “C-” or better <b>or</b> by selecting <b>one</b> of the following courses:			
# indicates courses with proficiency equivalent to 2 years' high school study in the same language	C	IP	N
American Sign Language 100; Chinese 101#; French 101#; Italian 101#, 101H#; Portuguese 101#, 101H#; Spanish 101#, 101B#, 101H#, 103#			

<b>CSU Graduation Requirement in U.S. History, Constitution and American Ideals</b>			
All CSU campuses have a <i>graduation requirement</i> in U.S. History, Constitution and American Ideals. Students may be certified as completing this requirement at Mt. San Jacinto College by completing <b>one</b> of the groups listed below.			
	C	IP	N
US 1: History 111, 111H, 112, 112H US 2: Political Science 101 US 3: Political Science 101, 120, 120H			

**These courses may be used to partially satisfy the Area 4 requirement.**

**IMPORTANT INFORMATION & FOOTNOTES**  
 This general education certification pattern can be subject to change year by year, but students are assured that courses taken to meet this pattern will be honored if they are approved for the academic year that the course is completed. Courses on this list are approved effective Fall 2013 and are valid through Summer 2014.  
 IGEC is not a UC admission requirement but is advantageous to many but not all transfer students. Students should work with a Mt. San Jacinto College counselor to develop an educational plan that includes general education and major preparation course work specific to the intended UC campus.  
 All courses on IGEC must be completed with a “C” or better. A “P” (pass) is acceptable, but UC permits no more than 14 semester transferable units to be completed on a pass/no pass basis.  
 UC credit may be limited for some courses. For example, no credit is given for an introductory course if it is taken after a more advanced college course. Credit may also be limited for courses with overlapping content. In addition, duplicate credit will not be awarded for the honors and non-honors versions of a course. UC credit limitations are noted on the catalog course descriptions.  
 Courses listed in two different areas may be used in either area but not both.  
 \*Grades of C- are not acceptable except for high school language courses.

<b>LEGEND:</b> C=Completed IP=In Progress N=Need	<b>PROGRESS:</b> Total Units Completed: _____ In Progress: _____ Need: _____
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## Option C Frequently Asked Questions Intersegmental General Education Transfer Curriculum (IGETC) for CSU and UC

What is IGETC/Option C?

IGETC stands for Intersegmental General Education Transfer Curriculum (IGETC), which is a pattern of courses that students can complete at Mt. San Jacinto College to fulfill general education requirements at a University of California (UC) or California State University (CSU) campus. At Mt. San Jacinto College, this pattern of courses is known as Option C.

Is IGETC required for transfer to a UC or CSU campus?

No. IGETC/Option C is *not* an admission requirement for transfer to either the UC or CSU, nor does completing it guarantee admission to the campus or program of choice. IGETC may not be best for students in high unit majors such as math, engineering and sciences, and some UC campuses will not accept IGETC for certain majors. Option C is an alternative to completing the lower-division general education or breadth program at a CSU or UC campus for many transfer students but not all.

What are the minimum UC requirements for an upper-division transfer student?

Complete 60 semester units of transferable college credit with a GPA of at least 2.4.

Complete the following course pattern requirements, earning a grade of "C" or better in each course: two transferable college courses (3 semester units) in English Composition; one transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: Arts and Humanities; Social and Behavioral Sciences; Physical and Biological Sciences.

What is certification of IGETC/Option C?

"Certification" refers to official notification from Mt. San Jacinto College that a student transferring to any UC/CSU campus has completed courses fulfilling lower-division general education requirements. To obtain full certification, students must complete the entire IGETC course pattern with a grade of "C" or better in each course. "Certification" means the student will not be required to complete additional lower-division general education courses after transfer.

Can I get partial certification of IGETC/Option C?

Yes. Partial certification for all but two (2) courses is permitted. The UC/CSU campus will require completion of the general education requirements in those sections that are not certified after transfer.

Can Advanced Placement test scores be applied to IGETC/Option C?

Yes. Students may earn IGETC unit credit for acceptable AP scores. Applying AP credit toward a major requirement will vary by UC/CSU campus. Please see a Mt. San Jacinto College counselor when using AP credit for transfer, see UC Catalog, and UC representative.

Are the CSU and UC certification requirements the same for IGETC?

No. Full certification for CSU must include Area 1, Oral Communication. This is not a UC requirement. Full certification for a UC campus must include satisfaction of the foreign language proficiency. This is not a CSU requirement.

What are the other methods that can be used to meet the Language Other than English requirement for the UC? (LOTE)

Score of 3 on the Foreign Language AP test; satisfactory score on SAT II subject test; score of 5 or higher on the International Baccalaureate Higher Level Examination; score of 5, 6, or 7 on the "A" level exam; grade of A, B, or C on the "O" level exam; official records that verify completion with grades "C" or better of two years of formal schooling at the 6th grade level or higher in an institution where the language of instruction is not English; satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English.

Does the UC have a U.S. History, Constitution and American Ideals graduation requirement?

Yes. Most students will satisfy this requirement through one year of U.S. history or one half year of U.S. history and one half year of U.S. government in high school completed with a "C" or better (UCLA requires a "B") or a college-level course.

Can I complete IGETC/Option C course work at more than one college?

Yes. Mt. San Jacinto College will certify courses taken at other California community colleges. These courses will be placed in the same IGETC category identified at the offering college. Courses taken at other regionally accredited colleges/universities that do not have an IGETC pattern may be used on IGETC if the course is comparable to an approved IGETC course at Mt. San Jacinto College or another California community college. **Foreign course work is not acceptable for IGETC.**

Can a course be used to satisfy an IGETC/Option C area and a major requirement? Yes.

What if I have a mixture of quarter and semester unit courses? How is this calculated for certification?

It will be calculated to the student's advantage per area, using either semester or quarter units. To convert semester units to quarter units, multiply the semester units by 1.5. To convert quarter units to semester units, divide the quarter units by 1.5.

### Mt. San Jacinto College Associate Degree Frequently Asked Questions

Can I use IGETC/Option C to earn an associate degree?

Yes and No. Certification of Option C may satisfy some Mt. San Jacinto College **general education** and **competency** requirements for an associate degree.

What are the *other* requirements to earn an associate degree when I complete IGETC/Option C?

- Unit/GPA—60 CSU transferable semester units with an overall G.P.A of 2.0 and
- Major— a minimum of 18 units within a specific degree pattern of designated courses located in the General Catalog or an "Area of Emphasis" for Liberal Arts. A letter grade of "C" or better or "P" if taken on a pass/no basis.
- Residency—12 units completed at Mt. San Jacinto College

Counselor Signature

Title

Date

Every effort is made to keep this information current. Articulation is an ongoing project and subject to modification. Please use this information as a guideline and consult with a representative or an MSJC Counselor. Also refer to [www.assist.org](http://www.assist.org) for the current IGETC list for MSJC.

# Administration of Justice

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Richard LeGarra (951) 639-5505

[rlegarra@msjc.edu](mailto:rlegarra@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

A.S. in Administration of Justice<sup>4426 AS.AJ</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Administration of Justice<sup>22143 CTLAJ</sup>

Employment Concentration Certificate(s)

Computer Forensics<sup>99999 ECC.AJ.CF</sup>

Corrections<sup>99999 ECC.AJ.CORR</sup>

## PROGRAM DESCRIPTION

The scope of the non-transfer or certificate program in administration of justice and corrections is designed to prepare the student for entry into careers in the criminal justice system. The program provides the student with a basic understanding of a variety of criminal justice positions at the federal, state, county and municipal level. The course of study involves an introduction to law enforcement, criminal law and evidence, juvenile and criminal procedures, public safety report writing, traffic control, community relations, criminal investigations, correctional courses, vice and narcotics control. These courses provide the student with a base of knowledge that will serve them well regardless of the criminal justice field they choose, i.e., police officer, deputy sheriff, corrections, FBI and civilian support.

For individuals currently working in the field there may be potential for salary and/or career advancement. Many agencies require entry level and current personnel to possess a certain level of education to be hired or to be eligible for promotion. The Certificate/Associate degree (AS) provide that level of education.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

Fingerprint Classifier, FBI Agent, Detective, Investigator, Deportation Officer, Customers Inspector, Custom Canine Specialist, Bailiff, Animal Control Officer, Air Marshal, Fish and Game Warden, Fugitive Recovery Agent, Highway Patrol Officer, Immigration Inspector, Insurance Adjuster, Law Enforcement Officer, Polygraph Examiner, Private Investigator, Security Screener, US Marshal, Treasury Enforcement Gents/AFT Special Agent, Security Guard

### Certificate

Detective, Investigator, Deportation Officer, Animal Control Officer, Customs Inspector, Customs Canine Specialist, Crime Laboratory Technician, Coroner's Assistant, Bailiff, Animal Control Officer, Air Marshal, Fish and Game Warden, Fugitive Recovery Agent, Immigration Inspector, Security Guard, Polygraph Examiner, Security Screener, Border Patrol, Law Enforcement Officer, Highway Patrol Officer

### Employment Concentrations

#### Computer Forensics

Private Detective, Investigator

#### Corrections

Correctional Officer

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Communicate verbally and in writing effectively.
- Demonstrate respect for social and cultural diversity.
- Critical thinking in applying the law.
- Demonstrate personal and civic responsibility in daily activities.

## Instructional Programs

### DEGREE

In addition to completing the certificate program, students **MUST** complete all other MSJC General Education Option A requirements for the Associate in Science degree in Administration of Justice.

### CERTIFICATE

A certificate will be issued for completion of five core courses and three elective courses for a total of 24 units. Students may submit a student petition to enrollment services to substitute credit for completion of a P.O.S.T. Basic Peace Officers Academy through an accredited institution. Students must attach official college transcripts and an academy course outline or syllabus to the student petition. The Administration of Justice Department Chair will determine the amount of credit to award the student. Four Administration of Justice courses must be completed at MSJC to earn a certificate.

#### Certificate in Administration of Justice (24 units)

##### Required Courses (15 units)

AJ-101	Criminal Law	3 units
AJ-102	Introduction to Law Enforcement	3 units
AJ-106	Juvenile Procedures	3 units
AJ-111	Criminal Procedures	3 units
AJ-118	Police Community Relations	3 units

##### Elective Courses (9 units)

AJ-103	Criminal Evidence	3 units
AJ-104	Patrol Procedures	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
AJ-109	Interview and Interrogation Techniques	1.5 units
AJ-110	Crime Scene Sketching and Note Taking	1.5 units
AJ-112	Introduction to Criminology	3 units
AJ-115	Introduction to Probation and Parole	3 units
AJ-125	Vice and Narcotics Control	3 units
AJ-128	Traffic Control, Enforcement and Investigation	3 units
AJ-149	Occupational Internship: Administration of Justice	1-4 units
AJ-299	Special Projects: Administration of Justice	1-3 units
CORR-101	Introduction to Correctional Science	3 units

### EMPLOYMENT CONCENTRATIONS

#### Computer Forensics (16 units)

AJ-103	Criminal Evidence	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
CSIS-181	Computer Hardware - Level 1	4 units
CSIS-182	Computer Forensics	3 units

#### Corrections (15 units)

CPOST (Correctional Peace Officer Standards and Training) has developed a recommended pattern of classes that would benefit correctional peace officer apprentices. Students completing these classes may receive a higher application score when applying for positions within the Department of Corrections.

#### Required Courses (12 units)

AJ-105	Public Safety Report Writing	3 units
CORR-101	Introduction to Correctional Science	3 units
CORR-102	Control and Supervision in Corrections	3 units
CORR-103	Correctional Interviewing and Counseling	3 units

#### Elective Courses (3 units)

AJ-101	Criminal Law	3 units
CORR-104	Legal Aspects of Corrections	3 units

## Alcohol/Drug Studies

#### San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561

#### Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335

Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

#### Transfer:

None

#### Non-Transfer:

A.S. in Alcohol/Drug Studies<sup>8688 AS.ADS</sup>

(with General Education Requirements Option A)

Certificate(s)

Certificate in Alcohol/Drug Studies<sup>22142 CT.ADS</sup>

Employment Concentration Certificate(s)

Dual Diagnosis<sup>99999 ECC.ADS.DD</sup>

### PROGRAM DESCRIPTION

The Alcohol/Drug studies non-transfer certificate and degree program is designed to prepare people to serve as professionals in the expanding profession of counseling to those who individuals who suffer from addictions from alcohol or other drugs.

The MSJC Alcohol/Drug program is a certificate program consisting of 40 units, drawing from a course list which provides a thorough grounding in medical and social origins of addiction. The successful student will be well prepared for the qualifying examination offered by California Board for Alcohol and Drug Abuse Counselors (CBADAC), a statewide certification organization.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

To become a counselor a master's degree is required. Students are advised to speak with a counselor regarding career opportunities.

### Non-Transfer A.S. Degree

Entry Level Positions  
Alcohol/Drug Intern, Alcohol/Drug Technician,  
Professional Positions (for those who follow through with state certification): Alcohol/Drug Advisor, Alcohol/Drug Recovery Center Director Inpatient/Outpatient Alcohol/Drug Advisor/Staff

### Certificate

Entry Level Positions  
Alcohol/Drug Intern, Alcohol/Drug Technician,  
Professional Positions (for those who follow through with state certification): Alcohol/Drug Advisor, Alcohol/Drug Recovery Center Director Inpatient/Outpatient Alcohol/Drug Advisor/Staff

### Employment Concentration

Entry Level Positions  
Alcohol/Drug Intern, Alcohol/Drug Technician,  
Professional Positions (for those who follow through with state certification): Alcohol/Drug Advisor, Alcohol/Drug Recovery Center Director Inpatient/Outpatient Alcohol/Drug Advisor/Staff, Case Manager

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Pass the state examination - California Certification Board of Alcohol and Drug Counselors.
- Participate effectively as an entry-level practitioner in the Alcohol and Drug profession.
- Apply standard of care when working with patients clients with addictions.

## DEGREE

In addition to the 40 units of the certificate program, students must complete all MSJC General Education Option A requirements for the Associate in Science degree in Alcohol/Drug Studies.

## CERTIFICATE

### Certificate in Alcohol/Drug Studies (40 units)

In addition to the course work below, certificate recipients must demonstrate English proficiency by passing ENGL-098 or higher or achieve an equivalent APT score and pass MATH-051 or higher or achieve an equivalent APT score.

### Required Courses (40 units)

ADS-090	Survey of Alcohol/Drug Studies Program	1 unit
ADS-101	Introduction and Overview of Alcohol and Drug Studies	3 units
ADS-102	Pharmacology and Biomedical Aspects of Alcohol and Other Drugs	3 units
ADS-103	Law and Ethics, Community Prevention Education, Outreach and Referral	3 units
ADS-104	Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention	3 units
ADS-110/PSYC-110	Introduction to Counseling	3 units
ADS-115/PSYC-115	Individual, Family and Group Counseling	3 units
ADS-120	Personal and Professional Growth for Alcohol and Drug Counselors	3 units
ADS-149	Occupational Internship: Alcohol and Drug Studies	1-4 units
ADS-150	Practicum Seminar	3 units
HS-121	Fundamentals of Healthful Living	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units
PSYC-102	Personal Growth	3 units
SOCI-106	Intercultural Relations	3 units

## EMPLOYMENT CONCENTRATION

### Dual Diagnosis (13-16 units)

ADS-116	Introduction to Dual Diagnosis	3 units
ADS-118	Dual Diagnosis: Counseling & Case Management	3 units
ADS-149	Occupational Internship: Alcohol and Drug Studies	1-4 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units
PSYC-108	Abnormal Psychology	3 units
or		
PSYC-108H	Honors abnormal Psychology	3 units

# Allied Health

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Nursing and Allied Health Unit (951) 639-5577

[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

#### Transfer:

None

#### Non-Transfer:

None

See:

A.S. in Medical Assistant<sup>4416 AS.NURS.MEDA</sup>

*(with General Education Requirements Option A)*

Certificate(s)

None

See:

Certificate in Medical Assistant<sup>22137 CT.NURS.MEDA</sup>

Employment Concentration Certificate(s)

Certified Nursing Assistant/Home Health Aide (CNA/HHA)<sup>9999</sup>

ECC.NURS.CNA.HHA

Emergency Medical Technician (EMT)<sup>9999 ECC.EMT</sup>

Emergency Medical Technician (EMT) Advanced<sup>9999 ECC.EMT.ADV</sup>

## PROGRAM DESCRIPTION

### CNA

This non-transfer program introduces students to the basic information and nursing skills needed to pass the state exam required for Nurse Aide Certification.

### EMT

This non-transfer program provides the knowledge and skills required to care for the ill or injured person(s) in the pre-hospital care setting. It is also a first step for those individuals who would prefer to work in an emergency room as an emergency room technician. Students are taught how to perform a complete patient assessment and provide multiple life saving interventions based on their assessment of the ill or injured patient. This course is primarily taken by individuals who intend to work in the field of prehospital emergency medicine and with critically ill or injured patients.

This course can also be taken by individuals currently working in a similar medical employment within the medical field and there may be potential for salary and/or career advancement. Individuals who wish to take this course must have a criminal free background due to licensing restrictions imposed by national, state and local licensing agencies. The potential student must be 18 years of age. Hospital clinical and field internship hours are required. This course is a positive attendance course due to national, state and local mandates.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Employment Concentration

#### Certified Nursing Assistant/Home Health Aide

Nursing Assistant, Hospital Attendant, Nurses Aide, Orderly

#### Emergency Medical Technician

Fire Service, Ambulance Service, Emergency Room Technician, State of California Volunteer EMT, Special Event EMT

#### Emergency Medical Technician, Advanced

Fire Service, Ambulance Service, Emergency Room Technician, State of California Volunteer EMT, Special Event EMT

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

### Certified Nursing Assistant

- Prepare to successfully pass the State of California Department of Health N.A.T.A.P. exam.
- Demonstrate the fundamental nursing skills instructed in the state approved nursing assistant training program with 100% accuracy.
- Qualify to be employed as a nursing assistant and/or home health aide.
- Apply for advanced placement in the nursing department's LVN programs.

Emergency Medical Technician

- Use clinical reasoning when verbalizing and demonstrating the proper techniques when used when ventilating an adult manikin.
- Pass the National Emergency Medical Technician exam.
- Explain and demonstrate how to use all the medications that are in the EMT scope of practice.
- Synthesize and explain the physiological effects of hypoxia on both the molecular and cellular level in a patient that presents with hypoxia.
- Analyze and employ safe scene practices while working at the scene of a traffic collision on the freeway.
- Demonstrate professional behavior and respect for all patients, coworkers, bystanders and assisting agencies in the performance of their duty as cited in the National Emergency Medical Technician code of ethics and behavior.

Telemetry

- Demonstrate skills appropriate to the level of knowledge required for entrance into employment related to the medical field.
- Analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns.
- Demonstrate ethical behavior in the clinical setting and maintain patient confidentiality at all times.

**EMPLOYMENT CONCENTRATIONS**

**Certified Nursing Assistant/Home Health Aide (7.5 units)**

NURS-085 Certified Nursing Assistant and Home Health Aide 7.5 units

**Emergency Medical Technician (EMT) (13.5 units)**

EMS-120 Emergency Medical Technician 6 units  
 AH-120B Advanced Emergency Medical Technician 5 units  
 EMS-121 Emergency Medical Technician I Basic (Refresher) 2.5 units

**Emergency Medical Technician (EMT) Advanced (8 units)**

AH-120B Advanced Emergency Medical Technician 5 units  
 AH-127 Infant to Adult Basic and Advanced Life Support 3 units

**American Indian Studies**

**San Jacinto Campus**

(951) 487-MSJC (6752)  
 1-800-624-5561  
 Pamela Ford (951) 487-3725  
*pford@msjc.edu*

**Meniffee Valley Campus**

(951) 672-MSJC (6752)  
 1-800-452-3335  
 Erik Ozolins (951) 639-5725  
*eezolins@msjc.edu*

Degree(s)

**Transfer:**

A.A. in American Indian Studies <sup>30315 AA.AIS.OPTB or AA.AIS.OPTC</sup>  
*(with Transfer Emphasis using General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Social & Behavioral Sciences Emphasis

**Non-Transfer:**

None  
 See:  
 A.A. in Social/Behavioral Science  
 A.S. in Science

Certificate(s)

None

Employment Concentration Certificate(s)

None

**PROGRAM DESCRIPTION**

The scope of the American Indian Studies transfer program includes Native American Literature, regional studies in American Indian culture, Cultural and Physical Anthropology. Elective courses allow students to follow interests by region or by time period, as well as to examine language in relation to culture. All courses selected for this major will enable a student to understand and communicate the depth and complexity of Native American issues in society today.

American Indian Studies courses provide students with an ability to examine issues affecting Native American populations today, tomorrow and in the past. These courses offer students an opportunity to learn about American Indian culture in an academic setting in which stereotypes and shallow interpretations of culture and history are not the norm. All courses offered for this major seek to stretch students' abilities to think critically and carefully examine primary sources of information.

## Instructional Programs

The core and elective courses provide grounding in knowledge about cultural and genetic diversity, about various life ways, and about American Indian heritage. The articulated transfer major is intended to enhance student progress toward bachelor programs in American Indian Studies. Courses in the program are selected to prepare students for transfer successfully to four-year colleges.

### CAREER OPPORTUNITIES

#### Transfer A.A. Degree

For any BA/BS careers, please see your transfer institution.

### TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Evaluate the complex interrelationship between individual American Indian cultures and the history of invasion, immigration and settlement by others in North and South America.
- Analyze the interrelationship between human societies and their physical environment.
- Apply the principles of cultural relativism to observations of human behavior.
- Recognize the validity of people's variable language histories and experiences.
- Be able to recognize the value of the archaeological & historical records.
- Utilize the scientific method in observations of human attributes (biology, behavior, language, artifacts).
- Analyze the interrelationship between the history, beliefs, and cultural distinctions as they are depicted in oral and written literatures.

### DEGREE

An Associate in Arts (AA) degree in American Indian Studies prepares students for transfer to four-year colleges offering a Bachelor of Arts (BA) in American Indian Studies or related fields. The major requirement for an AA in American Indian Studies may be met by completing the pattern described below plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

### A.A. in American Indian Studies (18 units)

#### Required Courses (12 units)

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-103A	North American Indians	3 units
ENGL-240	American Indian Literature	3 units
or		
ENGL-240H	Honors American Indian Literature	3 units

#### Elective Courses (6 units)

ANTH-103B	Northwest Coast Indian Cultures	3 units
ANTH-103D	Latin American Cultures	3 units
ANTH-121/HIST-121	California Indians	3 units
ANTH-125	Magic, Witchcraft and Religion	3 units
ANTH-145/ENGL-145	Introduction to Language and Linguistics	3 units
or		
ANTH-145H/ENGL-145H	Honors Introduction to Language and Linguistics	3 units
COMM-108	Intercultural Communication	3 units
or		
COMM-108H	Honors Intercultural Communication	3 units
HIST-150	Race and Ethnicity in U.S. History	3 units
or		
HIST-150H	Honors Race and Ethnicity in U.S. History	3 units
PS-103	Ethnic Politics in America	3 units
or		
PS-103H	Honors Ethnic Politics in America	3 units
SOCI-106	Intercultural Relations	3 units

Honors course may be acceptable in lieu of regular course, check transfer institution or [www.assist.org](http://www.assist.org).

Additional major preparation or elective courses may be required by each university or to meet the 60 semester units required for the UC, CSU and Associate degree. These units must be transferable to the CSU and or UC for appropriate credit. Please see a counselor for details. Up to 12 units may be double counted on the CSU GE option B pattern.



# American Sign Language

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Voice (951) 639-5399

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Leslie C. Greer - Videophone (951) 327-8500

Fax (951) 672-0454

[lgreer@msjc.edu](mailto:lgreer@msjc.edu)

Voice (951) 639-5399

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The study of American Sign Language (ASL) offers students the chance to communicate in and understand another language while familiarizing themselves with the community and culture of the target language group. Students are exposed to a variety of learning situations to increase their understanding of American Sign Language and Deaf culture. Audiovisual, computer software, and field trips to deaf culture events are used extensively to help students develop their ASL skills.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/

Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate expressive and receptive competence of ASL grammatical features when communicating with the Deaf/Hard of Hearing people.
- Demonstrate expressive and receptive competence and interpersonal communication using visual language between individuals.
- Acquire information and recognize distinctive viewpoints that are only available through American Sign Language and Deaf culture.
- Engage in one-to-one conversations using ASL with the Deaf community to access information about Deaf culture that will lead to lifelong learning experiences.
- Examine expected social behaviors when interacting with mixed groups of Deaf/Hard of Hearing and hearing individuals at Deaf events (e.g., handwaving to show enjoyment of entertainment).





# Anthropology

## San Jacinto Campus

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1-800-624-5561

Pamela Ford (951) 487-3725

[pford@msjc.edu](mailto:pford@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Erik Ozolins (951) 639-5725

[ezolins@msjc.edu](mailto:ezolins@msjc.edu)

Degree(s)

### Transfer:

AA-T in Anthropology for Transfer <sup>31853-AA.ANTH.OPTBAAT and</sup>  
<sup>31853-AA.ANTH.OPTCAAT</sup>

*(with General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Social & Behavioral Sciences Emphasis

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Science

A.S. in Science

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The AA-T Anthropology degree at MSJC was developed to provoke student interest in human issues. It provides basic information about humankind. It is also designed to stimulate critical thinking about existing stereotypes regarding the people around us in the world now and those who came before.

Anthropology is the study of ancient and modern human beings and their ways of living. This study is based upon several kinds of information and is divided into four sub-disciplines which attempt to understand basic aspects of humankind. Cultural Anthropology studies human behavior to understand the cultural values that guide the behaviors. Archaeology examines the material record of human activity in order to understand how ideas change over time. Anthropological Linguistics is the study of the human capacity for language and its use. Physical Anthropology (also called Biological Anthropology) is the study of human evolution which includes human biological diversity.

It would be difficult to find a college major or a career that would not benefit from the study of anthropology. This is the discipline that studies both the biological diversity

inherent in the human species and the cultural diversity that has developed in human populations over time. For most of the possible careers involving a major in anthropology it is likely that students will have to complete bachelor, masters or even doctorate degrees.

## CAREER OPPORTUNITIES

### Transfer A.A. Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explain Natural Selection and Evolutionary Theory.
- Recognize the interrelationship between humans and their physical environment.
- Suspend judgment and understand people within the context of their opportunities and challenges.
- Recognize and appreciate as valid people's variable language histories and experiences.
- Recognize the value of the archaeological and fossil records.
- Utilize the scientific method in observations of human attributes (biology, behavior, language, artifacts).

## DEGREE

An Associate in Arts in Anthropology for Transfer will fulfill the requirements for students to transfer to a four-year college or university as an Anthropology major. The major required for an AA-T in Anthropology for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

**AA-T in Anthropology for Transfer (19 units)**

**Required Core (9 units)**

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-115	Introduction to Archaeology	3 units

**List A (3 units)**

ANTH-104	World Prehistory	3 units
or		
ANTH-104H	Honors World Prehistory	3 units

**List B (4 units)**

ANTH-111	Physical Anthropology Lab	1 unit
ANTH-145/ENGL-145	Introduction to Language and Linguistics	3 units
or		
ANTH-145H/ENGL-145H	Honors Introduction to Language and Linguistics	3 units

**List C (3 units)**

ANTH-103A	North American Indians	3 units
ANTH-103B	Northwest Coast Indian Cultures	3 units
ANTH-103C	Cultures of the Pacific Islands	3 units
ANTH-103D	Latin American Cultures	3 units
ANTH-103E	Cultures of Africa	3 units
ANTH-121/HIST-121	California Indians	3 units

ANTH-125	Magic, Witchcraft and Religion	3 units
ANTH-201	Introduction to Forensic Anthropology	3 units
ANTH-205	Archaeological Excavation	3 units
ANTH-210	Archaeology Laboratory	3 units
ENGL-205	World Folklore	3 units
or		
ENGL-205H	Honors World Folklore	3 units
ENGL-240	American Indian Literature	3 units
or		
ENGL-240H	Honors American Indian Literature	3 units
ENGL-280	Multiethnic Literature	3 units
or		
ENGL-280H	Honors Multiethnic Literature	3 units
Units for Major		19
CSU General Education or IGETC Pattern		37-39
Possible double counting		0-16
Transferable Electives (as needed to reach 60 CSU transferable units)		
<b>Total Units for AA-T Degree</b>		<b>60 units</b>

This Associate in Arts in Anthropology for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.



# Art

### San Jacinto Campus

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[www.msjc.edu/SJCart](http://www.msjc.edu/SJCart)

### Menifee Valley Campus

(951) 672-MSJC (6752)

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John Seed (951) 639-5580

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Jason Bader (951) 639-5581

[jbader@msjc.edu](mailto:jbader@msjc.edu)

Degree(s)

#### Transfer:

A.A. in Visual Communication (Graphic Design) <sup>16742 AA.ART.VISCOM.OPTB</sup>  
or AA.ART.VISCOM.OPTC

*(with Transfer Emphasis using General Education  
Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

#### Non-Transfer:

A.A. in Art <sup>4403 AA.ART</sup>

*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

Graphic Design <sup>99999 ECC.ART.GD</sup>

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## PROGRAM DESCRIPTION

The MSJC Art Department offers an A.A. degree in Visual Communication for students who intend to transfer to a four year university and complete a degree in Graphic Design or Multimedia. Students wishing to complete this degree will need to attend at least some courses at the MSJC Menifee Campus.

At the MSJC San Jacinto campus, courses in Art History and Appreciation, Drawing, Painting, Design, Ceramics and Sculpture are offered. The San Jacinto campus houses a bronze casting facility supporting more advanced, media specific courses in ceramic-shell bronze casting. The art program at the San Jacinto campus is supported by an art gallery that hosts monthly exhibitions, introducing students to a culturally diverse range of visual art

At the MSJC Menifee campus, courses in Art History and Appreciation, Drawing, Painting, Illustration, Ceramics, Sculpture and Design are offered at the Fine Arts Complex.

At the Business and Technology Center, courses in Graphic Design, Typography, Time-Based Media, and Digital Illustration are offered.

The MSJC Art Department serves a diverse group of students, including those who are taking their first art instruction, as well as those who plan on transferring to pursue degrees in art.

The study of studio art at MSJC is an ideal way for students to understand their creative potential, and to be introduced to a variety of art disciplines. Art History and Appreciation courses can be used to satisfy Humanities requirements, and are designed to introduce students to important works and artists from both Western and world art traditions.

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## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Transfer A.A. Degree

#### Visual Communications (Graphic Design)

For any BA/BS careers, please see your transfer institution.

#### Non-Transfer A.A.

#### Art

Painter, Sculptor, Illustrator, Commercial Artist, Computer Graphics Specialist, Graphic Arts Technician, Graphic Designer, Layout Artist, Paste-Up Artist

#### Employment Concentration

#### Graphic Design

Painter, Sculptor, Illustrator, Commercial Artist, Computer Graphics Specialist, Graphic Arts Technician, Graphic Designer, Layout Artist, Paste-Up Artist

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## TRANSFER PREPARATION

#### Art

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**Visual Communication (Graphic Design)**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**LEARNING OUTCOMES**

- Demonstrate problem solving skills in the process of producing art.
- Demonstrate a general awareness of artistic cultures and styles.
- Demonstrate the use of appropriate terminology in evaluating art and design.
- Develop a progression of works that demonstrate their creative style, technical skill, and personal approach to subject and media.

**RELATED-CONTENT GROUPS**

(4 attempts within a related-content group/each course 1 time for credit)

**Ceramics (ART-151)**

**Drawing (ART-108, 109, 112)**

**Foundational Studies (ART-120, 121, 122)**

**Painting (ART-115, 116, 118, 119)**

**Sculpture (ART-160, 170, 171)**

**DEGREES**

**A.A. in Art (18 units)**

The major requirement for an Associate in Arts in Art may be met by completing the pattern described plus all MSJC General Education Option A requirements.

**Required Courses (12 units)**

ART-101	Art History: Prehistoric Through Medieval Art	3 units
or		
ART-101H	Honors Art History: Prehistoric Through Medieval Art	3 units
ART-102	Art History: Renaissance to 20th Century Art	3 units
or		
ART-102H	Honors Art History: Renaissance to 20th Century Art	3 units
ART-108	Beginning Drawing	3 units
ART-120	2D Design	3 units

**Elective Courses (6 units)**

<i>Art History</i>		
ART-104	World Art	3 units
or		
ART-104H	Honors World Art	3 units
ART-105	History of Graphic Design	3 units
<i>Two Dimensional Art</i>		
ART-109	Intermediate Drawing	3 units

ART-112	Life Drawing	3 units
ART-115	Painting I	3 units
ART-116	Painting II	3 units
ART-118	Watercolor/Mixed Media	2 units
ART-119	Mural Painting	2 units
ART-121	Design and Color	3 units
ART-123	Graphic Design I	3 units
ART-124	Time Based Media	3 units
ART-125	Typography I	3 units
ART-130A	Digital Art - Imaging	2 units
ART-130B	Digital Art - Illustration	2 units
ART-141	Illustration	3 units
ART-223	Graphic Design II	3 units
ART-249	Portfolio and Professional Development	3 units
ART-299	Special Projects: Art	1-3 units

*Three Dimensional Art*

ART-151	Ceramic Arts	3 units
ART-160	Sculpture	3 units
ART-170	Foundry-Ceramic Shell Casting	2 units
ART-171	Bronze Sand-Casting	2 units
ART-299	Special Projects: Art	1-3 units

**A.A. in Visual Communication (22 units)**

An Associate in Arts (AA) degree in Visual Communication prepares students for transfer to four-year colleges offering a Bachelor of Arts (BA) in Visual Communication or related fields. The major requirement for an AA in Visual Communication may be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

**Required Core Courses (16 units)**

ART-102	Art History: Renaissance to 20th Century Art	3 units
or		
ART-102H	Honors Art History: Renaissance to 20th Century Art	3 units
ART-108	Beginning Drawing	3 units
ART-120	2D Design	3 units
ART-123	Graphic Design I	3 units
ART-130A	Digital Art - Imaging	2 units
ART-130B/MUL-140	Digital Art - Illustration	2 units

**Art Electives (6 units)**

ART-101	Art History: Prehistoric Through Medieval Art	3 units
or		
ART-101H	Honors Art History: Prehistoric Through Medieval Art	3 units
ART-105	History of Graphic Design	3 units
or		
ART-105H	Honors History of Graphic Design	3 units
ART-109	Intermediate Drawing	3 units
ART-122	3D Design	3 units
ART-125	Typography I	3 units
ART-249	Portfolio and Professional Development	3 units

**EMPLOYMENT CONCENTRATION**

**Graphic Design (17 units)**

ART-120	2D Design	3 units
ART-123	Graphic Design I	3 units
ART-125	Typography I	3 units
ART-130A	Digital Art - Imaging	2 units
ART-130B/MUL-140	Digital Art - Illustration	2 units
ART-223	Graphic Design II	3 units
ART-249	Portfolio and Professional Development	3 units
ART-299	Special Projects: Art	1 unit
(ART-299 or ART 249 - cannot use both towards this concentration)		

# Audio & Video Technology

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

David Parrott (951) 487-3665

[dparrott@msjc.edu](mailto:dparrott@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Degree(s)

### Transfer:

None

### Non-Transfer:

A.A. in Audio Technology<sup>8682 AA.MUS.AT</sup>

*(with General Education Requirements Option A)*

A.A. in Advanced Audio Technology<sup>16774 AA.MUS.ADV.AT</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Audio Technology<sup>22133 CT.MUS.AT</sup>

Certificate in Advanced Audio Technology<sup>22132 CT.MUS.ADV.AT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Audio & Video Technology Program is a non-transfer program offering two A.A. degrees and two certificates. Many courses do, however, transfer; however, this program is not usually associated with a four-year degree. The program features a radio station, television station and studio, and three recording studios. This program prepares students for a “hands on” and theoretical applications in audio and video. Students will become familiar with devices used in television, radio, film, recording studios, and educational institutions. Some Protocols certifications may be available. Most audio classes are cross-listed under music. For many individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Audio Technology

### Non-Transfer A.A. Degree

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

### Certificate

Entry Level

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

### Advanced Audio Technology

### Non-Transfer A.A. Degree

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

### Certificate

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Operate audio and video components.
- Apply the theories of audio and video.
- Apply critical thinking skills in audio and video applications.
- Prepare to enter the work force in the audio and video area.

## DEGREES

### A.A. in Audio Technology (18 units)

In addition to the 18 units of the Audio Technology Certificate Program, students may complete MSJC General Education Option A requirements for the Associate in Arts (AA) degree in Audio Technology.

### A.A. in Advanced Audio Technology (27 units)

In addition to the 27 units of the Advanced Audio Technology Certificate Program, students may complete MSJC's General Education Option A requirements for the Associate in Arts (AA) degree in Advanced Audio Technology.

## CERTIFICATES

### Certificate in Audio Technology (18 units)

#### Required Courses (12 units)

AUD-140 /MUS-140	Beginning Studio Recording	3 units
AUD-141/AMUS-141	Intermediate Studio Recording	3 units
AUD-142/MUS-142	Advanced Studio Recording I	3 units
AUD-143/MUS-143	Computer Audio Editing	3 units

#### Elective Courses (6 units)

AUD-145/MUS-145	Midi & Computer Recording	3 units
AUD-146/MUS-146	Recording Music and Live Sound	3 units
AUD-147/BADM-147/MUS-147		

	The Music & Audio Business	3 units
AUD-148/MUS-148	Radio Production	3 units
AUD-152/MUL-123	Video Production I	3 units
AUD-153/MUL-223	Video Production II	3 units
MUS-100	Introduction and Appreciation of Music	3 units

or

MUS-100H	Honors Introduction and Appreciation of Music	3 units
MUS-101	Music Fundamentals	3 units

MUS-107	Introduction and Appreciation of American Music	3 units
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or

MUS-107H	Honors Introduction and Appreciation of American Music	3 units
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### Certificate in Advanced Audio Technology (27 units)

#### Required Courses (18 units)

AUD-140/MUS-140	Beginning Studio Recording	3 units
AUD-141/MUS-141	Intermediate Studio Recording	3 units
AUD-142 /MUS-142	Advanced Studio Recording I	3 units
AUD-143/MUS-143	Advanced Studio Recording II	3 units
AUD-145/MUS-145	Midi & Computer Recording	3 units
AUD-146/MUS-146	Recording Music and Live Sound	3 units

#### Elective Courses (9 units from the following)

AUD-147/BADM-147/MUS-147		
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	The Music & Audio Business	3 units
AUD-148/MUS-148	Radio Production	3 units
AUD-152/MUL-123	Video Production I	3 units
AUD-153/MUL-223	Video Production II	3 units
MUS-100	Introduction and Appreciation of Music	3 units

or

MUS-100H	Honors Introduction and Appreciation of Music	3 units
MUS-101	Music Fundamentals	3 units

MUS-107	Introduction and Appreciation of American Music	3 units
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or

MUS-107H	Honors Introduction and Appreciation of American Music	3 units
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# Automotive/ Transportation Technology

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Career Education & Categorical Programs (951) 487-3441

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Automotive/Transportation Technology <sup>4400 AS.AUME</sup>

(with General Education Requirements Option A)

Certificate(s)

Certificate in Automotive/Transportation Technology <sup>22129 CT.AUME</sup>

Employment Concentration Certificate(s)

Automotive Emission Technician <sup>99999 ECC.AUME.AET</sup>

Automotive Service Advisor/Automotive Service Shop Management

<sup>99999 ECC.AUME.ASA</sup>

Engine Performance Technician <sup>99999 ECC.AUME.ENG.PERF</sup>

General Technician <sup>99999 ECC.AUME.GENTECH</sup>

Honda Fast Track <sup>99999 ECC.AUME.HFT</sup>

## PROGRAM DESCRIPTION

Automotive Technology is a career oriented non-transfer occupational program that prepares students to work in today's highly automated repair shops, and provides the background for career advancement in the automotive industry. Students get hands-on training and instruction in automotive repair and maintenance. Our Automotive Technology program prepares students for employment in many areas of the automotive field including dealerships, independent garages, fleet shops, service stations, and specialty shops.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

First-Line Supervisor, Manager of Mechanics, Heating and Air Conditioning, Refrigeration Mechanic

### Certificate

Automotive Service Technician and Mechanic, Electrical and Electronics Installer and Repairer

## Instructional Programs

### Employment Concentrations

#### Automotive Service Advisor/Automotive Service Shop Management

Sales and Service Manager, First-Line Supervisor, Manager of Mechanics

#### Automotive Emission Technician

Heating and Cooling Systems Mechanic, Automotive Service Technician and Mechanic

#### Engine Performance Technician

Heating, Air Conditioning and Refrigeration Mechanic, Electrical and Electronics Installer and Repairer

#### General Technician

Automotive Service Technician and Mechanic

#### Honda Fast Track

Porter, Express Technician, Light Repair Tech

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Pass all eight areas in the ASE certification.
- Complete all NATEF (National Automotive Technician Education Foundation) task sheets.
- Prepare to enter the workforce in the automotive industry.

## DEGREE

The major for an Associate in Science (AS) degree in Automotive/Transportation Technology may be met by completing the certificate in the Automotive/Transportation program. In addition, students must complete all MSJC General Education Option A requirements for the Associate in Science degree in Automotive/Transportation Technology.

## CERTIFICATE

### Certificate in Automotive/Transportation Technology (20 units)

#### Required Courses (20 units)

AUME-100	Basic Auto Mechanics	4 units
AUME-119	Automotive Brake Systems	4 units
AUME-120	Automotive Suspension, Steering and Alignment Systems	4 units
AUME-122	Engine Performance I	4 units
AUME-126	Automotive Electrical/Electronics I	4 units

## EMPLOYMENT CONCENTRATIONS

### Automotive Emission Technician (13 units)

AUME-110	Basic and Advanced Clean Air Car Course	6 units
AUME-111	Emission Controls A6/A8/L1	6 units
AUME-112	Bureau of Automotive Repair (State of California) Update Training Course	1 unit

### Automotive Service Advisor/Automotive Service Shop Management (4 units)

AUME-132	Automotive Service Advisor	2 units
AUME-133	Automotive Shop Management	2 units

### Engine Performance Technician (14 units)

AUME-111	Emission Controls A6/A8/L1	6 units
AUME-123	Engine Performance II	4 units
AUME-127	Automotive Electrical/Electronics II	4 units

### General Technician (17 units)

AUME-118	Heating/Air Conditioning Systems	4 units
AUME-124	Engine Theory and Repair	5 units
AUME-175	Automatic Transmissions & Transaxles	4 units
AUME-185	Manual Transmissions & Transaxles	4 units

### Honda Fast Track (6 units)

AUME-101	Maintenance Light Repair I	2 units
AUME-109	Basic Maintenance Light Repair II	4 units



# Biological Sciences

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

### Life Sciences

Michael Plotkin (951) 487-3730

[mplotkin@msjc.edu](mailto:mplotkin@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

### Anatomy & Physiology

Jeff Slepski, Ed.D. (951) 639-5720

[jslepski@msjc.edu](mailto:jslepski@msjc.edu)

### Anthropology

Erik Ozolins (951) 639-5725

[ezolins@msjc.edu](mailto:ezolins@msjc.edu)

### Biology

Roy Mason, Ph.D. (951) 639-5730

[rmason@msjc.edu](mailto:rmason@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. Liberal Arts - Mathematics & Science Emphasis

### Non-Transfer:

None

See A.S. in Science

### Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

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

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

### Anatomy & Physiology

- Demonstrate an ability to apply scientific methods in Anatomy and Physiology to predict physiologic responses.
- Demonstrate an understanding of the fundamental chemical nature of physiology.
- Correlate the structure to function of each of the major systems and their organ and tissue components.
- Predict homeostatic responses to physiological imbalances.
- Demonstrate an understanding of structures and their function in reproduction and development.
- Apply the principles of natural selection and evolution to predict genetic outcomes.

*Anthropology* - See Anthropology

### Biology/Life Science

- Explain and appreciate how scientific knowledge is obtained and verified.
- Explore and appreciate the facts and principles concerning heredity, variation and diversity, the cell, evolution and natural selection.
- Explain and appreciate the cycling of matter and the flow of energy in living systems.
- Achieve basic literacy in the language of biology.
- Think critically about issues using their understanding of biology.
- Explore the ethical and social considerations inherent in biology.



# Business - (See Business Administration and Office Administration)

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Larry Barraza (951) 487-3525

[lbarraza@msjc.edu](mailto:lbarraza@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Caren Hennessy (951) 639-5526

[chennessy@msjc.edu](mailto:chennessy@msjc.edu)

Gloria Sanchez (951) 639-5520

[gsanchez@msjc.edu](mailto:gsanchez@msjc.edu)

# Business Administration

Degree(s)

### Transfer

AS-T in Business Administration for Transfer <sup>31140 AS.BADM.OPTBAST and  
31140 AS.BADM.OPTCAST</sup>

*(with General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Business & Technology Emphasis

### Non-Transfer:

A.S. in Business Administration <sup>4388 AS.BADM</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Business Administration <sup>22122CT.BADM</sup>

Certificate in Small Business Operations <sup>4389 CT.BUS.SBO</sup>

Employment Concentration Certificate(s)

Accounting Applications Concentration <sup>99999 ECC.BUS.AA</sup>

Accounting and Tax Preparation Concentration <sup>99999 ECC.BUS.ACCT.TAX</sup>

Entrepreneurship Concentration <sup>99999 ECC.BUS.ENTREP</sup>

Event Operations Management Concentration <sup>99999 ECC.BUS.EOM</sup>

Management Communications Concentration <sup>99999 ECC.BUS.MC</sup>

Professional Development Concentration <sup>99999 ECC.BUS.PD</sup>

Project Management Concentration <sup>99999 ECC.BUS.PM</sup>

Sustainable Energy Management for Business Concentration <sup>99999</sup>

<sup>ECC.BUS.SEMB</sup>

## PROGRAM DESCRIPTION

The Business Department offers an Associate in Science in Business Administration for Transfer degree. The Business Administration curriculum is designed for students who are interested in an encompassing formal business education. The AS-T in Business Administration for Transfer degree will assure preparation and readiness for transfer to the CSU system.

The Business Department also offers a non-transfer Associate degree in Business Administration structured around a set of core courses enabling students to develop a general business perspective and skills. The program offers students the knowledge and skills necessary to understand the changing global and domestic business environment and to prepare students for success in their professional careers.

The non-transfer Certificate in Business Administration provides a broader theoretical overview and approach to the business world while the non-transfer Certificate in Small Business Operations provides a focus on practical small business operation skills and techniques. Additionally, there is a variety of non-transfer Employment Concentration Certificates available, each with its own emphasis. These include Accounting Applications, Accounting and Tax Preparation, Entrepreneurship, Event Operations Management, Management Communications, Professional Development, Project Management, and Sustainable Energy Management for Business.

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of Accounting, Business Law, Economics, Finance, and Marketing in the business community; these areas provide students with learning opportunities relevant to everyday business and consumer decisions.

Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Transfer Degree

For BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degree

#### Business Administration

Top Executive, Chief Operating Officer, Budget Analyst, Chief Executive, Wholesale and Retail Buyer, Purchasing Agent (except wholesale, retail and farm

products), Load Counselor, Tax Preparer, Financial Specialist, Account Manager, Sales Manager, Sales Representative, Small Business Managers

**Certificate**

**Business Administration**

Bank Teller, Claims Adjuster, Examiner, Sales Representative, Investigator, Account Manager, Sales Manager, Small Business Manager

**Small Business Operations**

Small Business Manager, Banking Center, Financial Manager, Business Development Director, Personal Financial Advisor, Owner Operator, Business Operation Specialist (No formal college degree is required, but training and college courses are recommended.)

**Employment Concentrations**

**Accounting Applications**

Bookkeeping Clerk, Accounting Clerk, Auditing Clerk

**Accounting and Tax Preparation**

Bookkeeping Clerk, Accounting Clerk, Auditing Clerk, Tax Preparer

**Entrepreneurship**

Small Business Manager (No formal college degree is required, but training and college courses are recommended.)

**Event Operations Management**

Public Relations Worker, Advertising Worker, Conference Manager, Convention Coordinator, Events Coordinator, Fair Manager, Information Officer, Public Affairs Officer, Public Affairs Specialist, Public Information Officer

**Management Communications**

Administrative Manager

**Professional Development**

Customer Service Representative, Account Service Representative, Call Center Representatives, Client Services Representative, Member Services Representative

**Project Management**

Management Analyst, Business Consultant, Business Management Analyst, Employment Program Analyst, Industrial Analyst, Management Consultant, Program Management Analyst, Quality Control Analyst

**Sustainable Energy Management for Business**

Sustainable Energy Manager

**TRANSFER PREPARATION**

**AS-T in Business Administration for Transfer**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation, major preparation, and admissions. Prospective transfer students are advised to research careers, degrees,

universities and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**Business Administration (Non-Transfer)**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**LEARNING OUTCOMES**

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

**DEGREES**

**AS-T in Business Administration for Transfer (25-26 units)**

An Associate in Science degree in Business Administration for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Business Administration major. The major required for an AS-T in Business Administration for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

**Required Courses (15 units)**

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
ACCT-125	Managerial Accounting – Principles of Accounting II	3 units
or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units
ECON-202	Principles of Microeconomics	3 units

## Instructional Programs

or	ECON-202H	Honors Principles of Microeconomics	3 units
	BADM-201	Legal Environment of Business	3 units

### Additional Required Courses

#### List A (4 units from this list)

MATH-135	Calculus for Social Science and Business	4 units
MATH-140	Introduction to Statistics	4 units
or		
MATH-140H	Honors Introduction to Statistics	4 units

#### List B (6-7 units from this list)

#### Any course from List A not already used above can be selected.

MATH-135	Calculus for Social Science and Business	4 units
MATH-140	Introduction to Statistics	4 units
or		
MATH-140H	Honors Introduction to Statistics	4 units
CSIS-101	Introduction to Computers and Data Processing	3 units
BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
Units for Major		25-26
CSU General Education or IGETC Pattern		34-35
Possible double counting		0-10
Transferable Electives (as needed to reach 60 CSU transferable units)		
<b>Total Units for AS-T Degree</b>		<b>60 units</b>

This Associate in Science in Business Administration for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

### Business Administration Major (18 units)

The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn a non-transfer Associate in Science degree in Business Administration.

#### Required Courses (6 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units

#### Additional Required Courses (9 units from this list)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units
MGT-205	Principles of Marketing Management	3 units

#### Electives (3 units from this list)

ACCT-125	Managerial Accounting - Principles of Accounting II	3 units
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or	ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
	ACCT-127	Federal and California Income Tax Accounting	4 units
	BADM-098A	Developing Effective Time Management Techniques	.5 unit
	BADM-098B	Reducing Stress and Improving Performance	.5 unit
	BADM-098C	Developing Leadership in Organizations	.5 unit
	BADM-098D	Dynamics of Successful Teamwork	.5 unit
	BADM-098E	Raising Performance Levels Through Motivation	.5 unit
	BADM-098F	Developing Customer Relations and Rapport	.5 unit
	BADM-098G	Business Ethics	.5 unit
	BADM-104/ENGL-104	Business Communications	3 units
or			
	BADM-104H/ENGL-104H	Honors Business Communications	3 units
	BADM-150	Small Business Entrepreneurship	3 units
	ECON-202	Principles of Microeconomics	3 units
or			
	ECON-202H	Honors Principles of Microeconomics	3 units
	FIN-200	Financial Management	3 units

## CERTIFICATES

Competency in English and math is required prior to completing either certificate. This may be accomplished by testing or completion of ENGL-098 (English Fundamentals) and MATH-090 (Elementary Algebra).

### Certificate in Business Administration (24 units)

#### Required Courses (15 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units
MGT-205	Principles of Marketing Management	3 units

#### Recommended Courses (Take 3 units from this list)

CSIS-101	Introduction to Computers and Data Processing	3 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units

#### Elective Courses (Take 6 units from this list)

ACCT-125	Managerial Accounting - Principles of Accounting II	3 units
or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ACCT-126	Beginning Computer Accounting	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-157	Principles of Salesmanship	3 units
BADM-170	Introduction to International Business	3 units
BADM-210	Principles of Advertising	3 units
ECON-202	Principles of Microeconomics	3 units

or			
ECON-202H	Honors Principles of Microeconomics	3 units	
ENGR-108/MGT-108	Organizational Behavior	3 units	
MGT-132	Labor Management Relations	3 units	
MGT-133	Productivity Management	3 units	
MGT-138	Personnel Management	3 units	

**Certificate in Small Business Operations (24 units)**

**Required Courses (15 units)**

ACCT-124	Financial Accounting - Principles of Accounting I	3 units	
or			
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units	
BADM-150	Small Business Entrepreneurship	3 units	
BADM-201	Legal Environment of Business	3 units	
ECON-201	Principles of Macroeconomics	3 units	
or			
ECON-201H	Honors Principles of Macroeconomics	3 units	
MGT-205	Principles of Marketing Management	3 units	

**Elective Courses (9 units)**

ACCT-125	Managerial Accounting - Principles of Accounting II	3 units	
or			
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units	
ACCT-126	Beginning Computer Accounting	3 units	
BADM-157	Principles of Salesmanship	3 units	
BADM-170	Introduction to International Business	3 units	
BADM-210	Principles of Advertising	3 units	
CSIS-101	Introduction to Computers and Data Processing	3 units	
ECON-202	Principles of Microeconomics	3 units	
or			
ECON-202H	Honors Principles of Microeconomics	3 units	
ENGR-108/MGT-108	Organizational Behavior	3 units	
MGT-103	Introduction to Management	3 units	
or			
MGT-103H	Honors Introduction to Management	3 units	
MGT-132	Labor Management Relations	3 units	
MGT-138	Personnel Management	3 units	

**EMPLOYMENT CONCENTRATIONS**

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available in the Business Department office) after completion of all certificate classes in order to receive certificate.

**Accounting Applications Concentration (9 units)**

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units	
or			
ACCT-124	Financial Accounting - Principles of Accounting I	3 units	
or			
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units	
ACCT-077	Bookkeeping Part 2 - QuickBooks Pro	3 units	
ACCT-126	Beginning Computer Accounting	3 units	

**Accounting and Tax Preparation Concentration (16 units)**

ACCT-124	Financial Accounting - Principles of Accounting I	3 units	
or			
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units	
ACCT-125	Managerial Accounting – Principles of Accounting II	3 units	
or			
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units	
ACCT-127	Federal and California Income Tax Accounting	4 units	
CAPP-122	Using Microsoft Excel	3 units	
or			
ECON-202	Principles of Microeconomics	3 units	
or			
ECON-202H	Honors Principles of Microeconomics	3 units	

**Entrepreneurship Concentration (16 units)**

**Required Courses (12 units)**

BADM-103	Introduction to Business	3 units	
or			
BADM-103H	Honors Introduction to Business	3 units	
BADM-150	Small Business Entrepreneurship	3 units	
BADM-215	Business and Marketing Planning	3 units	
MGT-205	Principles of Marketing Management	3 units	

**Elective Courses (4 units)**

ACCT-124	Financial Accounting - Principles of Accounting I	3 units	
or			
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units	
BADM-098A	Developing Effective Time Management Techniques	.5 unit	
BADM-098B	Reducing Stress and Improving Performance	.5 unit	
BADM-098C	Developing Leadership in Organization	.5 unit	
BADM-098D	Dynamics of Successful Teamwork	.5 unit	
BADM-098E	Raising Performance Levels Through Motivation	.5 unit	
BADM-098F	Developing Customer Relations and Rapport	.5 unit	
BADM-098G	Business Ethics	.5 unit	
BADM-157	Principles of Salesmanship	3 units	
BADM-201	Legal Environment of Business	3 units	
CAPP-120	Using Microsoft Office - Level 1	3 units	
ECON-201	Principles of Macroeconomics	3 units	
or			
ECON-201H	Honors Principles of Macroeconomics	3 units	
FIN-200	Financial Management	3 units	
MGT-138	Personnel Management	3 units	

**Event Operations Management Concentration (13 units)**

BADM-120/HORT-120	Sales and Marketing in Hospitality	3 units	
BADM-124	Introduction to Lodging Operations	1 unit	
BADM-125	Hotel Convention Services & Operations	2 units	
BADM-126	Destination Management for Conventions & Visitors	2 units	
BADM-127	Event/Meeting Planning and Management	2 units	
MGT-103	Introduction to Management	3 units	
or			
MGT-103H	Honors Introduction to Management	3 units	

## Instructional Programs

### Management Communications Concentration (9 units)

BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
CAPP-127	Using Microsoft Word	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units

### Professional Development Concentration (9 units)

Required (3 units):		
BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
Required (3 units)		
BADM-098A	Developing Effective Time Management Techniques	.5 unit
BADM-098B	Reducing Stress and Improving Performance	.5 unit
BADM-098C	Developing Leadership in Organizations	.5 unit
BADM-098D	Dynamics of Successful Teamwork	.5 unit
BADM-098E	Raising Performance Levels Through Motivation	.5 unit
BADM-098F	Developing Customer Relations and Rapport	.5 unit
BADM-098G	Business Ethics	.5 unit
Required (3 units)		
CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-126E	Using InDesign Cs2 - Level 1	3 units
CAPP-126G	Using Adobe InDesign	3 units
CAPP-127	Using Microsoft Word	3 units
CAPP-135	Using Microsoft Project	3 units

### Project Management Concentration (9 units)

CAPP-135	Using Microsoft Project	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units
MGT-133	Productivity Management	3 units

### Sustainable Energy Management for Business Concentration (15 units)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
SEMA-100	Our Sustainable Future	3 units
SEMA-101	Fundamentals of Energy Assessment in Business	3 units
SEMA-110	Managing Sustainable Business Practices	3 units

## Office Administration

Degree(s)

**Transfer:**  
None

**Non-Transfer:**

A.S. in Office Administration <sup>8675 AS.BUS.OADM or 8676 AS.BUS.OATP</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Business, Clerical <sup>4392 CT.BUS.CLER or 16038 CT.BUS.CLER.TP</sup>

Certificate in Business, Office Administration Technician  
<sup>22125 CT.BUS.OADM or 22126 CT.BUS.OATP</sup>

Certificate in Microsoft Applications Specialist <sup>10769 CT.BUS.MCA or 8678 CT.BUS.MASTP</sup>

Employment Concentration Certificate(s)

Office Communications Concentration <sup>99999 ECC.BUS.OC</sup>

Records Management Concentration <sup>99999 ECC.BUS.RM</sup>

Virtual Office Professional Concentration <sup>99999 ECC.BUS.VOPC</sup>

## PROGRAM DESCRIPTION

The Business Department offers a non-transfer Associate degree in Office Administration designed to introduce the student to the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant type positions available in the job market.

The non-transfer Certificate in Business, Clerical focuses more on the clerical aspect of the office. The non-transfer Certificate in Business, Office Administration Technician focuses more on the technical aspect of the office. The non-transfer Certificate in Microsoft Applications Specialist focuses on the application of several Microsoft products used in today's business environment. Additionally, there is a variety of non-transfer Employment Concentration Certificates available, each with its own emphasis. These include Office Communications, Records Management, and Virtual Office Professional.

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of office communications, office computer applications, records management, and virtual technology in the business community, these areas provide students with learning opportunities relevant to everyday business.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onctonline.org](http://www.onctonline.org))

### Non-Transfer A.S. Degree

#### Office Administration

Administrative Assistant, Executive Secretary

#### Certificate

#### Business, Clerical

Data Entry Operator, File Clerk, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Municipal Clerk, Office Manager, Record Clerk, Receptionist, Information Clerk

#### Office Administration

General Office Clerk

#### Microsoft Applications Specialist

General Office Clerk

#### Employment Concentration

#### Office Communications

Bank Teller, Bookkeeper, Accounting Business Management, Data Processing and Entry, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Mail Clerk, Municipal Clerk

#### Records Management

Records Clerk

#### Virtual Office Professional

Entrepreneurship (to start a virtual office business)

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.

- Identify and solve business problems, assess results, and determine alternative courses of action.

## DEGREE

The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn an Associate in Science degree in Office Administration.

### A.S. in Office Administration (18 units)

#### Required Courses (12 units)

BADM/ENGL-104	Business Communications	3 units
or		
BADM/ENGL-104H	Honors Business Communications	3 units
CAPP-127	Using Microsoft Word	3 units
OTEC-178	Office Procedures and Systems	3 units
OTEC-180	Research Analysis and Presentation	3 units

#### Elective Courses (6 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
ACCT-077	Bookkeeping Part 2 - QuickBooks Pro	3 units
CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-131	Using Microsoft Outlook	1 unit
CAPP-140	Using Microsoft Office – Level 2	3 units
CSIS-103	Introduction to the Internet	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units

## CERTIFICATES

### Certificate in Business, Clerical (25 units)

#### Required Courses (16 units)

BADM-085	Business Math	3 units
BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
CAPP-127	Using Microsoft Word	3 units
OTEC-131	Filing Techniques	1 unit
OTEC-144	Keyboarding and Document Formatting	3 units
OTEC-178	Office Procedures and Systems	3 units

#### Elective Courses (9 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
ACCT-077	Bookkeeping Part 2 - QuickBooks Pro	3 units
CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
OTEC-095/ENGL-095	Business English	3 units
OTEC-146	Keyboarding Speed and Accuracy	2 units
OTEC-150	Records and Information Management	2 units
OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units
OTEC-180	Research Analysis and Presentation	3 units

### Certificate in Business, Office Administration Technician (24 units)

#### Required Courses (24 units)

BADM-085	Business Math	3 units
BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104/ENGL-104	Business Communications	3 units

## Instructional Programs

or  
BADM-104H/ENGL-104H

	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
OTEC-178	Office Procedures and Systems	3 units
OTEC-180	Research Analysis and Presentation	3 units

### Certificate in Microsoft Applications Specialist (18 units)

#### Required Courses (18 units)

CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-127	Using Microsoft Word	3 units
CAPP-131	Using Microsoft Outlook	1 unit
OTEC-144	Keyboarding and Document Formatting	3 units
OTEC-146	Keyboarding Speed and Accuracy	2 units

## EMPLOYMENT CONCENTRATIONS

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available both in the Business Department and Counseling office) after completion of all classes in order to receive certificate.

### Office Communications Concentration (12 units)

BADM-104/ENGL-104	Business Communications	3 units
or BADM-104H/ENGL-104H	Honors Business Communications	3 units
CAPP-127	Using Microsoft Word	3 units
OTEC-095/ENGL-095	Business English	3 units
OTEC-180	Research Analysis and Presentation	3 units

### Records Management Concentration (10 units)

BADM-104/ENGL-104	Business Communications	3 units
or BADM-104H/ENGL-104H	Honors Business Communications	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
OTEC-150	Records and Information Management	2 units
OTEC-153	Electronic Records Management	2 units

### Virtual Office Professional Concentration (14 units)

BADM-098A	Developing Effective Time Management Techniques	.5 units
BADM-098B	Reducing Stress and Improving Performance	.5 units
BADM-098F	Developing Customer Relations and Rapport	.5 units
BADM-098G	Business Ethics	.5 units
BADM-104/ENGL-104	Business Communications	3 units
or BADM-104H/ENGL-104H	Honors Business Communications	3 units
CAPP-120	Using Microsoft Office – Level 1	3 units
OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units



# Child Development and Education

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-452-3335

## Meniffee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Wendy Orcajo (951) 639-5616  
worcajo@msjc.edu

Degree(s)

### Transfer:

AS-T in Early Childhood Education for Transfer <sup>31716 AS.ECE.OPTBAST and AS.ECE.OPTCAST</sup>

See Also:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

A.S. in Child Development and Education <sup>4427 AS.CDE</sup>  
(with General Education Requirements Option A)

A.S. in Early Intervention and Inclusion <sup>30494 AS.CDE.EI&I</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Child Development and Education <sup>22139 CT.CDE</sup>

Certificate in Early Intervention and Inclusion <sup>30495 CT.CDE.EI&I</sup>

Employment Concentration Certificate(s)

Administration <sup>99999 ECC.CDE.ADMIN</sup>

Art <sup>99999 ECC.CDE.ART</sup>

Assistant Teacher <sup>99999 ECC.CDE.ASSIST</sup>

Associate Teacher <sup>99999 ECC.CDE.ASSOCT</sup>

Communication <sup>99999 ECC.CDE.C</sup>

Deaf Culture <sup>99999 ECC.CDE.DC</sup>

Early Childhood Special Education <sup>99999 ECC.CDE.ECSE</sup>

Elementary Education <sup>99999 ECC.CDE.EE</sup>

Health & Safety <sup>99999 ECC.CDE.H&S</sup>

Infant/Toddler <sup>99999 ECC.CDE.IT</sup>

Language and Literacy <sup>99999 ECC.CDE.LAL</sup>

Nutrition <sup>99999 ECC.CDE.N</sup>

School-Age Child Care <sup>99999 ECC.CDE.SACC</sup>

Science <sup>99999 ECC.CDE.S</sup>

## PROGRAM DESCRIPTION

The Child Development and Education (CDE) Program offers a transfer degree in Early Education Studies, a non-transfer degree and Certificate in Child Development and Education as well as Early Intervention and Inclusion. The CDE major includes required courses in child development and general education electives.

Child Development Education is the study of the physical, psychosocial and cognitive growth and development of the child from conception through adolescence. The purpose of this major is to provide a sound academic program in Child Development and to prepare students to work with and advocate for children and families in a variety of school and community settings.

In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Education.

Child Development and Education students pursue careers in childcare, preschool teaching and administration, early intervention services, parent education, primary, secondary and post-secondary education, teaching and supporting children with special needs or working with a variety of counseling, social service and community agencies.

The program fulfills the required child development course work for the State issued Child Development Permit. Information regarding this permit and/or the Child Development and Education and Early Intervention and Inclusion Certificates is available from the CDE Department. All course work leading to a certificate or degree must be completed with a minimum grade of "C" (2.0) or better.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer A.S. Degrees

For BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degrees

Preschool Teacher

### Certificates

CDE PERMIT: Teacher

### Employment Concentrations

Other requirements for each permit should be on file in the CDE Department for advising.

### Administration

CDE PERMIT: Site Supervisor

### Art

CDE PERMIT: Master Teacher

### Assistant Teacher

CDE PERMIT: Assistant Teacher



# Instructional Programs

## Associate Teacher

CDE PERMIT: Associate Teacher

## Communication

CDE PERMIT: Master Teacher

## Deaf Culture

CDE PERMIT: Master Teacher

## Early Childhood Special Education

CDE PERMIT: Master Teacher

## Elementary Education

CDE PERMIT: Associate Teacher

## Health & Safety

CDE PERMIT: Master Teacher

## Infant/Toddler

CDE PERMIT: Master Teacher

## Language and Literacy

CDE PERMIT: Master Teacher

## Nutrition

CDE PERMIT: Master Teacher

## School-Age Child Care

CDE PERMIT: Master Teacher

## Science

CDE PERMIT: Master Teacher

## TRANSFER PREPARATION

### AS-T in Early Childhood Education for Transfer

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation, major preparation, and admissions. Prospective transfer students are advised to research careers, degrees, universities and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Child Development and Education/Early Intervention and Inclusion (Non-Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop and effectively communicate a philosophy of education based on research and developmental theories that demonstrate a commitment to developmentally appropriate and responsive practice.
- Become permit and/or transfer eligible and thus prepared to enter the workforce.
- Demonstrate a commitment to lifelong learning including personal and professional development and responsibility.
- Demonstrate an understanding of and advocate for the diverse needs of children and families within the context of a rapidly changing and highly diverse society.
- Demonstrate professionalism based upon the NAEYC Code of Ethics.

## DEGREES

### AS-T in Early Childhood Education for Transfer (24 units)

An Associate in Science degree in Early Childhood Education for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Early Childhood Education major. The major required for an AS-T in Early Childhood Education for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

### Required Courses (24 units)

CDE-101	Principles of Early Childhood Education	3 units
CDE-103	Appropriate Curricula for Young Children	3 units
CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-118	Diversity and Equity in Early Childhood	3 units
CDE-125	Child, Family and Community	3 units
or		
CDE-125H	Honors Child, Family and Community in Early Intervention and Inclusion	3 units
CDE-147	Observation and Assessment in Early Childhood Education	3 units
CDE-148	Supervised Field Experience: Student Teaching	3 units
Units for Major		24
CSU General Education or IGETC Pattern		37-39
Possible double counting		0-6
Transferable Electives (as needed to reach 60 CSU transferable units)		
<b>Total Units for AS-T Degree</b>		<b>60 units</b>

This Associate in Science in Early Childhood Education for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed

admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

**A.S. in Child Development and Education (43 units)**

An Associate in Science (AS) degree in Child Development and Education may be earned by completing the 43 units required for the MSJC Child Development and Education Certificate, and all MSJC General Education Option A requirements.

**A.S. in Early Intervention and Inclusion (43 units)**

An Associate in Science (AS) degree in Early Intervention and Inclusion may be earned by completing the 43 units required for the MSJC Child Development and Education Certificate, and all MSJC General Education Option A requirements.

**CERTIFICATES**

**Certificate in Child Development and Education (43 units)**

\* Indicates that these courses are recommended for the 12-unit Title XXII licensing requirement for employment in privately owned early childhood education programs.

\*\* Indicates that prior TB and criminal record clearance must be shown. (It is recommended that students begin this clearance process while enrolled in CDE-101).

**Required Courses (27 units)**

CDE-101*	Principles of Early Childhood Education	3 units
CDE-102	Language and Literacy Experiences for Young Children	3 units
CDE-103*	Appropriate Curricula for Young Children	3 units
CDE-110*	Child Development	3 units
or		
CDE-110H*	Honors Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-125*	Child, Family and Community	3 units
or		
CDE-125H*	Honors Child, Family and Community	3 units
CDE-140	Children and Youth with Exceptional Needs	3 units
CDE-147**	Observation and Assessment in Early Childhood Education	3 units
CDE-148**	Supervised Field Experience: Student Teaching	3 units

**General Education Courses (16 units)**

Students must complete one or more courses from each of the following areas: 1) Humanities, 2) Social Sciences, 3) Science and/or Mathematics (90 or above), and 4) English (98 or above).

**Certificate in Early Intervention and Inclusion (43 units)**

**Required Courses (27 units)**

CDE-101	Principles of Early Childhood Education+	3 units
CDE-103	Appropriate Curricula for Young Children+,++	3 units
CDE-110	Child Development+	3 units
or		
CDE-110H	Honors Child Development+	3 units
CDE-119	Infant and Toddler Growth and Development	3 units
CDE-125	Child, Family and Community+	3 units
or		
CDE-125H	Honors Child, Family and Community+	3 units

CDE-140	Children and Youth with Exceptional Needs	3 units
CDE-143	Supporting Children Who Have Challenging Behaviors++	3 units
CDE-144	Supervised Field Experience/Internship in Early Intervention and Inclusion++	3 units
CDE-147	Observation and Assessment in Early Childhood Education++	3 units

+ These are considered the core courses

++ These courses have prerequisites

**General Education Courses (16 units)**

The Child Development and Education - Early Intervention and Inclusion Certificate Program requires that students complete a total of 16 units. These units must include one or more courses from each of the following areas: 1) English (101 or above), 2) Social Sciences, 3) Math (96 or above) OR Science, and 4) Humanities.

It is recommended that students consult with either an MSJC Counselor or CDE Faculty member when making their education plan.

**CONTINUING EDUCATION**

CDE-109/MUS-113	Children's Music	3 units
CDE-112A	Disaster Preparedness for Teachers of Young Children	1 unit
CDE-112B	Child Maltreatment	1 unit
CDE-112C	Becoming a Health Advocate in the Early Childhood Setting	1 unit
CDE-113	Art for the Young Child	2 units
CDE-115	Science and Math in Early Childhood	3 units
CDE-119	Infant and Toddler Growth and Development	3 units
CDE-120	Infant and Toddler Education and Care	3 units
CDE-126	Administration and Supervision of Early Childhood Education Programs I	3 units
CDE-128	Administration and Supervision of Early Childhood Education Programs II	3 units
CDE-129	Family Child Care Home	3 units
CDE-131/ENGL-131	Children's Literature	3 units
or		
CDE-131H/ENGL-131H	Honors Children's Literature	3 units
CDE-134	Adult Supervision	2 units
CDE-137	Curriculum and Program Planning for School-Age Child Care	3 units
CDE-299	Special Projects: Child Development and Education	5-3 units
ED-132/ENGL-132	Adolescent Literature	3 units
or		
ED-132H/ENGL-132H	Honors Adolescent Literature	3 units
ED-135	Introduction to Education	3 units
ED-136	Child Growth and Development During the School Years	3 units

**CHILD DEVELOPMENT PERMIT**

Upon completion of requirements for the certificate program, including the 16 units of general education, the student has fulfilled the course requirements for the Teacher Level of the Child Development Permit and some of the work experience requirements. See the State of California guidelines for more information on the experience qualifications and talk to your CDE instructors regarding new permit requirements.

# Instructional Programs

## EMPLOYMENT CONCENTRATIONS

\*\* Indicates that prior TB and criminal record clearance must be shown. (It is recommended that students begin this clearance process while enrolled in CDE-101).

### Administration (6 units)

CDE-126	Administration and Supervision of Early Childhood Education Programs I	3 units
CDE-128	Administration and Supervision of Early Childhood Education Programs II	3 units

### Art (5 units)

ART-100	Art Appreciation	3 units
or		
ART-120	2D Design	3 units
CDE-113	Art for the Young Child	2 units

### Assistant Teacher (6 units)

CDE-101	Principles of Early Childhood Education	3 units
CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units

### Associate Teacher (12 units)

CDE-101	Principles of Early Childhood Education	3 units
CDE-103*	Appropriate Curriculum for Young Children	3 units
CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
CDE-125	Child, Family and Community	3 units
or		
CDE-125H	Honors Child, Family and Community	3 units

### Communication (6 units)

CDE-147**	Observation and Assessment in Early Childhood Education	3 units
COMM-103	Interpersonal Communication	3 units
or		
COMM-108	Intercultural Communication	3 units
or		
COMM-108H	Honors Intercultural Communication	3 units

### Deaf Culture (6-7 units)

ASL-100	American Sign Language I	4 units
or		
ASL-110	Deaf Culture and Community	3 units
CDE-140	Children and Youth with Exceptional Needs	3 units

### Early Childhood Special Education (9 units)

CDE-140	Children and Youth with Exceptional Needs	3 units
CDE-143	Supporting Children Who Have Challenging Behaviors	3 units
CDE-144	Supervised Field Experience/Internship In Early Intervention and Inclusion	3 units

### Elementary Education (6 units)

ED-135	Introduction to Education	3 units
ED-136	Child Growth and Development During the School Years	3 units

### Health & Safety (6 units)

CDE-111	Child Health, Safety and Nutrition	3 units
CDE-112A	Disaster Preparedness for Teachers of Young Children	1 unit
CDE-112B	Child Maltreatment	1 unit
CDE-112C	Becoming A Health Advocate in the Early Childhood Setting	1 unit

### Infant/Toddler (6 units)

CDE-119	Infant and Toddler Growth and Development	3 units
CDE-120	Infant and Toddler Education and Care	3 units

### Language and Literacy (6 units)

CDE-102	Language and Literacy Experiences for Young Children	3 units
CDE-131/ENGL-131	Children's Literature	3 units
or		
CDE-131H/ENGL-131H	Honors Children's Literature	3 units

### Nutrition (6 units)

CDE-111	Child Health, Safety and Nutrition	3 units
NUTR-100	Family Nutrition	3 units
or		
NUTR-100H	Honors Family Nutrition	3 units
or		
NUTR-101	Nutrition and Foods	3 units
or		
NUTR-101H	Honors Nutrition and Foods	3 units

### School-Age Child Care (6 units)

CDE-137	Curriculum and Program Planning for School-Age Child Care	3 units
ED-136	Child Growth and Development During the School Years	3 units

### Science (6 units)

CDE-115	Science and Math in Early Childhood	3 units
ENVS-101	Environmental Science	3 units
or		
ENVS-101H	Honors Environmental Science	3 units



# Communication Studies

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Michael Fleming (951) 487-3625

[mfleming@msjc.edu](mailto:mfleming@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

E. David Moss, Ph.D. (951) 639-5626

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Degree(s)

### Transfer:

A.A. in Communication Studies <sup>18793 AA.COMM.OPTB or AA.COMM.OPTC</sup>

*(with Transfer Emphasis using General Education Requirements Option B or C)*

See Also

A.A. in Liberal Arts - Arts, Humanities & Communications

Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Communication Studies Program offers lower division preparation for students who plan to transfer to pursue a bachelor's degree in Communication Studies.

The Communication transfer program major provides students with an opportunity to improve their personal and professional lives. Students will study communication dynamics in interpersonal relationships, groups and public settings. By studying how, why, and with what consequences people communicate, students themselves will become more competent communicators. Students will develop broad based competencies in oral and written communication as well as critical analysis. This major will prepare students for further studies in international relations, intercultural

studies, rhetoric, public relations, advertising, journalism, corporate communications, mass media, and a variety of other disciplines.

Communication is a discipline with its roots in ancient Greek and Roman oratory. Oral communication skills have been important throughout the history of western culture and essential in the rise of democratic forms of government. During the Twentieth Century, the discipline has broadened from its original focus on public speaking to include the teaching of communication skills needed in all aspects of daily life: family, friendships, work groups, social contacts, intercultural relations, politics, and mass media production and consumption. Currently, the discipline plays a key role in the technologically driven Information Age.

Communication courses involve the student in the process of learning both theory and skills. Students learn by engaging in class activities that allow for application of theory to everyday experiences, development of critical thinking abilities, and practice of oral communication skills.

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Recognize and discuss the ways in which communication, both verbal and nonverbal, affects lives in various social contexts (e.g., intrapersonal, interpersonal, intercultural, group, organizational, mass, and mediated communication among others).
- Locate, read, and critically evaluate research (traditional and electronic), comparing and contrasting research methodologies used in the discipline.
- Construct and responsibly present different types of speeches both individually and group, demonstrating effective communication practices (e.g., active listening, self-presentation).
- Explore, compare and evaluate the basic communication theories of small group, public, organizational and mass communication, the ways

## Instructional Programs

in which technology affects communication, as well as the rhetorical foundations of the field of Communication studies.

### DEGREE

The transfer Associate in Arts (AA) degree in Communication Studies offers the student an opportunity to explore the diverse possibilities offered in the field of communication and to facilitate transfer to a four year institution to obtain a baccalaureate degree in Communication, Communication Studies, and/or Speech Communication. Courses required in the program are specifically designed to be transferable to prepare students for an area of study or to fulfill the lower division requirements of a major at four-year colleges.

An Associate in Arts (AA) degree in Communication Studies is available by completing the following:

#### 1) General Education CSU-GE Breadth or IGETC

Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only. Total 33-39 units

#### 2) MSJC Core Communication Courses:

COMM-100	Public Speaking	3 units
or		
COMM-100H	Honors Public Speaking	3 units
COMM-103	Interpersonal Communication	3 units
COMM-104	Advocacy and Argument	3 units
or		
COMM-104H	Honors Advocacy and Argument	3 units
COMM-108	Intercultural Communication	3 units
or		
COMM-108H	Honors Intercultural Communication	3 units
COMM-120	Survey of Communication Studies	3 units

**Total 15 units**

#### 3) MSJC Elective Communication Courses:

COMM-105/THA-105	Voice and Diction	3 units
COMM-106	Small Group Communication	3 units
COMM-110	Communications Media Survey	3 units
COMM-113/THA-113	Oral Interpretation of Literature	3 units
COMM-115	Persuasion	3 units
COMM-116	Gender and Communication	3 units
COMM-117	Professional Communication	3 units
COMM-119	Public Relations	3 units
COMM-129/THA-127	Reader's Theater	3 units
COMM-201	Advanced Public Speaking	3 units

**Total 6 units**

**Total MSJC Communication Courses: Total 21 units**

#### 4) Elective units Total 3-9 units

Elective units may be necessary to total 60 units required for the Associates degree. These units must be transferable to the CSU and/or UC for appropriate credit.

**Total Units Required: 60 units**

# Computer Information Systems

#### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Bil Bergin (951) 487-3530

*bbergin@msjc.edu*

#### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Dwight Duffie (951) 639-5531

*dduffie@msjc.edu*

Glenn Stevenson (951) 639-5532

*gstevenson@msjc.edu*

Degree(s)

#### Transfer:

None

See:

A.A. in Liberal Arts - Business & Technology Emphasis

#### Non-Transfer:

A.S. in Computer Information Systems <sup>4395 AS.CIS.GENERAL, AS.CIS.NETWORK, AS.CIS.INTERNET, AS.CIS.PROGRAM</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in General Track <sup>22128CT.CIS.GEN.98</sup>

Certificate in Internet Authoring <sup>11474 CT.CIS.IA.98</sup>

Certificate in Networking <sup>11475 CT.CIS.NET.98</sup>

Certificate in Programming <sup>11476 CT.CIS.PROG.98</sup>

Employment Concentration Certificate(s)  
(General Track)

Computer Forensics <sup>99999 ECC.AJ.CF</sup>

Computer Hardware Specialist <sup>99999 ECC.CIS.A+</sup>

Data Analysis and Modeling <sup>99999 ECC.CIS.DAAM</sup>

Microsoft Office Applications Developer <sup>99999 ECC.CIS.MOAD</sup>

Networking Technologies Apprentice <sup>99999 ECC.CIS.N+</sup>

OpenOffice Specialist <sup>99999 ECC.CIS.OOS</sup>

Service Desk Hardware Support <sup>99999 ECC.CIS.SDHS</sup>

Service Desk Software Support <sup>99999 ECC.CIS.SDSS</sup>

(Internet Authoring)

Internet Authoring Apprentice <sup>99999 ECC.CIS.IAA</sup>

Internet Authoring Journeyman <sup>99999 ECC.CIS.IAJ</sup>

Internet and Web Technologies <sup>99999 ECC.CIS.I+</sup>

(Networking)

LAN/WAN Administration CCNA <sup>99999 ECC.CIS.LANWAN.CCNA</sup>

Linux System Administrator <sup>99999 ECC.CIS.LSA</sup>

Microsoft Certified Systems Administrator (MCSA) <sup>9999</sup> ECC.CIS.MCSA  
 Security Certified Network Professional (SCNP) <sup>9999</sup> ECC.CIS.SCNP  
 (Programming)  
 C++ Programming <sup>9999</sup> ECC.CIS.C++P  
 Database Administration <sup>9999</sup> ECC.CIS.DBA  
 Database Developer <sup>9999</sup> ECC.CIS.DDB  
 Database Operator <sup>9999</sup> ECC.CIS.ODO  
 Database Programming <sup>9999</sup> ECC.CIS.DPROGNG  
 \*Embedded Systems Programming <sup>9999</sup> ECC.CIS.ESP  
 Java Programming <sup>9999</sup> ECC.CIS.JP  
 Python Programming <sup>9999</sup> ECC.CIS.PP  
 SQL Programming <sup>9999</sup> ECC.CIS.SP  
 Visual Basic Programming <sup>9999</sup> ECC.CIS.VBP

## PROGRAM DESCRIPTION

Computer Information Systems are the tools that facilitate the effective and efficient transformation of data into information. MSJC's CIS program is designed to provide students with the knowledge and skills required to gain entry level employment as computer programmers, and/or software/system administration technicians.

The requirement and knowledge and hands-on experience in microcomputer applications, programming, operating systems, and networking. The non-transfer program in Computer Information Systems offers students an opportunity to earn a CIS Associate degree, State Approved Certificate, or locally approved Employment Concentration. The program offers students the choice of pursuing an Associate in Science (A.S.) degree in Computer Information Systems or certificate(s) with emphasis in General Track, Internet Authoring, Networking and Programming. The program also offers a transfer preparation. The courses offered will transfer to California State University/University of California systems, and other four year colleges.

These programs offer students a well-equipped technical environment for instruction and lab. CIS courses are taught in computer equipped classrooms, allowing hands-on experience in the use of industry-standard hardware, application software, operating systems, networking, and programming tools.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

Computer and Information Systems Manager - Emphasis in General Track: Networking Technologies Apprentice or Service Desk Hardware Support

Computer Forensic Investigators - Emphasis in General Track: Computer Forensics

Information Researcher - Emphasis in Internet Authoring: Internet and Web Technologies

Network Control Technician - Emphasis in Programming: C++ Programming, Java Programming, SQL Programming, Database Programming or Database Developer

Office and Administrative Support Supervisors and Managers - Emphasis in General Track: Computer Hardware Specialist, Networking Technologies Apprentice or Service Desk Hardware Support

### General Track Certificate

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

Computer Forensic Investigator, Computer Systems Analyst, Software Engineer, System Architect, System Designer

### General Track Employment Concentrations

Students who are interested in obtaining an advanced degree in one of the Computing & Information Technology disciplines are encouraged to supplement their bachelors/ masters programs with a program of study that may be pertinent to their career interest.

### Computer Forensics

Private Detective, Investigator

### Computer Hardware Specialist

Computer Maintenance Technician, Help-Desk Technician, Computer Service Technician, Computer Repairer, Technical Support Specialist, Computer Support Specialist, Computer Support Technician

### Data Analysis and Modeling

Administrative Assistant, Computer Specialist, Computer Support Technician, Data Entry and Information Processing Worker, Help-Desk Technician, Statistical Assistant

### Microsoft Office Applications Developer

Administrative Assistant, Help-Desk Technician, Computer Support Specialist, Computer Support Technician, Data Entry and Information Processing Worker, Data Entry Operator

### Networking Technologies Apprentice

Computer Maintenance Technician, Help-Desk Technician, Computer Repairer, Computer Service Technician, Network Systems Administrator, Technical Support Specialist, Computer Support Specialist, Computer Support Technician

### OpenOffice Specialist

Computer Support Specialist, Computer Support Technician, Data Entry and Information Processing Worker, Help-Desk Technician

## Instructional Programs

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### **Service Desk Hardware Support**

Computer Maintenance Technician, Help-Desk Technician, Computer Service Representative, Computer Repairer, Computer Support Specialist, Computer Support Technician

### **Service Desk Software Support**

Computer Support Specialist, Computer Support Technician, Customer Service Representative, Data Entry and Information Processing Worker, Data Entry Operator, Desktop Publishing, Help-Desk Technician

### **Internet Authoring Certificate**

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

Web Developer, Internet Developer, Web Designer, Web Publisher, Web Technologies

### **Internet Authoring Employment Concentrations**

Students who are interested in obtaining an advanced degree in one of the Computing & Information Technology disciplines are encouraged to supplement their bachelors/ masters programs with a program of study that may be pertinent to their career interest.

### **Internet Authoring Apprentice**

Web Developer, Internet Developer, Web Designer, Web Developer, Web Publisher, Web Technologies

### **Internet Authoring Journeyman**

Web Developer, Internet Developer, Web Designer, Web Developer, Web Publisher, Web Technologies

### **Internet and Web Technologies**

Electronic Publishing, Web Developer

### **Networking Certificate**

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

Computer Forensic Investigator, Software Engineer, System Architect, Computer Systems Analyst, System Designer

### **Networking Employment Concentrations**

Students who are interested in obtaining an advanced degree in one of the Computing & Information Technology disciplines are encouraged to supplement their bachelors/ masters programs with a program of study that may be pertinent to their career interest.

### **LAN/WAN Administration CCNA**

Network Manager and Administrator, Network Specialist

### **Linux System Administrator**

System Administrator

### **Microsoft Certified Systems Administrator (MCSA)**

Network Manager, Network Specialist

### **Security Certified Network Professional (SCNP)**

Network Manager and Administrator, Network Specialist

### **Programming Certificate**

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

Computer Forensic Investigator, Software Engineer, System Architect, Computer Systems Analyst, System Designer

### **Programming Employment Concentrations**

Students who are interested in obtaining an advanced degree in one of the Computing & Information Technology disciplines are encouraged to supplement their bachelors/ masters programs with a program of study that may be pertinent to their career interest.

### **C++ Programming**

Computer Applications Software Engineer, Computer Systems Software Engineer

### **Database Administration**

Database Administrator

### **Database Developer**

Computer Applications Software Engineer

### **Database Operator**

Data Entry Operator, Computer Terminal Operator, Key-Entry Operator

### **Database Programming**

Database Manager, Database Administration Manager

### **\*Embedded Systems Programming**

Embedded Systems Programmer

### **Java Programming**

Computer Application Software Engineer, Computer Systems Software Engineer

### **Python Programming**

Computer Applications Software Engineer, Computer Systems Software Engineer

### **SQL Programming**

Computer Applications Software Engineer

### **Visual Basic Programming**

Business Programmers, Scientific Programmer, System Programmer

**\*Note: The Embedded Systems Programming ECC cannot be used towards a degree or certificate in CIS.**

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Recognize that a system consists of people, procedures, hardware, software, and data within a global environment.
- Apply systems concepts in the investigation, evaluation, and resolution of information technology problems.
- Recognize how the very large amounts of data collected by modern organizations can be used to review, redesign, and improve processes.
- Employ applications software and software tools in the application of information technologies to help individuals, groups, and organizations achieve their goals.
- Analyze existing processes based on interviewing, observation, documentation, analysis and other similar methods.
- Research and apply industry reference models and best practices in order to improve process designs.
- Assess, manage, and control IT risks.
- Demonstrate working effectively as a member of the team to accomplish common goals.
- Analyze technical information, as well as listen effectively to, communicate orally with, and prepare memos, reports and documentation for a wide range of audiences.
- Investigate and assess new sources of information and learning opportunities to stay abreast of emerging information and computing technologies.
- List career paths related to the program of study, as well as any qualifications and/or professional certifications that may be associated with those careers.

## DEGREE

An Associate degree in CIS may be earned by completing one Employment Concentration plus the CIS Core requirements (for a combined minimum of 18 units) as well as all MSJC General Education Option A requirements.

### Required Courses (9 units)

CSIS-101	Introduction to Computers and Data Processing	3 units
CSIS-201	Systems Analysis and Design	3 units
CSIS-202	Networks and Data Communications	3 units

### Elective Courses (9 units)

Complete any Employment Concentration Certificate **with the exception of the Embedded Systems Programming ECC**. Depending upon the Employment Concentration selected, the student may be required to complete elective course work to fulfill the minimum 18-unit requirement of the Certificate.

## CERTIFICATE/EMPLOYMENT CONCENTRATIONS

Because the Employment Concentrations and the State of California approved Certificates are so integrated, they are laid out together in the following pages. State Approved Certificates may be earned by completing one CIS Employment Concentration **with the exception of the Embedded Systems Programming ECC** plus the CIS core requirement (9 units) for a combined minimum of 18 units. Depending upon the Employment Concentration selected, the student may be required to complete elective course work to fulfill the minimum 18-unit requirement of the Certificate.

### CIS Core Requirements (9 units)

CSIS-101	Introduction to Computers and Data Processing	3 units
CSIS-201	Systems Analysis and Design	3 units
CSIS-202	Networks and Data Communications	3 units

Upon successful completion of any of the Employment Concentrations listed in this section, the student may request a Mt. San Jacinto College Certificate of Completion.

## GENERAL TRACK

### Computer Forensics (16 units)

AJ-103	Criminal Evidence	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
CSIS-181	Computer Hardware – Level 1	4 units
CSIS-182	Computer Forensics	3 units



## Instructional Programs

### Computer Hardware Specialist Certification (12 units)

This program of study prepares students for A+ industry certification. In order to obtain that certificate students must take the CompTIA exam. Students can register for these exams at <http://www.2test.com> and testing facilities are available on campus.

CSIS-151	Using the OS Command Line Interface	3 units
CSIS-154	Using and Configuring Windows Operating Systems	3 units
CSIS-181	Computer Hardware – Level 1	4 units
CSIS-183	Green Computing	2 units

### Data Analysis and Modeling (9 units)

CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-143	Using Microsoft Access – Level 2	3 units

### Microsoft Office Applications Developer (9 units)

CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-140	Using Microsoft Office – Level 2	3 units
CAPP-160	Using Microsoft Office – Level 3	3 units

### Networking Technologies Apprentice (10 units)

This program of study prepares students for Network+ industry certification. In order to obtain that certificate students must take the CompTIA exam. Students can register for these exams at <http://www.2test.com> and testing facilities are available on campus.

CSIS-190	Network Media	3 units
CSIS-191	Network Hardware – Level 1	4 units
CSIS-202	Networks and Data Communications	3 units

### OpenOffice Specialist Certification (6 units)

CAPP-120M	Using OpenOffice – Level 1	3 units
CAPP-140M	Using OpenOffice – Level 2	3 units

### Service Desk Hardware Support (15 units)

CSIS-154	Using and Configuring Windows Operating Systems	3 units
CSIS-171	Service Desk Concepts	3 units
CSIS-171L	Service Desk Lab	1 unit
CSIS-181	Computer Hardware – Level 1	4 units
CSIS-191	Network Hardware – Level 1	4 units

### Service Desk Software Support (16 units)

#### Required Courses (4 units)

CSIS-171	Service Desk Concepts	3 units
CSIS-171L	Service Desk Lab	1 unit

#### Elective Courses (12 units)

CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-120M	Using OpenOffice – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-126G	Using Adobe InDesign	3 units
CAPP-127	Using Microsoft Word	3 units
CAPP-135	Using Microsoft Project	3 units
CAPP-140	Using Microsoft Office – Level 2	3 units
CAPP-140M	Using OpenOffice - Level 2	3 units
CAPP-143	Using Microsoft Access – Level 2	3 units
CAPP-160	Using Microsoft Office – Level 3	3 units
CSIS-150	Using Microsoft Windows	3 units

## INTERNET AUTHORING

### Internet Authoring Apprentice (9 units)

Note: A cumulative GPA of 2.0 or higher is required for these courses.

#### Foundation Layer (3 units)

CSIS-103	Introduction to the Internet	3 units
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#### Presentation Layer (3 units)

CSIS-115A	Web Development - Level 1	3 units
or		
CSIS-117D	Using Microsoft Expression Web - Level 1	3 units

#### Interactive Layer (3 units)

CSIS-116G	Ruby Programming - Level 1	3 units
or		
CSIS-119A	ActionScript Programming - Level 1	3 units
or		
CSIS-125A	Web Development - Level 2	3 units

### Internet Authoring Journeyman (15 units)

Note: A cumulative GPA of 2.0 or higher is required for these courses.

#### Foundation Layer (3 units)

CSIS-103	Introduction to the Internet	3 units
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#### Presentation Layer (3 units)

CSIS-115A	Web Development – Level 1	3 units
or		
CSIS-117D	Using Microsoft Expression Web - Level 1	3 units

#### Interactive Layer (3 units)

CSIS-116G	Ruby Programming - Level 1	3 units
or		
CSIS-119A	ActionScript Programming - Level 1	3 units
or		
CSIS-125A	Web Development - Level 2	3 units

#### Business Logic Layer (3 units)

CSIS-116B	Developing ASP.NET Web Applications	3 units
or		
CSIS-116D	PHP Web Development	3 units

#### Database Layer (3 units)

CSIS-114A	SQL Programming - Level 1	3 units
or		
CSIS-115B	XML Design - Level 1	3 units

### Internet and Web Technologies (15 units)

This program of study prepares students for inet+ industry certification. In order to obtain that certificate students must take the CompTIA exams. Students can register for these exams at <http://www.2test.com> and testing facilities are available on campus.

CSIS-103	Introduction to the Internet	3 units
CSIS-104	Introduction to E-Commerce Infrastructure	3 units
CSIS-115A	Web Development – Level 1	3 units
CSIS-125A	Web Development - Level 2	3 units
CSIS-202	Networks and Data Communications	3 units

## NETWORKING

### LAN/WAN Administration CCNA (Cisco Certified Network Administrator) (12 units)

NET-100	Network Fundamentals	3 units
NET-101	Routing Protocols and Concepts	3 units
NET-102	LAN Switching and Wireless	3 units
NET-103	Accessing the WAN	3 units

### Linux System Administrator (9 units)

CSIS-153	Using Unix-Based Operating System	3 units
CSIS-223A	Linux System Administration – Level 1	3 units
CSIS-233A	Linux System Administration – Level 2	3 units

### Microsoft Certified Systems Administrator (MCSA) (12 units)

CSIS-202	Networks and Data Communications	3 units
NET-120	Installing, Configuring, and Administering a Windows Client Operating System	3 units
NET-121	Managing and Maintaining a Windows Server Environment	3 units
NET-122	Implementing, Managing, and Maintaining a Windows Network Infrastructure	3 units

### Security Certified Network Professional (SCNP) (12 units)

CSIS-202	Networks and Data Communications	3 units
NET-140	Network Security Fundamentals	3 units
NET-141	Hardening the Infrastructure	3 units
NET-142	Network Defense and Countermeasures	3 units

## PROGRAMMING

### C++ Programming (6 units)

CSIS-113A	C++ Programming – Level 1	3 units
CSIS-123A	C++ Programming – Level 2	3 units

### Database Administration (15 units)

CSIS-114A	SQL Programming – Level 1	3 units
CSIS-114C	Database Programming – Level 1	3 units
CSIS-214	Principles of Database Management Systems	3 units
CSIS-241A	Database Server Administration – Level 1	3 units
CSIS-261A	Database Server Administration – Level 2	3 units

### Database Developer (12 units)

CSIS-124A	SQL Programming – Level 2	3 units
CSIS-124C	Database Programming – Level 2	3 units
CSIS-134A	SQL Programming - Level 3	3 units
CSIS-214	Principles of Database Management Systems	3 units

### Database Operator (9 units)

CSIS-214	Principles of Database Management Systems	3 units
CSIS-241A	Database Server Administration – Level 1	3 units
CSIS-261A	Database Server Administration – Level 2	3 units

### Database Programming (6 units)

CSIS-114C	Database Programming – Level 1	3 units
CSIS-124C	Database Programming – Level 2	3 units

### \*Embedded Systems Programming (9 units)

CSIS-118A	Embedded Systems Programming	3 units
CSIS-118B	Computer Organization & Assembly Language	3 units
CSIS-188	Introduction to Digital Circuits	3 units

**\*Note: The Embedded Systems Programming ECC cannot be used towards a degree or certificate in CIS.**

### Java Programming (6 units)

CSIS-113B	Java Programming – Level 1	3 units
CSIS-123B	Java Programming – Level 2	3 units

### Python Programming (6 units)

CSIS-116E	Python Programming – Level 1	3 units
CSIS-126E	Python Programming – Level 2	3 units

### SQL Programming (6 units)

CSIS-114A	SQL Programming – Level 1	3 units
CSIS-124A	SQL Programming – Level 2	3 units

### Visual Basic Programming (9 units)

CSIS-112A	Visual Basic Programming – Level 1	3 units
CSIS-122A	Visual Basic Programming – Level 2	3 units
CSIS-132	Creating Visual Basic Database Applications	3 units



# Dance

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Tennille Lambert (951) 487-3630

[tlambert@msjc.edu](mailto:tlambert@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Paula Naggi (951) 639-5792

[pnaggi@msjc.edu](mailto:pnaggi@msjc.edu)

Degree(s)

#### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

#### Non-Transfer:

A.A. in Dance<sup>8680 AA.DAN</sup>

*(with General Education Requirements Option A)*

See Also:

A.A. in Musical Theater

Certificate(s)

None

See:

Certificate in Musical Theater

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Dance Program at MSJC provides a two-year concentration for students pursuing academic studies in dance, culminating in a non-transfer Associates of Art degree in Dance and/or a Certificate in Musical Theater. Multi-faceted curricula in the theory and practice of the discipline facilitate matriculation to a four-year institution. Challenging coursework, touring and production opportunities are presented in order to prepare the serious student. A hallmark of the program is the ability for students to commit to professional technical training, choreographic inquiry, performance and historical studies of dance within a nurturing, liberal arts college environment. Course offerings include dance history, ballet, modern, jazz and tap dance techniques, augmented by social dance forms including ballroom, hip hop, and world dance, as well as conditioning and alignment for dance. Additionally, the program provides extended training of the emerging choreographic and performing artist through advanced coursework in dance composition and technique, annual

Dance on Camera screenings and numerous concerts and informal showings throughout the year. A balanced program of critical thinking, choreographic inquiry and performance contextualizes the student's understanding of the impact of dance within the contemporary world. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.A. Degree

Dancer, Dance Teacher, Choreographer, Recreation Specialist

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop an awareness of the history, diversity, and cultural significance of dance.
- Apply knowledge and skills gained to new and varied situations through dance expression.
- Discover and evaluate movement through the use of aesthetic tools gained.
- Compose, perform and evaluate works of artistic expression.
- Examine anatomical ideas and discover the connections required to demonstrate depth of knowledge and technical ability.

## RELATED-CONTENT GROUPS

**(4 attempts within a related-content group/each course 1 time for credit)**

**Ballet (DAN-121, 128)**

**Choreography (DAN-108, 125, 225)**

**Dance Production (DAN-212, 214)**

**Jazz Dance (DAN-123, 127)**

**Miscellaneous (DAN-120, 130, 131, 201)**

**Modern Dance (DAN-122, 126)**

**Tap Dance (DAN-124, 129)**

## DEGREE

An Associate in Arts (AA) degree in Dance is available by completing the 21 required units in the major and all MSJC General Education Option A requirements.

### Required Courses (12 units)

DAN-100/HIST-151	History and Appreciation of Dance	3 units
DAN-125	Choreography I	3 units
DAN-133	History of Popular Dance in the United States	3 units
DAN-212	Dance Production	3 units

### Elective Courses (9 units required from Areas A and B below)

#### Area A - Required Courses (6 units required from at least two different subjects/genres of dance below)

DAN-120	Conditioning and Alignment for Dance	2 units
DAN-121	Beginning Ballet	2 units
DAN-122	Beginning Modern Dance	2 units
DAN-123	Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126	Intermediate Modern Dance	2 units
DAN-127	Intermediate Jazz Dance	2 units
DAN-128	Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-130	Beginning Ballroom Dance	2 units
DAN-131	Beginning Hip Hop	2 units
DAN 201	Dances of the World	1 unit

#### Area B - Required Courses (3 units required)

DAN-108/THA-108	Improvisation for Dance and Theater	3 units
DAN-214	Dance Touring Ensemble	3 units
DAN-225	Choreography II	3 units

It is highly recommended that the student be enrolled in a technique class (or more than one) every semester. In addition, all MSJC General Education Option A requirements must be completed.



# Diagnostic Medical Sonography

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561  
Counseling (951) 487-3255

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**

None

**Non-Transfer:**

A.S. in Diagnostic Medical Sonography<sup>16824 AS.DMS</sup>  
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

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## PLEASE NOTE:

**THE DMS PROGRAM SUSPENDED NEW ADMISSIONS IN THE FALL 2013 SEMESTER.**

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## PROGRAM DESCRIPTION

The Diagnostic Medical Sonography Program is a non-transfer program. This certificate program provides an opportunity for student to be educated and trained the healthcare career of Diagnostic Medical Sonography. The objective of the program is to graduate students who are competent and confident in providing excellent patient care in the field of sonography.

The goal of our DMS program is to graduate students who demonstrate a high competency in anatomy and pathology, as seen on the ultrasound exam and the skills necessary to perform the ultrasound exam. Students will be evaluated on didactic learning in Ultrasound Physics and Instrumentation, hands on scanning skills, communication skills, patient care and critical thinking ability.

Students will practice ultrasound scanning skills with ultrasound equipment in the campus lab. Those skills will be carried out and enhanced in an affiliated medical center by training on the job, scanning patients.

The didactic education will prepare the student for taking the American Registry of Diagnostic Medical Sonography Physics and Instrumentation examination. After graduation the student will be required to work an additional year in the sonography field before taking the ARDMS specialty examination.

With completion of Associate in Science required course work the student will receive an Associate in Science in Diagnostic Medical Sonography

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## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

Diagnostic Medical Sonographer

### Certificate

Diagnostic Medical Sonographer

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## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

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## LEARNING OUTCOMES

- Complete the American Registry of Diagnostic Medical Sonographers Ultrasound Physics and Instrumentation exam, and after an additional year of work experience complete the ARDMS abdomen and small parts, and the obstetrics gynecology specialty examinations.
- Apply knowledge of proper use of ultrasound equipment and demonstrate image improvement through manipulating the instrumentation of the equipment.
- Document proper imaging of the abdomen, small parts, obstetrics and gynecology ultrasound exams.
- Use effective communication with patients, staff, and physicians.
- Show discretion with and implement HIPPA laws for all patients.
- Demonstrate professional and ethical behavior in the workplace.

## DEGREE

The 60 units in the certificate plus all MSJC General Education Option A requirements is required to earn an Associate in Science degree in Diagnostic Medical Sonography. See counselor for recommended vocational and academic courses.

### Program Prerequisites:

ANAT-101	Human Anatomy & Physiology I	5 units
ANAT-102	Human Anatomy & Physiology II	5 units
COMM-103	Interpersonal Communication	3 units
MATH-090	Elementary Algebra	4 units
(or higher)		
PHY-100	Conceptual Physics	3 units

### DMS Program Courses (60 units)

#### Semester One:

DMS-095	Sonography Medical Terminology	3 units
DMS-100	Fundamentals of Diagnostic Medical Sonography	2 units
DMS-101	Pathophysiology	3 units
DMS-103	Patient Care Techniques for Sonographers	3 units
DMS-125	Ultrasound Physics and Instrumentation I	2 units

#### Semester Two:

DMS-102	Sonography Medical Ethics	3 units
DMS-110	Sectional Imaging	2 units
DMS-120	Abdomen Scanning	1.5 units
DMS-122	Ultrasound Pathology I	3 units
DMS-135	Ultrasound Physics and Instrumentation II	2 units
DMS-104	Clinical Observation	2 units

#### Summer:

DMS-114	Clinical Experience I	5 units
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#### Semester Three:

DMS-124	Clinical Experience II	10 units
DMS-130	Obstetric/Gynecology Scanning	3 units
DMS-132	Ultrasound Pathology II	1.5 units
DMS-140	Introduction to Vascular Scanning	2 units

#### Semester Four:

DMS-134	Ultrasound Seminar	2 units
DMS-136	Clinical Experience III	10 units

The sonography courses must be taken in a specific sequence, students must attain a minimum grade of "C" or above in all required courses in order to obtain the certificate.



## Economics

### San Jacinto Campus

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1-800-624-5561  
Dewey Heinsma (951) 639-5636  
*dheinsma@msjc.edu*

### Meniffee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Dewey Heinsma (951) 639-5636  
*dheinsma@msjc.edu*

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Business & Technology Emphasis

A.A. in Liberal Arts - Social & Behavioral Sciences

See Also

A.S. in Environmental Studies

AS-T in Business Administration for Transfer

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Science

A.S. in Business Administration

A.S. in Management/Supervision

Certificate(s)

None

See:

Certificate in Business Administration

Certificate in Management/Supervision

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Economics program is intended for students who are planning to transfer to a four-year college or for a business occupational area of his/her own choice. Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes either Business and Technology, or Social and Behavioral Sciences. These degree paths are designed to accommodate the differing requirements for a wide variety of transfer institutions and provide an efficient means to achieve transfer goals and career success.

Economics is a social science discipline focusing on the development of critical thinking and logical analysis, mathematical concepts and quantitative reasoning through

## Instructional Programs

communication and composition, problem-based learning, and the study of economic literature. These skills provide the fundamental foundation for academic and career path success. The economics curriculum is designed to equip students with the skills and knowledge of macroeconomics, microeconomics, and environmental economics; as related to politics and history, business and markets, governments and global economies, as well as social and cultural institutions.

Economic majors may pursue diverse career paths. Popular undergraduate majors related to the field of Economics include: Accounting, Banking and Financial Services, Business Administration, Business Economics, Business Law, Entrepreneurship, Environmental Economics, Environmental Studies, International Business, Management, Marketing, Public Administration, along with an array of career opportunities, both in government, private, and international sectors. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

### TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Analyze, apply, and communicate basic economic principles, policies, theories, models, and analytical methods in macroeconomics, microeconomics, and environmental economics.
- Identify and solve economic problems, assess results, and determine alternative courses of action using various economic tools.
- Analyze, evaluate, and synthesize different schools of economic thought from primary and secondary sources to resolve basic economic questions in a variety of economic systems.
- Examine the relevant benefits and costs of domestic and international economic policy choices, recognizing arguments presented, and construct alternative policy outcomes.
- Evaluate, analyze, and communicate private and public decision-making processes, contemporary and historical socio-economic issues, and the fundamental role that economic forces play in domestic and global economies.

- Recognize economics as inextricably intertwined with politics and history, business and markets, governments and global economies, as well as social and cultural institutions.

## Engineering Technology

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Career Education & Categorical Programs (951) 487-3441

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Degree(s)

#### Transfer:

None

See:

A.A. in Liberal Arts - Business & Technology Emphasis

#### Non-Transfer:

A.S. in Engineering: Drafting Technology<sup>4402 AS. ENGR</sup>

(with General Education Requirements Option A)

Certificate(s)

Certificate in Engineering: Drafting Technology<sup>22130 CT. ENGR</sup>

Employment Concentration Certificate(s)

Green Collar Manufacturing<sup>9999 ECC. ENGR. GCM</sup>

Manufacturing Quality Assurance<sup>9999 ECC. ENGR. QA</sup>

Small Wind Energy Technology<sup>9999 ECC. ENGR. SWET</sup>

Solar Photovoltaic Technology<sup>9999 ECC. ENGR. SPT</sup>

Solar Thermal Technology<sup>9999 ECC. ENGR. STT</sup>

Surveying<sup>9999 ECC. ENGR. S</sup>

### PROGRAM DESCRIPTION

The Engineering: Drafting Technology Program is a non-transfer program offering an A.S. degree, one certificate, and six employment concentration certificates. Many courses do, however, transfer to four year college and universities. The program will prepare students for a career in civil engineering, architecture, surveying, and manufacturing processing. Students become familiar with computer hardware and software programs which will assist in the aerospace industry to construction. The manufacturing courses allow students to step into jobs which concentrate in Small Wind Energy Technology,

Solar Photovoltaic Technology, Solar Thermal Technology, Green Collar Manufacturing and Manufacturing Quality Assurance. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Surveying Technician, Engineering Technician, CAD Technician, GIS Technician

### Certificate

Engineering Technician, Surveying Technician, CAD Technician, Geographic Information System Technician

### Employment Concentrations

As these fields continue to emerge current occupational information will become available.

### Green Collar Manufacturing

### Manufacturing Quality Assurance

### Small Wind Energy Technology

### Solar Photovoltaic Technology

### Solar Thermal Technology

Adjuster, Distributor, Electrician helper, Installer, Maintenance, Repairer, Retrofitter, Salesperson, Tester

### Surveying

Surveyor, Surveying and Mapping Technician, Geographic Information System Technician

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate knowledge of mathematics, surveying, computer automated drafting, and machining to apply this knowledge to proper engineering use within the workforce.

- Solve surveying engineering problems in practice by applying fundamental knowledge of mathematics, statistics, and science by using modern surveying engineering techniques, skills, and tools.
- Demonstrate knowledge and understanding of important characteristics of traditional manufacturing production methods including both basic engineering and technological aspects.

## DEGREE

An Associate in Science degree in Engineering: Drafting Technology is available to students completing the certificate in Engineering: Drafting Technology and meeting all other MSJC General Education Option A requirements.

## CERTIFICATE

### Certificate in Engineering: Drafting Technology (19 units)

Competency in English and math is required prior to completing a certificate. This may be accomplished by testing or completion of ENGL-101 and MATH-096.

#### Required Courses (16 units)

ENGR-154	Computer Aided Drafting I	3 units
ENGR-155	Computer Aided Drafting II	3 units
ENGR-164	Plane Surveying I	4 units
GEOG-115	Introduction to Geographic Information Science	3 units
PHOT-125	Digital Photography Production I	3 units

#### Elective Courses (3 units)

ENGR-156	SolidWorks I	3 units
ENGR-157	Microstation I	3 units
ENGR-167	Global Positioning Systems	4 units
ENGR-180	Introduction to Engineering	3 units
ENGR-181	Statics	3 units
ENGR-182	Strength and Materials	4 units

## EMPLOYMENT CONCENTRATIONS

### Green Collar Manufacturing (15 units)

ENGR-106	M.S.S.C. High-Performance Manufacturing	3 units
ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
SEMA-100	Our Sustainable Future	3 units

### Manufacturing Quality Assurance (12 units)

ENGR-106	M.S.S.C. High Performance Manufacturing	3 units
ENGR-107	Total Quality Management	3 units
ENGR-108/MGT-108	Organizational Behavior	3 units
ENGR-109	Manufacturing Inspection Techniques and Applications	3 units

### Small Wind Energy Technology (15 units)

ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-119	Small Wind Energy Installation	3 units
SEMA-100	Our Sustainable Future	3 units



## Instructional Programs

### Solar Photovoltaic Technology (15 units)

ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-117	Solar Photovoltaic Installation	3 units
SEMA-100	Our Sustainable Future	3 units

### Solar Thermal Technology (15 units)

ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-118	Solar Thermal Installation	3 units
SEMA-100	Our Sustainable Future	3 units

### Surveying (14-15 units)

ENGR-164	Plane Surveying I	4 units
ENGR-165	Plane Surveying II	4 units
ENGR-166	Legal Aspects of Surveying	3 units
ENGR-167	Global Positioning Systems	4 units
or		
GEOG-115	Introduction to Geographic Information Science	3 units

## English

### San Jacinto Campus

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1-800-624-5561

Richard Sisk (951) 487-3646

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### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Rickianne Rycraft (951) 639-5642

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Degree(s)

### Transfer

A.A. in English <sup>20795 AA.ENGL.OPTB or AA.ENGL.OPTC</sup>

*(with Transfer Emphasis using General Education Requirements Option B or C)*

See Also

A.A. in Liberal Arts - Arts, Humanities & Communications

Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

English, a transfer program, is an academic discipline focusing on the development of language skills through composition, critical thinking, and the study of literature and writing. Language skills provide an essential foundation for academic and career success. The study of English enhances a wide variety of intellectual skills while exposing students to a major source of cultural enrichment. The scope of the English program includes Freshman Composition, Critical Thinking and Composition, Introduction to Literature, American Literature, English Literature, World Literature, Survey of Drama, Analysis of Fiction, Analysis of Poetry, Survey of Shakespeare, World Folklore, Introduction to Creative Writing, Creative Writing: Fiction, Adolescent Literature, Children's Literature, Introduction to African American Literature, American Indian Literature, Women and Literature, Latin American Literature in Translation, Multiethnic Literature, and Film and Literature.

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Present a clear, reasoned, well supported, clearly organized argument, demonstrating college-level writing skills.
- Recognize writing as a process of developing, drafting, revising, and editing.
- Conduct research appropriate to a narrowly specific topic, understanding how to find and evaluate the credibility of sources, incorporating information, concepts and ideas from outside sources through summarizing, paraphrasing, and quoting to develop strong, well-supported arguments, citing sources according to Modern Language Association guidelines.
- Analyze text, recognizing the arguments presented, and construct an effective, argumentative or persuasive response, synthesizing information, concepts, and ideas from various sources and including that knowledge in effective, well-reasoned arguments.

- Demonstrate understanding of acknowledged methods of critical thinking and analysis of literature.
- Analyze a variety of literary genres in their social, cultural and historical context.
- Evaluate the artistic contributions made by writers in the English, American and world literary traditions by analyzing the stylistic, formal, and thematic elements of their works.

ENGL-220H	Honors Analysis of Fiction	3 units
ENGL-225	Film and Literature	3 units
or		
ENGL-225H	Honors Film and Literature	3 units
ENGL-235	Creative Writing: Fiction	3 units
ENGL-240	American Indian Literature	3 units
or		
ENGL-240H	Honors American Indian Literature	3 units
ENGL-250	Women and Literature	3 units
or		
ENGL-250H	Honors Women and Literature	3 units
ENGL-260	Introduction to African American Literature	3 units
or		
ENGL-260H	Honors Introduction to African American Literature	3 units
ENGL-280	Multiethnic Literature	3 units
or		
ENGL-280H	Honors Multiethnic Literature	3 units
ENGL-285	World Literature: Antiquity to 1650	3 units
or		
ENGL-285H	Honors World Literature: Antiquity to 1650	3 units
ENGL-286	World Literature: 1650 to Present	3 units
or		
ENGL-286H	Honors World Literature: 1650 to Present	3 units

**DEGREE**

An Associate in Arts (AA) degree in English prepares students for transfer to four-year colleges offering a Bachelor of Arts (BA) in English or related fields. The major requirements for an AA in English may be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

**Degree in English (25 units)**

**Required Core Courses (7 units)**

ENGL-103	Critical Thinking and Writing	4 units
or		
ENGL-103H	Honors Critical Thinking and Writing	4 units
+		
ENGL-106	Introduction to Literature	3 units
or		
ENGL-106H	Honors Introduction to Literature	3 units

**Required Sequence Courses (12 units)**

ENGL-207	American Literature: Pre-Colonial to 1865	3 units
or		
ENGL-207H	Honors American Literature: Pre-Colonial to 1865	3 units
+		
ENGL-208	American Literature: 1865 to Present	3 units
or		
ENGL-208H	Honors American Literature: 1865 to Present	3 units
+		
ENGL-230	English Literature: Anglo-Saxon to 1775	3 units
or		
ENGL-230H	Honors English Literature: Anglo-Saxon to 1775	3 units
+		
ENGL-231	English Literature: 1775 to Present	3 units
or		
ENGL-231H	Honors English Literature: 1775 to Present	3 units

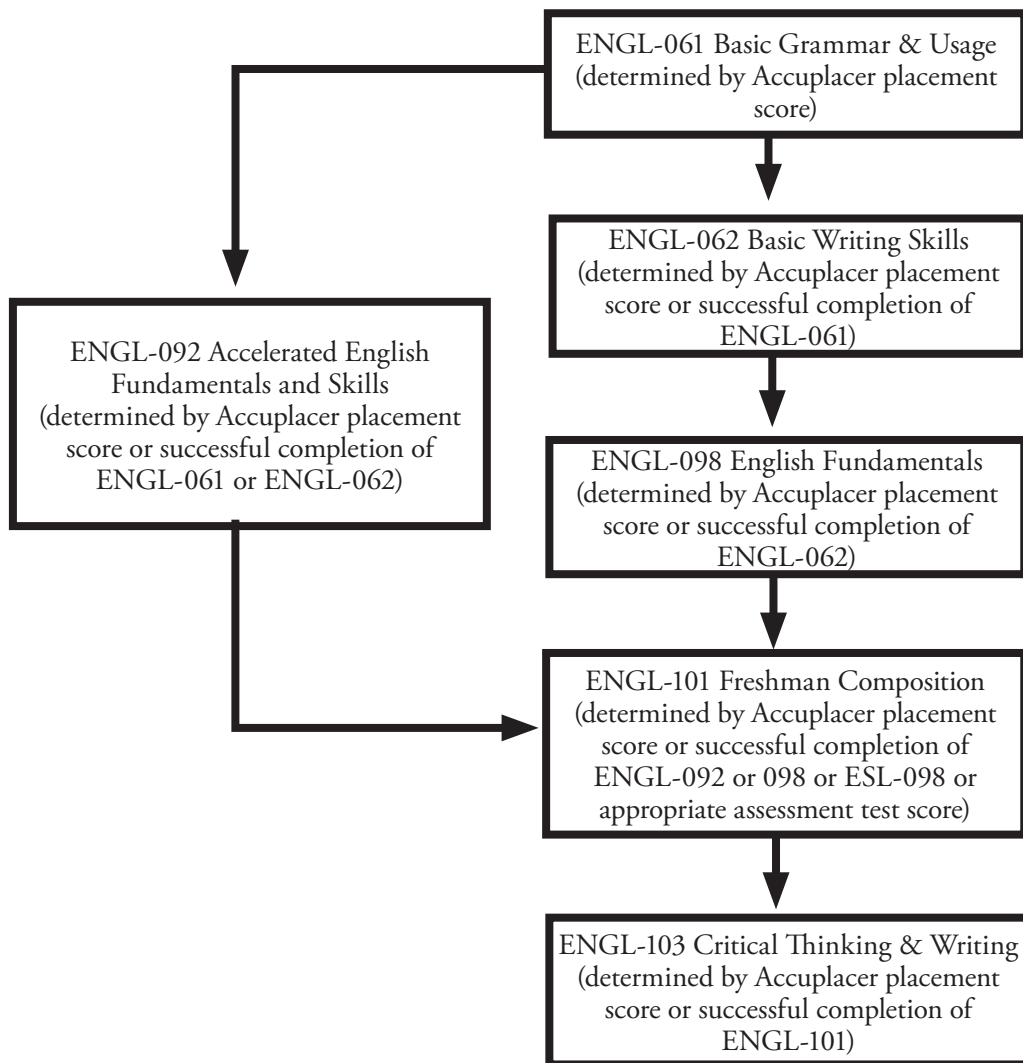
**Elective Courses (6 units)**

ENGL-130	Introduction to Creative Writing	3 units
or		
ENGL-130H	Honors Introduction to Creative Writing	3 units
ENGL-131/CDE-131	Children's Literature	3 units
or		
ENGL-131H/CDE-131H	Honors Children's Literature	3 units
ENGL-132/ED-132	Adolescent Literature	3 units
or		
ENGL-132H/ED-132H	Honors Adolescent Literature	3 units
ENGL-200/THA-150	Survey of Drama	3 units
ENGL-203	Survey of Shakespeare	3 units
or		
ENGL-203H	Honors Survey of Shakespeare	3 units
ENGL-205	World Folklore	3 units
or		
ENGL-205H	Honors World Folklore	3 units
ENGL-220	Analysis of Fiction	3 units
or		

Additional elective units may be necessary to meet the 60 semester units required for the UC, CSU and Associate degree. These units must be transferable to the CSU and or UC for appropriate credit. Also, 12 units are able to be double counted on the CSU GE.



## English Curriculum Flowchart



# English as a Second Language

## San Jacinto Campus

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1-800-624-5561

Dan Peace (951) 487-3648

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## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Dan Peace (951) 639-5757

[dpeace@msjc.edu](mailto:dpeace@msjc.edu)

## PROGRAM DESCRIPTION

The credit, non-transfer English as a Second Language program consists of academically focused courses for students who speak a language other than English at home or whose first language is not English. English and critical thinking skills are taught to prepare students to successfully take transfer level English and many other 100 level courses. Writing, reading, speaking, and listening are core components of this credit program. Students' educational, vocational, and personal goals are supported and encouraged. Dedicated ESL tutors are available in the learning resource centers. The writing sequence (ESL-050, ESL-051, ESL-62W and ESL-98W) gives a direct pathway to transfer level English and equips students with vital writing skills for further college and professional success. Two ESL certificates provide students with clear pathways to complete the ESL program. The ESL Certificate Level 1 is 12 units, consisting of ESL-050, ESL-051, and ESL-063R. The ESL Certificate Level 2 is 11 units; students complete ESL-056, ESL-064R, and ESL-098W. The Combined English Skills Assessment Test (CELSA) is used for placement into the credit ESL program; students meeting the minimum score for the ESL credit program are eligible to take ESL-050, ESL-063R, ESL-055, and ESL-056.

## LEARNING OUTCOMES

- Produce effective, clear, reasoned, well-supported, and well-organized five paragraph essays.
- Extract meaning from various texts by identifying the author's intent, main points, and supporting details.
- Express ideas and opinions verbally in response to spoken communication in the classroom environment in a coherent and effective manner.

## ENGLISH AS A SECOND LANGUAGE (ESL) SEQUENCE

**Recommended sequence of English as a Second Language courses:**

### Semester 1:

ESL-050 English as a Second Language Level 1 (4 units) (determined by placement score into the ESL credit program)

ESL-063R ESL Reading & Vocabulary Level 1 (4 units) (determined by placement score into the ESL credit program/ may be taken at any point in the ESL sequence)

### Semester 2:

ESL-051 English as a Second Language Level 2 (4 units) (determined by placement score or the completion of ESL-050)

ESL-056/COMM-056 English Conversation and Culture (3 units) (determined by placement score into the ESL credit program/ may be taken at any point in the ESL sequence)

### Required courses for the ESL Certificate Level 1 (12 units)

- o ESL-050
- o ESL-051
- o ESL-063R

### Semester 3:

ESL-064R ESL Academic Reading & Vocabulary Level 2 (4 units) (determined by placement score or the completion of ESL-063R)

ESL-062W Basic Writing Skills (4 units) (determined by placement score or the completion of ESL-051)

### Semester 4:

ESL-098W English Writing Fundamentals (4 units) (determined by placement score or the completion of ESL-062W)

### Required courses for the ESL Certificate Level 2 (11 units)

- o ESL-056/COMM-056
- o ESL-064R
- o ESL-098W

# Environmental Studies

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-452-3335

Marlon A. Nance (951) 487-3745  
[mnance@msjc.edu](mailto:mnance@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335

Roy Mason, Ph.D. (951) 639-5730  
[rmason@msjc.edu](mailto:rmason@msjc.edu)

Degree(s)

### Transfer

A.S. in Environmental Studies <sup>16765 AS.ENVS.OPTB or AS.ENVS.OPTC</sup>  
*(with Transfer Emphasis using General Education Requirements  
Option B or C)*

See Also:

A.A. in Liberal Arts - Mathematics & Science Emphasis

### Non-Transfer:

None

See:

A.S. in Science

A.S. in Turf Management

A.S. in Water Technology

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Environmental Studies transfer and non-transfer programs draw on a multi-disciplinary curriculum that emphasizes the impact of human civilizations on environmental systems. The disciplines represented draw from the physical, life and social sciences as well as the humanities. Environmental science is largely issues-based and relies heavily on the critical thinking skills necessary to understand contemporary issues and propose meaningful solutions to complex problems. Successful completion of the degree requirements entails a broad scientific background, which provides a foundation for continued academic and career success.

## CAREER OPPORTUNITIES

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Describe the scientific method and explain how environmental science is related to the various traditional sciences of physics, chemistry, biology, geology, and anthropology.
- Analyze physical problems using the laws of physics and appropriate mathematical techniques.
- Demonstrate a knowledge and understanding of the fundamental principles governing matter and energy and their transformations via chemical reactions.
- Explore and appreciate the facts and principles concerning heredity, variation and diversity, the cell, evolution and natural selection.
- Analyze the interrelationship between humans and their physical environment.

## DEGREE

An Associate in Science (AS), degree in Environmental Studies prepares students for transfer to four-year colleges offering a Bachelor of Science (BS) in Environmental Studies or related fields. The major requirements for a BS in Environmental Studies can be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

### MSJC Core Requirements (18 units)

CHEM-101	General Chemistry I	5 units
CHEM-102	General Chemistry II	5 units
ENVS-101	Environmental Science	3 units
or		
ENVS-101H	Honors Environmental Science	3 units
MATH-110 (or higher)	Pre-Calculus	5 units

### Elective Courses (12 units)

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
BIOL-116	Natural History and Biodiversity	4 units
BIOL-117	Conservation Biology	3 units

BIOL-130	Marine Biology	4 units
BIOL-135	Introduction to Evolution	3 units
or		
BIOL-135H	Honors Introduction to Evolution	3 units
BIOL-140	Ecology	4 units
BIOL-143	Animal Behavior	3 units
BIOL-144	Plant Biology	4 units
BIOL-146	Biodiversity	3 units
BIOL-148	Field Studies in Tropical Ecology	4 units
BIOL-150	General Biology I	5 units
or		
BIOL-150H	Honors General Biology I	5 units
BIOL-151	General Biology II	5 units
or		
BIOL-151H	Honors General Biology II	5 units
BIOL-201	Biostatistics	4 units
CHEM-112	Organic Chemistry I	5 units
CHEM-113	Organic Chemistry II	5 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units
ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
ECON-203	Introduction to Environmental Economics	3 units
ENGR-167	Global Positioning Systems	4 units
ENVS-100	Humans and Scientific Inquiry	3 units
ENVS-102	Environmental Science Laboratory	1 unit
or		
ENVS-102H	Honors Environmental Science Laboratory	1 unit
ENVS-110	Natural Resources	4 units
ENVS-190	Watershed Resource Management	4 units
GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-115	Introduction to Geographic Information Science	3 units
GEOG-120	Intermediate Geographic Information Science	3 units
GEOL-100	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
GEOL-110	Oceanography	4 units
MATH-135	Calculus for Social Science and Business	4 units
MATH-140	Introduction to Statistics	4 units
or		
MATH-140H	Honors Introduction to Statistics	4 units
PHIL-105	Introduction to Ethics	3 units
or		
PHIL-105H	Honors Introduction to Ethics	3 units
PHY-201	Mechanics and Wave Motion	4 units
PHY-202	Electricity and Magnetism	4 units
or		
PHY-202H	Honors Electricity and Magnetism	4 units
PS-101	Introduction to American Government and Politics	3 units
or		
PS-101H	Honors Introduction to American Government and Politics	3 units
PS-102	Comparative Politics and Government	3 units
or		
PS-102H	Honors Comparative Politics and Government	3 units
SOCI-101	Principles of Sociology	3 units
or		
SOCI-101H	Honors Principles of Sociology	3 units

**Water and Soil Technologies/Environmental Engineering Emphasis**

This emphasis is not intended to transfer. It is geared towards students intending to pursue careers in industrial environmental consulting, water or soil quality analysis, environmental engineering, or agricultural, fire, or wastewater technology fields. Emphasis is placed on obtaining hands-on training for students at wastewater treatment plants, water quality analysis industries, and turf management companies.

**Water and Soil Technologies & Environmental Engineering Emphasis Major Electives**

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
BIOL-115	Topics in Biology	4 units
or		
BIOL-115H	Honors Topics in Biology	4 units
BIOL-125	Microbiology	5 units
or		
BIOL-125H	Honors Microbiology	5 units
ECON-203	Introduction to Environmental Economics	3 units
ENGR-154	Computer Aided Drafting I	3 units
ENGR-155	Computer Aided Drafting II	3 units
ENGR-164	Plane Surveying I	4 units
ENGR-165	Plane Surveying II	4 units
ENGR-166	Legal Aspects of Surveying	3 units
ENGR-167	Global Positioning Systems	4 units
ENVS-190	Watershed Resource Management	4 units
ES-101	Topics in Earth Science	3 units
GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-115	Introduction to Geographic Information Science	3 units
GEOL-100	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
GEOL-103	Environmental Geology: Natural Hazards and Disasters	3 units
GEOL-105	Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens	4 units
GEOL-109	Geology of National Parks	3 units
GEOL-110	Oceanography	4 units
HORT-101	Horticulture Science	3 units
HORT-106	Pesticide Law & Regulations-Turf & Landscape	3 units
HORT-107	Arboriculture	3 units
MATH-140	Introduction to Statistics	4 units
or		
MATH-140H	Honors Introduction to Statistics	4 units
MATH-215	Differential Equations	4 units
PHIL-103	Logic	3 units
or		
PHIL-103H	Honors Logic	3 units
PHIL-104	World Religions	3 units
PHIL-105	Introduction to Ethics	3 units
or		
PHIL-105H	Honors Introduction to Ethics	3 units
PS-102	Comparative Politics and Government	3 units
or		
PS-102H	Honors Comparative Politics and Government	3 units
SOCI-101	Principles of Sociology	3 units
or		
SOCI-101H	Honors Principles of Sociology	3 units
WATR-100	Introduction to Water/Wastewater Operations	1 unit
WATR-103	Water Treatment Plant Operations I & II	3 units
WATR-105	Water Treatment Plant Operations III, IV, & V	3 units
WATR-120	Wastewater Treatment Plant Operations I & II	3 units
WATR-122	Wastewater Plant Operations III, IV, & V	3 units
WATR-125	Laboratory Procedures for Water and Wastewater	3 units
WATR-130	Environmental Laws and Regulations	3 units

# Fire Technology

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical Programs (951) 639-5351

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
A.S. in Fire Technology<sup>4429 AS.FIRE</sup>  
(with General Education Requirements Option A)

Certificate(s)  
Certificate in Fire Technology<sup>22144CT.FIRE</sup>

Employment Concentration Certificate(s)  
Fire Academy Preparation<sup>9999 ECC.FIRE.FAP</sup>  
Fire Apparatus Operator Preparation<sup>99999 ECC.FIRE.FAOP</sup>

## PROGRAM DESCRIPTION

The non-transfer Certificate/Associate degree (AS) in Fire Technology involves the study of fire behavior, protection and control techniques which for individuals currently working within these fields, there may be potential for salary and/or career advancement. This program prepares the student for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety and requirements for the fire service. This program is designed to prepare students for the entry-level career in public or private fire protection agencies, to survey career options, and to upgrade fire personnel. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmetsburg, Maryland and is a component of accreditation from the California State Fire Training.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

Firefighter

### Certificate

Firefighter

## Employment Concentrations

### Fire Academy Preparation

Firefighter

### Fire Apparatus Operator Preparation

Firefighter

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze Fire Service theories and techniques as well as conduct research on specific topics related to the Fire Service.
- Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for firefighting jobs.
- Use technology to process information to identify and address problems.
- Develop good oral and written communication skills.
- Demonstrate the ability to address problems while working as part of the team.

## DEGREE

Students wishing to obtain the Associate in Science (AS) degree should complete the required core courses (18 units) and two additional elective courses (6 units) in the Fire Technology program to establish a major (24 units total). In addition to the 24 units of the certificate program, students must complete all the MSJC General Education Option A requirements for the Associate in Science (AS) degree in Fire Technology.

## CERTIFICATE

### Certificate in Fire Technology (24 units)

#### Required Core Courses (18 units)

FIRE-101	Introduction to Fire Technology	3 units
FIRE-102	Fundamentals of Fire Prevention	3 units
FIRE-106	Fundamentals of Fire Behavior and Combustion	3 units
FIRE-109	Fundamentals of Fire Protection and Equipment	3 units

FIRE-115	Building Construction for Fire Protection	3 units
FIRE-122	Principles of Fire and Emergency Services Safety and Survival	3 units
<b>Elective Courses (6 units)</b>		
EMS-120	Emergency Medical Technician	6 units
FIRE-103	Fire Hydraulics	3 units
FIRE-107	Fire Apparatus and Equipment	3 units
FIRE-108	Fundamentals of Fire Investigation	3 units
FIRE-117	Hazardous Materials First Responder Operational	1 unit
FIRE-121	Fundamentals of Wild Land Fire Fighting	3 units
FIRE-149	Occupational Internship: Fire Technology	1-4 units
FIRE-299	Special Projects: Fire Technology	1-3 units

## EMPLOYMENT CONCENTRATIONS

### Fire Academy Preparation (9 units)

Students completing this certificate will have completed the material required to apply for entrance into a Fire Academy. Some Academies may have additional requirements such as passing a physical abilities test. For specific requirements and further information, contact the Fire Academy you wish to attend.

EMS-120	Emergency Medical Technician	6 units
FIRE-101	Introduction to Fire Technology	3 units

### Fire Apparatus Operator Preparation (9 units)

Students completing this certificate will have completed the courses to prepare them to operate fire apparatus.

FIRE-101	Introduction to Fire Technology	3 units
FIRE-103	Fire Hydraulics	3 units
FIRE-107	Fire Apparatus and Equipment	3 units

# Geography and Geographic Information Science

### San Jacinto Campus

(951) 487-MSJC (6752)  
 1-800-624-5561  
 Marlon A. Nance (951) 487-3745  
[mnance@msjc.edu](mailto:mnance@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)  
 1-800-452-3335  
 Cindy Nance, Ph.D. (951) 639-5540  
[cnance@msjc.edu](mailto:cnance@msjc.edu)  
<http://lgis.msjc.edu>

Degree(s)

### Transfer:

Transfer:  
 AA-T in Geography for Transfer <sup>31869 AA.GEOG.OPTBAAT and 31869 AA.GEOG.OPTCAAT</sup>

*(with General Education Requirements Option B or C)*

### Non-Transfer:

A.S. in Geographic Information Science <sup>12443 AS.GEOG.GIS</sup>  
*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Geographic Information Science <sup>22145 CT.GEOG.GIS</sup>

Employment Concentration Certificate(s)

Engineering <sup>9999 ECC.GIS.E</sup>

Geographic Information Science <sup>9999 ECC.GIS</sup>

Multimedia <sup>9999 ECC.GIS.M</sup>

Programming <sup>9999 ECC.GIS.VBP</sup>

Visual Design <sup>9999 ECC.GIS.C</sup>

## PROGRAM DESCRIPTION

The AA -T in Geography transfers to a four-year college and prepares students for a future in a field related to Geography. The Geographic Information Science (GIS) non-transfer Certificate and AS degree prepares students for GIS related careers which are enhanced by completion of a bachelor or graduate program. For students currently working within these fields there may be potential for salary and/or career advancement.

From local to global scales, geographers study political organization, transportation systems, marketing, economics, climate and weather, urban planning, land use development, globalization, and more. They examine distribution of land forms, study soils and vegetation, analyze limited





## Instructional Programs

resources such as water, and human impacts on the surface of the planet. In general, Geographers work in government research, public agencies, and are environmental consultants for nonprofit organizations.

Geographic Information Science (GIS) involves basic to advanced analysis and scientific research methods for identifying patterns, trends and relationships that are represented spatially and temporally on maps, large databases, reports and animations. Recent advancements make it possible to analyze, interact and produce maps using cloud technology. Students enrolled in our GIS courses online have the advantage of learning advanced communication and mapmaking skills that prepare them for a career in GIS, anywhere.

### CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

#### Transfer A.A. Degree

##### Geography

For any BA/BS careers, please see your transfer institution.

#### Non-Transfer A.S. Degree

##### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description.

##### Certificate

##### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description.

#### Employment Concentrations

##### Engineering

Engineering Technician, Surveying Technician, Mapping Technician, CAD Technician

##### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping

## Instructional Programs

Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description.

##### Multimedia

Multimedia Specialist, Multimedia Designer, Multimedia Producer

##### Programming

GIS Programmer, Database Manager

##### Visual Design

Computer Graphic Specialist, Cartographic Technician

### TRANSFER PREPARATION

#### Geography

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

#### Geographic Information Science

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Explain the interrelationship between humans and the physical environment.
- Appreciate different cultural and ethnic perspectives within the context of environmental opportunities and challenges.
- Apply the scientific method to objective and subjective analysis of cultural and physical environments.
- Explore and critically appreciate spatial relationships at different scales from local, regional to global.
- Integrate spatial thinking with applied technology to analyze physical and cultural patterns, trends and relationships.

## DEGREES

### AA-T in Geography for Transfer (19-23 units)

An Associate in Arts in Geography for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Geography major. The major required for an AA-T in Geography for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

#### Required Core (7 units)

GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-104	Physical Geography Lab	1 unit

#### List A Elective (6-9 units)

GEOG-103	Field Studies in Geography	2-4 units
GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-106	Climate and Weather	3 units
GEOG-108	World Regional Geography	3 units
GEOG-111	Geography of California	3 units
GEOG-115	Introduction to Geographic Information Science	3 units

#### List B Elective (6-7 units)

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
GEOL-100	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
GEOG-107	Urban Geography	3 units
Units for Major		19-23
CSU General Education or IGETC Pattern		37-39
Possible double counting		0-10
Transferable Electives (as needed to reach 60 CSU transferable units)		
<b>Total Units for AA-T Degree</b>		<b>60 units</b>

This Associate in Arts in Geography for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

### Degree in Geographic Information Science (18 units)

An Associate in Science degree in GIS may be earned by completing the 18 units for the GIS Certificate, as well as all MSJC General Education Option A requirements (for a total of 60 units)

## CERTIFICATES

### Certificate in Geographic Information Science (18 units)

#### Required Courses (12 units)

GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-115	Introduction to Geographic Information Science	3 units
GEOG-120	Intermediate Geographic Information Science	3 units
GEOG-125	Advanced Geographic Information Science	3 units

#### Elective Courses (minimum 6 units)

Elective courses are identified under the following concentration areas. Students must complete 6 units (any combination) under one concentration area to earn a Certificate in GIS. Once a Certificate in GIS has been earned, additional Certificates in GIS may be awarded for completion of 6 units in other concentration areas.

## EMPLOYMENT CONCENTRATIONS

### Engineering (6 units)

ENGR-157	Microstation I	3 units
ENGR-164	Plane Surveying I	4 units
ENGR-166	Legal Aspects of Surveying	3 units
ENGR-167	Global Positioning Systems	4 units

### Geographic Information Science (6 units)

GEOG-081	Spatial Awareness	0.5 unit
GEOG-149	Occupational Internship: Geographic Information Science	1-4 units
GEOG-298A-Z	Special Topics in Geographic Information Systems	0.5-3 units
GEOG-299	Special Projects: Geographic Information Science	1-3 units

#### Multimedia (6 units)

ART-130B/MUL-140	Digital Art - Illustration	2 units
MUL-110	Introduction to Multimedia	3 units
MUL-131	3D Animation	3 units
MUL-299	Special Projects: Multimedia	1-3 units

### Programming (6 units)

CSIS-111B	Fundamentals of Computer Programming	3 units
CSIS-112A	Visual Basic Programming – Level 1	3 units
CSIS-122A	Visual Basic Programming – Level 2	3 units
CSIS-214	Principles of Database Management Systems	3 units

### Visual Design (6 units)

ART-120	2D Design	3 units
ART-123	Graphic Design I	3 units
ART-130A	Digital Art - Imaging	2 units
ART-130B/MUL-140	Digital Art - Illustration	2 units

# Guidance

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Karen Cranney, Ed.D. (951) 639-5253  
*kcranney@msjc.edu*

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
None  
See:  
A.A. in Social/Behavioral Science

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

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## PROGRAM DESCRIPTION

Guidance classes are designed to be transferable (100 and above) and to help students succeed. These courses strengthen and support individuals during their academic journey. Guidance courses focus on the development of the whole person as students learn college success strategies and life management skills. These courses help students identify personal, educational, and career goals and make satisfying decisions for transition to the workforce as productive members of society. The learning and self-management skills developed in student success courses can serve a lifetime.

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## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

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## LEARNING OUTCOMES

- Develop a comprehensive plan for applying personality types, interests, skills, and aptitudes towards major selection and career choice.
- Apply sound strategies and practice to successful job search planning and career management.
- Develop decision-making and problem-solving skills necessary for personal and professional success.

# Health and Nutrition

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561  
Dean of Instruction, Academic Programs (951) 487-3421

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Kelly Billingsley (951) 639-5762  
*kbillingsley@msjc.edu*

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
None  
See:  
A.S. in Science  
A.A. in Social/Behavioral Science

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

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## PROGRAM DESCRIPTION

Health and Nutrition courses are designed to equip students with a better understanding of their own nutrition and health and promote personal wellness and assist students aspiring to careers in health, nutrition and fitness. These courses study human behavior by identifying actions, attitudes and values which lead to the maintenance and improvement of personal wellness and identify important scientific principles that regulate the human body. These courses also prepare students to enter into dietetic or

nutrition related university majors and meets general education requirements and provides a foundation of lifelong learning.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate an understanding of the impact of lifestyle behaviors on human health and wellness.
- Evaluate dietary and exercise patterns.
- Communicate effectively how lifestyle behaviors affect various disease states.
- Develop a plan to meet personal health and wellness goals.

# History

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Christina Yamanaka (951) 487-3522

[cjamanaka@msjc.edu](mailto:cjamanaka@msjc.edu)

### Meniffee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Gary Vargas (951) 639-5759

[gvargas@msjc.edu](mailto:gvargas@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts

With Area of Emphasis:

Arts, Humanities & Communications

Social & Behavioral Sciences

### Non-Transfer:

None

See:

A.A. in Humanities

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The History program at MSJC is structured under a world history umbrella that encourages students to explore change over time through area and regional studies, comparative analysis, and multi-disciplinary investigations. US History courses emphasize critical analyses of basic American institutions, values, and traditions, covering the nation's past by emphasizing cultural and ethnic diversity and multi-faceted analysis (social, political, economic, military, gender, ethnic, and cultural history). In each history course, students will be asked to analyze critically major historical problems and issues and to master primary and secondary sources. The history program encourages students to approach their world with curiosity and informed critical analysis and to do so with an awareness of how a particular subject fits into a larger pattern or context.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate through coursework and discussion a breadth of knowledge of historical developments and trends related to the courses taken.
- Demonstrate the ability to analyze, evaluate, and synthesize historical data into independent interpretations.
- Demonstrate the ability to evaluate, analyze and synthesize the impact of class, gender, ethnicity, culture and politics as they relate to the process of history.

# Honors Enrichment Program

Mt. San Jacinto College  
1499 N. State Street  
San Jacinto, CA 92583 (951) 487-MSJC (6752)  
1-800-624-5561  
SJC Site Coordinator: Christina Yamanaka (951) 487-3522  
[cyamanaka@msjc.edu](mailto:cyamanaka@msjc.edu)

Mt. San Jacinto College  
28237 La Piedra Road  
Menifee, CA 92584  
(951) 672-MSJC (6752)  
1-800-452-3335  
MVC Site Coordinator: Erik Ozolins (951) 639-5725  
[ezolins@msjc.edu](mailto:ezolins@msjc.edu)

## HONORS ENRICHMENT PROGRAM

ENROLLMENT IN THE HONORS ENRICHMENT PROGRAM IS BY SPECIAL APPLICATION ONLY.

To complete the Honors Enrichment Program, students must complete a minimum of 15 credits in 5 honors courses that stress in-depth study, research, and challenging exploration of various areas of study. The 15 honors credits also count toward a student's credits leading to Associate in Arts degree or the Associate in Science degree and are transferable as students continue their education toward a higher degree at a senior university. Honors courses are listed alphabetically by Subject.

## ADMISSION REQUIREMENTS

### For new students without earned college units

> Official transcripts demonstrating an unweighted 3.5 or better GPA or SAT 1890 (of 2400), or SAT 1260 (of 1600) or ACT 28 (of 36)

> A letter of recommendation from a teacher, counselor or principal familiar with your academic work or, for students returning to college after a period of time away from the classroom, a letter from an employer or community member who can attest to your work habits and motivation

> A personal letter responding to the questions in the application form

### For returning students

> Unofficial transcripts demonstrating completion of at least 12 units of transfer-applicable coursework at MSJC with a 3.3 GPA

> A personal letter responding to the questions in the application form

> The names of two faculty who will comment on behalf of your application to the program.

## COMPLETION REQUIREMENTS

Completion requirements

- > Completion of Honors Enrichment Seminar with a letter grade of "C" or better
- > Completion of 4 additional courses in a minimum of 3 disciplines with a letter grade of "C" or better
- > Completion of English 101 or 101H by the first semester in the program
- > Completion of Math 96 by the second semester in the program
- > Maintenance of a 3.0 GPA in all honors course work
- > Maintenance of the qualifying GPA
- > Completion of 200 Honors points for participation in recognized honors events (see website for details)

Benefits for the honors students include close interactions between students in the program and professors, challenging courses with fellow honors students, the exploration of current issues in the interdisciplinary seminar, and specific guidance from counselors and faculty advisers concerning the course of studies most suitable for transferring to a four-year university and for achieving professional objectives. Upon completion of the program, honors students are actively recruited by public and private universities, often offered scholarships, and frequently given special university-admissions consideration because of Mt. San Jacinto College's honors transfer alliances with major universities. Honors students also attend and participate in honors conferences, and have publication opportunities in *Scribendi*, the Western Regional Honors Council publication dedicated to student work as well as the annual edition of *Building Bridges: Selected Abstracts of the HTCC Student Research Conference*.

## TO APPLY TO THE PROGRAM

Complete the Honors Enrichment Program application available at stands in the Counseling Offices, Learning Resource Centers and directly from the Honors Enrichment Program Coordinators. Submit application and required documentation to either Honors Enrichment Program Coordinator or drop off at either Learning Resource Center. Applications are accepted year-round. (Please see page heading for contact information).

## LEARNING OUTCOMES

- Improve transfer opportunities for student members.
- Develop lifelong skills that can be used both inside and outside the classroom, including such skills as critical thinking, scholarly writing, research and presentation skills.
- Foster a community of scholars, both faculty and students, who support the educational endeavors of Honors students.

# Humanities

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Counseling (951) 487-3255

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Counseling (951) 639-5255  
Jim Davis, Ph.D. (951) 639-5660  
[jdavis@msjc.edu](mailto:jdavis@msjc.edu)

Degree(s)

### Transfer:

None  
See:  
A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

A.A. in Humanities<sup>#689 AA.HUM</sup>  
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the arts, ideas, values, and cultural expressions of the world's peoples as a foundation for lifelong learning or as an introduction to the related fields of Humanities, Interdisciplinary Studies, Art History, Music Appreciation, Theater Arts, Philosophy, English Literature, Modern and Classical Languages, or Religious Studies. For additional information, please see an MSJC counselor.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Evaluate and Analyze major cultural artifacts (in art, literature, philosophy, film, and other forms).
- Explore questions of fundamental importance to human beings.
- Connect issues raised in major cultural artifacts (in art, literature, philosophy, film, and other forms).

## DEGREE

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units including at least 18 units in the following areas:

American Sign Language – 100, 101, 103, 104, 105, 110  
Anthropology 145+, 145H+  
Art – 100, 101, 101H, 102, 102H, 103, 103H, 104, 104H, 105, 105H, 108\*, 109\*, 112\*, 115\*, 116\*, 118\*, 119\*, 120\*, 121\*, 122\*, 123\*, 124+\*, 130A\*, 130B+\*, 141\*, 151\*, 160\*, 170\*, 171\*, 223\*  
Child Development and Education – 109+, 131+, 131H+  
Chinese – 101, 102, 201, 202  
Communication - 105+, 113+, 117, 120, 129+  
Dance – 100+, 108+, 121\*, 122\*, 123\*, 124\*, 125, 126\*, 127\*, 128\*, 129\*, 130\*, 131\*, 133, 201\*, 209+, 212, 214\*, 225  
Education – 132+, 132H+  
English – 106, 106H, 130, 130H, 131+, 131H+, 132+, 132H+, 145+, 145H+, 160+, 200+, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 225H, 230, 230H, 231, 231H, 235, 240, 240H, 250, 250H, 260, 260H, 280, 280H, 285, 285H, 286, 286H  
French – 101, 102, 201, 202  
History – 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 115, 125, 126, 127, 136+, 140, 141, 142, 151+, 154+, 161, 161H, 162, 162H  
Humanities – 101, 101H, 102, 102H, 137+, 138  
Italian – 101, 101H, 102, 102H, 201, 201H, 202, 202H  
Multimedia – 126+\*, 140+\*,  
Music – 100, 100H, 101, 106, 107, 107H, 108, 108H, 109, 111\*, 112\*, 113+, 114\*, 125\*, 127\*, 206, 207, 209+\*, 212,\* 214\*  
Photography – 130, 224  
Philosophy – 101, 101H, 104, 105, 105H, 109, 110, 111, 111H, 112, 112H  
Portuguese – 101, 101H, 102, 102H, 201, 201H, 202, 202H  
Spanish – 101, 101A, 101B, 101H, 102, 102H, 103, 104, 201, 201H, 202, 202H, 210, 211, 230, 230H, 231, 231H, 240, 251, 252  
Theater Arts – 101, 101H, 102+, 105+, 108+, 109, 110, 111, 112, 113+, 117\*, 118, 120\*, 122\*, 123\*, 124\*, 127+, 132\*, 135, 136+\*, 137+\*, 150+, 155, 160+, 200, 201, 205, 209+\*

+ Indicates cross-listed classes.

\* Indicates lab classes.

NOTE: 149 and 299 courses may be counted to meet the program of study unit requirement.

# Leadership

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Alex Cuatok (951) 639-5267  
[acuatok@msjc.edu](mailto:acuatok@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Alex Cuatok (951) 639-5267  
[acuatok@msjc.edu](mailto:acuatok@msjc.edu)

Degree(s)  
None

Certificate(s)  
None

Employment Concentration Certificate(s)  
Leadership <sup>99999</sup> ECC.LEAD

## PROGRAM DESCRIPTION

The Leadership courses provide students opportunities interested in elected and appointed campus or community positions. It also attracts students interested in career oriented positions specifically in management and political positions. The courses emphasize leadership theories, governing structures, policies, and operations within an organization. Personnel interactions are also introduced (through application and role-playing scenarios) to understand leadership roles and responsibilities, leadership decisions affecting an organization, and managing/ resolving conflicts. Students will obtain practical leadership experience through participation in campus committees and community activities. Leadership training will also be provided through outside organizations and conferences. Leadership courses are designed to provide opportunities for social and cultural interactions among students, to develop leadership and responsibilities.

## CAREER OPPORTUNITIES

### Employment Concentration

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

With the Leadership Employment Concentration Certificate, a student will get the opportunity to find out his/ her leadership strength and will learn to use them in career challenges like fostering staff involvement and increasing work performance. With the certificate, the student will gain competency level and the broad knowledge and skills that are required to become a professional in any field. After finishing the certificate, students can seek careers in management and supervisory positions.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/ Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Learn to lead and develop a strong foundation for chosen endeavors.
- Develop and display personal communication and leadership skills.
- Support and engage in student life and campus for community leadership.
- Analyze, plan and organize complex problems and complex settings cooperatively to promote teamwork and community involvement.

## EMPLOYMENT CONCENTRATIONS

The Leadership Employment Concentration Certificate is a 12 unit certificate for MSJC students interested in further developing their leadership, people management, and communication skills. Completion of this ECC helps students to obtain practical tools for effective decision making, discover strengths, enhance student capacity to lead ethically and effectively, and obtain practical knowledge of professionalism. The Leadership ECC recipients are recognized at the end of the year Student Recognition Celebration (with many other leaders and student organization).

### Leadership (12 units)

#### Required Courses (9 units)

LEAD-101	Leadership Development	3 units
LEAD-102	Personal Leadership Development	3 units
COMM-100	Public Speaking	3 units
or		
COMM-100H	Honors Public Speaking	3 units

#### Elective Courses (3 units)

LEAD-105/CDE-105		
	Service Learning Leadership	1.5 units
LEAD-299	Special Projects: Leadership	1-3 units
ENGL-101	Freshman Composition	4 units
or		
ENGL-101H	Honors Freshman Composition	4 units

# Learning Skills Program

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Marlene Cvetko, Ed.D. (951) 487-3491

[mcvetko@msjc.edu](mailto:mcvetko@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

James Decker, Ed.D. (951) 639-5491

[jdecker@msjc.edu](mailto:jdecker@msjc.edu)

## PROGRAM DESCRIPTION

The Learning Skills Program offers specialized instruction and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability and Services Eligibility Model (LDSEM). Specific learning disabilities are often due to constitutional, genetic, and or neurological factors and are not primarily due to visual or auditory sensory deficits, mobility limitations, severe emotional disturbances, economic disadvantage, cultural or language differences.

The Learning Skills courses are taught by faculty experts in Learning Disabilities. Courses are designed to provide learning disabled students with compensatory strategies necessary for achieving personal, academic, and career success. A Learning Disabilities workshop is designed to assess strengths and weaknesses and determine educational limitations and compensatory strategies. Specialized classes in reading, oral and written expression, study skills and mathematics support teach compensatory strategies designed to help students maximize their success in college. Services include test facilitation and proctoring, assistive computer technologies, specialized tutoring, an educational advisement.

Learning Skills courses do not lead to a major however up to six units of courses numbered 70 or above may be counted towards graduation.

## LEARNING OUTCOMES

- Analyze and critically evaluate functional limitations, select appropriate compensatory learning strategies, and evaluate use adaptive technologies appropriate for their individual remediation needs.
- Communicate effectively with instructors, staff and fellow students using appropriate methods of technology and select appropriate learning and compensatory strategies.

- Demonstrate personal responsibility, identify personal needs and goals, and select appropriate resources necessary to meet them.
- Practice active learning and demonstrate measurable progress of course level learning outcomes defined in their educational study plan.

## TO APPLY TO THE PROGRAM

Students may be referred to the program by DSP&S, instructors, counselors, community agencies, high schools, parents, or by self-referral. Whatever the referral source, the decision to become involved with the program rests with the student and is entirely voluntary.

### Available Courses

LNSK-051	Learning Disabilities Workshop	.5 unit
LNSK-053	Study Skills	3 units
LNSK-054	Language Arts Lab	1 unit
LNSK-055	Language Arts	2 units
LNSK-056	Vocabulary Development for LD	2 units
LNSK-057	Pre-Algebra Support for LD	2 units
LNSK-077	Algebra Support for LD	2 units
LNSK-079A	Adaptive Computer Technology	2 units
LNSK-079B	Advanced Adaptive Computer Technology	2 units

# Legal Assistant

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Dean of Instruction, Career Education & Categorical Programs (951) 639-5351

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Legal Assistant<sup>8686 AS.LEG</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Legal Assistant<sup>22141 CT.LEG</sup>

Employment Concentration Certificate(s)

Legal Office Support<sup>99999 ECC.LEG.LOS</sup>



## PROGRAM DESCRIPTION

The non-transfer Certificate/Associate in Science (AS) degree program in Legal Assistant studies is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal services. This program provides the student with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies or corporations. A legal assistant works under the direction of an attorney in performing legal services to meet the client's needs. The Associate in Science degree provides students with the educational foundation helpful for transfer to a baccalaureate pre-law program or related field of study.

Although most employers do not require certification, earning a voluntary certification from a professional society may offer advantages in the labor market. The National Association of Legal Assistants (NALA), for example, has established standards for certification requiring a combination of education and experience. Paralegals who meet those standards are eligible to take a two-day examination given by NALA. Those who pass the exam will earn a Paralegal Certification.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Paralegal, Legal Assistant

### Certificate

Paralegal, Legal Assistant

### Employment Concentration

Legal Secretary

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Conduct legal and non-legal research using correct legal methods.
- Explain the theoretical foundation of the legal environment to understand the legal system.

- Analyze information and legal considerations to assist the attorney in decision-making and advise to clients.
- Draft commercial documents, agency filings, court pleadings and agreements using correct formatting and editing skills.

## DEGREE

In addition to the 27 units of the certificate program, students must complete all of the MSJC General Education Option A requirements for the Associate in Science (AS) Legal Assistant degree.

## CERTIFICATE

### Certificate in Legal Assistant (27 units)

#### Core Courses (18 units)

LEG-100	Foundations of the Legal System	3 units
LEG-104	Law Office Management	3 units
LEG-105	California Civil Procedure	3 units
LEG-107	Research and Writing for Legal Assistant	3 units
LEG-112	Administrative Law	3 units
LEG-160	Business Organizations	3 units

#### Elective Courses (9 units)

AJ-101	Criminal Law	3 units
LEG-103	Elder Law	3 units
LEG-120	Immigration Law I	3 units
LEG-122	Immigration Law II	3 units
LEG-134	Family Law	3 units
LEG-140	Bankruptcy Law	3 units
LEG-149	Occupational Internship: Legal Assistant	3 units
LEG-150	Probate Law and Procedures	3 units

## EMPLOYMENT CONCENTRATION

### Legal Office Support (12 units)

#### Required Courses (9 units)

CAPP-127	Using Microsoft Word	3 units
LEG-100	Foundations of the Legal System	3 units
LEG-104	Law Office Management	3 units

#### Elective Courses (3 units)

BADM-201	Legal Environment of Business	3 units
LEG-103	Elder Law	3 units
LEG-105	California Civil Procedure	3 units
LEG-134	Family Law	3 units



# Liberal Arts

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Counseling (951) 639-5255

Degree(s)

### Transfer:

A.A. in Liberal Arts <sup>17904-17907</sup>

*(with Transfer Emphasis using General Education Requirements  
Option B or C)*

With Area of Emphasis:

Arts, Humanities & Communications <sup>17904 AA.LA.ARTHUM.OPTB or</sup>

<sup>17904 AA.LA.ARTHUM.OPTC</sup>

Social & Behavioral Sciences <sup>17907 AA.LA.SOCB.OPTB or 17907 AA.LA.SOCB.OPTC</sup>

Mathematics & Science <sup>17906 AA.LA.MASC.OPTB or 17906 AA.LA.MASC.OPTC</sup>

Business & Technology <sup>17905 AA.LA.BUSTECH.OPTB or 17905 AA.LA.BUSTECH.OPTC</sup>

### Non-Transfer:

None

Certificate(s) of Achievement

None

Employment Concentrations:

None

## PROGRAM DESCRIPTION

The transfer Associate degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable course work that relate to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Assess many different situations, involving diverse people and viewpoints, and compose appropriate responses in writing and speaking.
- Analyze the substance of others’ comments through active listening.
- Evaluate and analyze texts through active reading, writing, and discussion.
- Locate and evaluate information by selecting and using appropriate research methods and tools.
- Propose solutions to problems by thinking logically and critically; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
- Identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
- Compose an understandable, organized and supported written or spoken explanation of ideas, feelings, and conclusions.

## DEGREES

- Choose either **Option B:** CSU General Education Breadth or **Option C:** IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.
- Complete 18 units in one “**Area of Emphasis**” from those outlined below. More than one area of emphasis may be awarded. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply towards General Education areas on the General Education pattern).
- All classes listed below transfer to the CSU system and courses in **BOLD** also transfer to the UC system. Please refer to [www.assist.org](http://www.assist.org) for articulation agreements and transfer details for each course.

### I. ASSOCIATE DEGREE IN LIBERAL ARTS:

#### A. General Education CSU-GE Breadth or IGETC:

34-39 Units

Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only.

# Instructional Programs

## B. Areas of Emphasis: 18 Units

• A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline are required. More than one area of emphasis may be awarded.

• Courses selected may also be used to fulfill GE areas, refer to each transfer institution's double counting policy.

## C. Electives: 3-9

Elective units may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU and/or UC for appropriate credit.

**Total Units 60**

Note on courses listed below:

\* refers to lecture/lab combined courses.

### 1. ARTS, HUMANITIES & COMMUNICATIONS:

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

American Sign Language

**100, 101, 103, 104, 105, 110**

Anthropology

**145, 145H**

Art/Art History

**100, 101, 101H, 102, 102H, 103, 103H, 104, 104H, 108, 109, 115, 116, 120, 121, 122, 123, 125, 130A, 130B, 160, 170**

Audio Technology

140, 141

Child Development Education/Education

109, **131, 131H, 132, 132H**

Chinese

**101, 102, 201, 202**

Communications

**100, 100H, 103, 104, 104H, 105, 106, 108, 108H, 110, 113, 116, 201**

Dance

**100, 121, 122, 123, 125, 126, 127, 128, 129, 133, 140, 212**

English

**103, 103H, 106, 106H, 130, 130H, 131, 131H, 132, 132H, 145, 145H, 200, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 225H, 230, 230H, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 280, 280H, 285, 285H, 286, 286H**

French

**101, 102, 201, 202**

History

**101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 126, 127, 136+, 140, 151, 154, 155, 160**

Humanities

**101, 101H, 102, 102H, 137, 138**

Italian

**101, 101H, 102, 102H, 201, 201H, 202, 202H**

Music

**100, 100H, 101, 103, 104, 106, 107, 107H, 108, 108H, 109, 113, 114, 118, 140, 141, 253**

Philosophy

**101, 101H, 103, 103H, 104, 105, 105H, 109, 110, 111, 111H, 112, 112H**

Portuguese

**101, 101H, 102, 102H, 201, 201H, 202, 202H**

Spanish

**101, 101B, 101H, 102, 102H, 103, 104, 201, 201H, 202, 202H, 210, 211, 230, 230H, 231, 231H, 240, 251, 252**

Theater Arts

**101, 101H, 109, 110, 111, 112, 113, 117, 132, 135, 136, 137, 150, 155, 210**

### 2. SOCIAL & BEHAVIORAL SCIENCES:

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Administration of Justice

**101, 102, 111, 118**

American Sign Language

**110**

Anthropology

**102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121, 125**

Child Development Education

103, **110, 110H, 119, 125, 125H, 147, 148**

Economics

**201, 201H, 202, 202H**

Education

**135**

Geography (excluding physical geography)

**102, 107, 108, 111**

History

**101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 119, 119H, 120, 120H, 121, 124, 125, 126, 127, 136, 140, 141, 142, 150, 150H, 155, 160, 161, 161H, 162, 162H**

Political Science

**101, 101H, 102, 102H, 103, 103H, 104, 104H, 105, 105H, 106, 120, 120H**

Psychology

**101, 101H, 102, 103, 103H, 104, 104H, 105, 105H, 106, 107, 107H, 108, 112, 125**

Sociology

**101, 101H, 102, 103, 105, 105H, 106, 108, 110, 112, 115, 125, 130**

Theater Arts

**136**

### 3. MATHEMATICS & SCIENCE:

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations. (Students following the CSU GE or IGETC must complete two science courses with at least 1 lab AND at least 1 transferable math to get certified. If a student is transferring in a science or math major more math and/or science courses must be completed.)

Anatomy/Physiology

**100+, 101\*, 102\***

Anthropology

**101, 101H, 111**

Astronomy

**101\*, 111**

Biology

**100, 115\*, 115H\*, 116\*, 117, 125\*, 125H, 130\*, 131, 132, 133, 134, 135, 135H, 140\*, 143, 144\*, 146, 150\*, 150H\*, 151\*, 151H\*, 201**

Chemistry

**100\*, 101\*, 102\*, 107, 112\*, 113\***

Earth Science/Geography (excluding cultural studies)

ES 101; GEOG **101, 104, 105, 106**

Environmental Science

**100, 100H, 101, 101H, 102, 102H, 110**

Geology

**100\*, 103, 105\*, 107, 110\*, 111, 112**

Mathematics (beyond the Intermediate Algebra level)

**105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218; BIOL 201**

Nursing

100+

Physics

**PHY 100, 101\*, 102\*, 201\*, 202\*, 202H\*, 203\***

### 4. BUSINESS & TECHNOLOGY:

These courses emphasize the integration of theory and practice within the fields of business and technology. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business and technology within the global economy. Students will critically apply ethical standards to business practices and decisions. (Students following this emphasis should identify the transfer core degree requirements for the major and university and select the required courses below).

Accounting

**124, 124H, 125, 125H**

Business Administration

**103, 103H, 201**

Computer Science

**101, 111B, 112A 113A, 113B, 113C, 114A, 116E, 122A, 123A, 123B, 124A, 126E, 201, 211**

Economics

**201, 201H, 202, 202H**

Engineering

**154, 155, 164, 165**

Geography

**115**

Mathematics/Statistics

**135, 140, 140H**

Viticulture, Enology and Winery Technology

**100**



# Management / Supervision

## San Jacinto Campus

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1-800-624-5561

Larry Barraza (951) 487-3525

[lbarraza@msjc.edu](mailto:lbarraza@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Caren Hennessy (951) 639-5526

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Gloria Sanchez (951) 639-5520

[gsanchez@msjc.edu](mailto:gsanchez@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Business & Technology Emphasis

### Non-Transfer:

A.S. in Management/Supervision <sup>4390 AS.MGT</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Management/Supervision <sup>22123 CT.MGT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Management/Supervision Department offers a non-transfer Associate degree and a non-transfer Certificate in Management/Supervision designed to prepare the student to direct the work of others. The program offers students the opportunity to acquire practical skills, technical knowledge and experience, and improve conceptual abilities and theory in the areas of analyses, evaluation, selection, communication, production, and follow-up. Both the Associate degree and the Certificate share the same lists of required, recommended elective, and elective discipline specific coursework with the difference being the required general education pattern for the degree.

The Management/Supervision Department is committed to providing a broad and flexible professional education. The studies introduce the student to dynamic processes of goals and objectives setting, planning, and achieving results for the organization. Also emphasized are the recognition of, and the leadership for, changing

environments and relationships. Although emphasis is on business and economics of the organization, the learning is relevant to individual daily life.

Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.

For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Management Analyst, Fiscal/Financial Manager, Risk and Insurance Manager, Transportation, Storage and Distribution Manager, Advertising and Promotions Manager, Industrial Productions Manager, Leasing and Property Management, Personnel Management, Construction Manager, Nonprofit Management Marketing Manager, Computer and Information Systems Managers, Administrative Service Manager, Purchasing Managers, Retail Management and Supervision, Marketing Management, Small Business Management, Compensation and benefits Manager, Training and Development Manager and Other Management Occupations

### Certificate

Leasing and Property Management, Retail Management and Supervision, Small Business Management, Sales Manager, Advertising and Promotions Manager, Marketing Manager, Public Relations Manager, Administrative Services Manager, Compensation and Benefits Manager, Training and Development Manager, Industrial Production Manager, Purchasing Manager, Transportation, Storage and Distribution Manager, Construction Manager, Other Management Occupations

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Encourage students to expand their knowledge and depth of understanding of Business and Management.
- Use technology to achieve proficiency in Business.
- Utilize business information systems for the purpose of research, organizing and developing legitimate business models.

## DEGREE

An Associate in Science (AS) degree with a major in Management/Supervision is available to students completing the certificate requirements in Management/Supervision, and completing all other MSJC General Education Option A requirements.

## CERTIFICATE

Competency in English and Math is required prior to completing a certificate. This may be accomplished with testing or by completing ENGL-098 (English Fundamentals) and MATH-090 (Elementary Algebra).

### Certificate in Management/Supervision (24 units)

#### Required Courses (15 units)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units
MGT-108/ENGR-108	Organizational Behavior	3 units

#### Recommended Elective Courses

##### (3 units from this list)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units

#### Other Elective Courses (6 units from this list)

ACCT-125	Managerial Accounting- Principles of Accounting II	3 units
or		
ACCT-125H	Honors Managerial Accounting- Principles of Accounting II	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-157	Principles of Salesmanship	3 units
BADM-170	Introduction to International Business	3 units
ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
MGT-132	Labor Management Relations	3 units
MGT-133	Productivity Management	3 units
MGT-138	Personnel Management	3 units
MGT-205	Principles of Marketing Management	3 units
MGT-299	Special Projects: Management	1-3 units

## Mathematics

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Keith Johnson (951) 487-3752

[jjohnson@msjc.edu](mailto:jjohnson@msjc.edu)

Jorge Valdez-Alvarez (951) 487-3758

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### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Michael Beckham (951) 639-5755

[mbeckman@msjc.edu](mailto:mbeckman@msjc.edu)

### Temecula Education Complex

Bahram Sherkat (951) 506-6617

[bsherkat@msjc.edu](mailto:bsherkat@msjc.edu)

Degree(s)

#### Transfer:

AS-T in Mathematics for Transfer <sup>30679 AS.MATH.OPTBAST or AS.MATH.OPTCAST</sup>

(using General Education Requirements Option B or C)

See Also:

A.A. in Liberal Arts - Mathematics & Science Emphasis

#### Non-Transfer:

None

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Associate in Science in Mathematics for Transfer consists of a clear sequence of courses which prepares students for transfer into the major. The study of mathematics concerns the nature and manipulation of known and unknown quantities. The MSJC mathematics transfer degree is designed to provide students with an appreciation of the nature, scope and power of mathematics, as well as an understanding of how mathematics is applied to business, engineering, science and daily life.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop the ability to express ideas and reason logically regarding abstract situations.
- Synthesize ideas and apply mathematical reasoning and logic to the real world.
- Set up and solve problems using arithmetic, algebraic, and geometric models.
- Write mathematical information symbolically, visually, and numerically.
- Develop problem-solving and modeling skills.

## DEGREE

### AS-T in Mathematics for Transfer (18 units)

An Associate in Science degree in Mathematics for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Mathematics major. The major required for an AS-T in Mathematics for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

### Required Core Courses/Sequence (12-15 units)

MATH-211	Analytic Geometry and Calculus I	5 units
MATH-212	Analytic Geometry and Calculus II	5 units
or		
MATH-212H	Honors Analytic Geometry and Calculus II	5 units
MATH-213	Analytic Geometry and Calculus III	5 units
or		
MATH-213H	Honors Analytic Geometry and Calculus III	5 units

### List A (1 course)

MATH-215	Differential Equations	4 units
MATH-218	Linear Algebra	4 units

### List B (1 course)

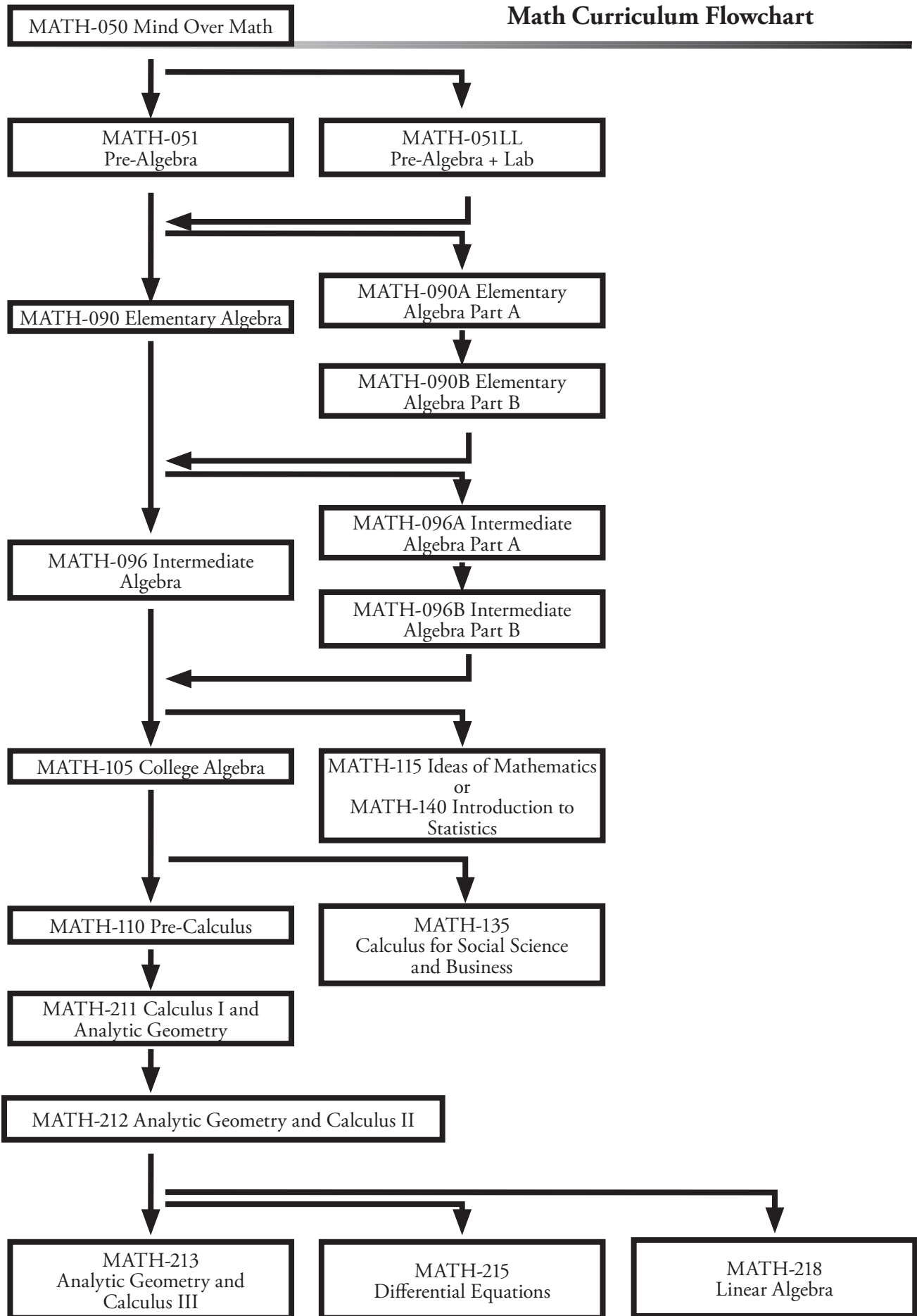
CSIS-113A	C++Programming - Level 1	3 units
CSIS-113B	Java Programming - Level 1	3 units
CSIS-123A	C++ Programming - Level 2	3 units
MATH-140	Introduction to Statistics	4 units
or		
MATH-140H	Honors Introduction to Statistics	4 units
PHY-201	Mechanics and Wave Motion	4 units
PHY-202	Electricity and Magnetism	4 units
or		
PHY-202H	Honors Electricity and Magnetism	4 units
Units for Major		19-23
CSU General Education or IGETC Pattern		37-39
Possible double counting		0-9
Transferable Electives (as needed to reach 60 CSU transferable units)		
<b>Total Units for AS-T Degree</b>		<b>60 units</b>

Note: When selecting 4-5 unit courses for the Associate in Science in Mathematics for Transfer, keep in mind that you may not require more than 60 units for the entire degree.

This Associate in Science in Mathematics for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.



# Math Curriculum Flowchart





# Medical Assistant

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Nursing and Allied Health Unit (951) 639-5577

[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Medical Assistant <sup>4416 AS.NURS.MEDA</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Medical Assistant <sup>22137 CT.NURS.MEDA</sup>

Employment Concentration Certificate(s)

None

See:

Certified Nursing Assistant/Home Health Aide (CNA/HHA) <sup>9999</sup>

ECC.NURS.CNA.HHA

Emergency Medical Technician (EMT) <sup>9999</sup> ECC.EMT

Emergency Medical Technician (EMT) Advanced <sup>9999</sup> ECC.EMT.ADV

## PROGRAM DESCRIPTION

The Medical Assistant Program is a non-transfer certificate and degree program designed to prepare students to serve as professionals in the expanding career of Medical Assisting.

Students completing the Certificate in Medical Assistant studies consisting of (24 units) will also meet the requirements to test for the State of California Certification of Medical Assistants. The Associate in Science (A.S.) Degree may be earned by completing the Certificate requirements as well as all MSJC General Education Option A requirements. Students will attain the necessary competencies to function as a Medical Assistant working both the administrative and clinical components. An internship in a medical office/clinical combining the skill set of administrative and clinical experience helps to prepare the student with the experience necessary to enter the workforce.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Non-Transfer Degree

Medical Assistant in the following settings: Medical Offices, Hospitals, Outpatient Healthcare Facilities, Medical Laboratories

## Certificate

Medical Assistant in the following settings: Medical Offices, Hospitals, Outpatient Healthcare Facilities, Medical Laboratories

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Perform administrative and clinical tasks required of a medical office to professional standards of Medical Assisting.
- Demonstrate knowledge of California law and regulations for medical assistant.
- Demonstrate knowledge of medical law, ethics and confidentiality in the performance of medical assistant duties.

## DEGREE

The Certificate/Associate in Science (AS) degree program in Medical Assistant studies (24 units) prepares students for a career in the health care profession as a Medical Assistant. An Associate degree in Medical Assistant studies may be earned by completing the Certificate requirements as well as all MSJC General Education Option A requirements. This program provides students with the theoretical knowledge and practical skills necessary to enter the job market as a Medical Assistant in health care settings such as: physicians' offices, hospitals, outpatient health care facilities and medical laboratories. This program assists students in attaining the necessary competencies to function as a Medical Assistant capable of handling both the administrative and clinical components of Medical Assistant. An internship in a physician's office combining administrative and clinical experience helps prepare the student with the clinical experience necessary to enter the workforce.

**A.S. in Medical Assistant**

Recommended coursework (60 units) for students wanting to earn their Associate Degree in Medical Assistant studies as well as the Medical Assistant Certificate (see a counselor to make your education plan):

**Required Courses (24 units)**

**(Suggested 1st Semester)**

AH-072	Medical Assistant: Administrative Procedures	3 units
AH-095	Medical Terminology	3 units
COMM-103	Interpersonal Communication (D2)	3 units
NURS-100/ANAT-100	Introduction to Anatomy and Physiology	3 units
OTEC-144	Keyboarding and Document Formatting	3 units

**(Suggested 2nd Semester)**

AH-073	Medical Assistant: Clinical Procedures	4 units
AH-078	Medical Assistant Computerized Office Procedures	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit
NUTR-101	Nutrition and Foods (A)	3 units
or		
NUTR-101H	Honors Nutrition and Foods (A)	3 units
PSYC-103	Human Development (B2)	3 units
or		
PSYC-103H	Honors Human Development (B2)	3 units

**(Suggested 3rd Semester)**

AH-122	Medical Ethics	3 units
AH-149	Occupational Internship: Medical Assisting Clinical	1-4 units
PE-115	First Aid and CPR (E)	3 units
PS-101	Introduction to American Government and Politics (B1)	3 units
or		
PS-101H	Honors Introduction to American Government and Politics (B1)	3 units

**(Suggested 4th Semester)**

The following course are suggested as co-courses for the Medical Assistant Program. Any course may be chosen from the MSJC A.A./A.S. General Education pattern.

(C)	HUMANITIES	3 units
(D1)	LANGUAGE & RATIONALITY	3 units
(F)	MULTI-CULTURAL GENDER STUDIES	3 units
(G)	MATH COMPETENCY	
6 units of your choice to complete requirements (Check with your counselor to be sure you have met all requirements)		

Students successfully completing the above coursework will earn a Medical Assistant Certificate from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.

**CERTIFICATE**

**Medical Assistant Certificate (24 units)**

**Required Courses (24 units)**

**(Suggested 1st Semester)**

AH-072	Medical Assistant: Administrative Procedures	3 units
AH-095	Medical Terminology	3 units
NURS-100/ANAT-100	Introduction to Anatomy and Physiology	3 units
OTEC-144	Keyboarding and Document Formatting	3 units

**(Suggested 2nd Semester)**

AH-073	Medical Assistant: Clinical Procedures	4 units
AH-078	Medical Assistant: Computerized Office Procedures	3 units

AH-149	Occupational Internship: Medical Assisting Clinical	1-4 units
NURS-182	Dosage Calculations for Allied Health	1 unit

Students successfully completing the above coursework will earn a Medical Assistant Certificate from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.

**Multimedia**

**San Jacinto Campus**

(951) 487-MSJC (6752)  
1-800-624-5561

**Menifee Valley Campus**

(951) 672-MSJC (6752)  
1-800-452-3335

Don Smith (951) 639-5545

*dsmith@msjc.edu*

Multimedia Office (951) 639-5549

Degree(s)

**Transfer:**

None

**Non-Transfer:**

A.S. in Multimedia<sup>12022 AS.MUL</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Multimedia<sup>22127 CT.MUL</sup>

Employment Concentration Certificate(s)

Animation Production<sup>99999 ECC.MUL.AP</sup>

Video Production<sup>99999 ECC.MUL.VP</sup>

Web Design<sup>99999 ECC.MUL.WD</sup>

**PROGRAM DESCRIPTION**

The non-transfer Certificate/Associate degree (AS) in Multimedia is designed to prepare students for entry into careers associated with web design, animation and video production. This program specifically provides students with a strong foundation in information and graphic design applications and concepts, professional production skills, verbal and visual creativity, and individual and team accountability and interaction. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Copywriter, Copy Editor, Editor, Illustrator, Production Artist, Art Director, Creative Director, Lead Designer, Graphic Designer and Artist, Animator, Interface Designer, Website Designer, Multimedia Developer, Technical Director Computer Programmer, Games Programmer, Webmaster, Education Program Specialist, Public Relations Workers, Trainers, Directors, Producers, Camera Operators, cinematographers, Film Editors, Sound Designers, Sound Engineers and Producers, Screen Writers, Special Effects Specialists, Videographers, Property Makers

### Certificate

Copywriter, Copy Editor, Editor, Illustrator, Production Artist, Art Director, Creative Director, Lead Designer, Graphic Designer and Artist, Animator, Interface Designer, Website Designer, Multimedia Developer, Technical Director Computer Programmer, Games Programmer, Webmaster, Education Program Specialist, Public Relations Workers, Trainers, Directors, Producers, Camera Operators, cinematographers, Film Editors, Sound Designers, Sound Engineers and Producers, Screen Writers, Special Effects Specialists, Videographers, Property Makers

### Employment Concentrations

#### Animation Production

Multimedia Artist, Cel Animator Assistant, In-betweener, Clean-Up Artist or Stop-Motion Animator or entry-level 3D production jobs such as Assistant in the Modeling, Shading or Lighting areas

#### Video Production

Assistant to Camera Operator, Editor's Assistant, Production Assistant

#### Web Design

Web Developer, Computer Programmer, Network Systems and Data Communications Analyst, Web Design and Development

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate professional level production skills effectively.
- Apply information and graphic design concepts.
- Communicate verbally and visually, demonstrating creativity and innovation.
- Demonstrate professional accountability, task completion and appropriate team interaction.

## DEGREE

The major requirement for an Associate in Science degree (AS) in Multimedia may be met by completing 24 units of those required for the Multimedia certificate. Students planning to transfer should major in General Education and consult with instructors and counselors; since some Multimedia courses may satisfy MSJC General Education Option A requirements.

## CERTIFICATE

### Certificate in Multimedia (24 units)

#### Required Courses (12 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
MUL-112	Interactive Media Design I	3 units
MUL-114	Multimedia Project Management	3 units

#### Elective Courses (12 units)

ART-108	Beginning Drawing	3 units
ART-130A	Digital Art - Imaging	2 units
AUD-145/MUS-145	Midi & Computer Recording	3 units
CSIS-115A	Web Development – Level 1	3 units
CSIS-125A	Web Development - Level 2	3 units
MUL-123/AUD-152	Video Production I	3 units
MUL-125	Interactive Motion Media	3 units
MUL-131	3D Animation	3 units
MUL-139	Advanced Animation	3 units
MUL-140/ART-130B	Digital Art - Illustration	2 units
MUL-149	Occupational Internship: Multimedia	1-3 units
MUL-218	Dynamic Web Design	3 units
MUL-299	Special Projects: Multimedia	1-3 units
THA-135	Introduction to Film	3 units

## EMPLOYMENT CONCENTRATIONS

### Animation Production (15 units)

This Employment Concentration Certificate provides the preparation necessary for an entry-level 2D production job, such as Cel Animator Assistant, In-betweener, Clean-Up Artist or Stop-Motion Animator or entry-level 3D production job, such as Assistant in Modeling, Shading or Lighting areas.

MUL-125	Interactive Motion Media	3 units
MUL-131	3D Animation	3 units
MUL-133	Production Management-Entertainment	3 units
MUL-134	2D Animation	3 units
THA-135	Introduction to Film	3 units

**Video Production (15 units)**

This Employment Concentration Certificate provides the preparation necessary for an entry-level video production job, such as Assistant to the Camera Operator, Editor Assistant and Production Assistant. These positions perform work for TV broadcasts, advertising, video production, or motion pictures. They work with Producers or Directors responsible for creative decisions, such as interpretation of script, choice of guests, set design, sound, special effects, and choreography.

MUL-110	Introduction to Multimedia	3 units
MUL-123/AUD-152	Video Production I	3 units
MUL-133	Production Management - Entertainment	3 units
MUL-223/AUD-153	Video Production II	3 units
THA-135	Introduction to Film	3 units

**Web Design(15 units)**

CSIS-125A	Web Production - Level 2	3 units
MUL-110	Introduction to Multimedia	3 units
MUL-112	Interactive Media Design I	3 units
MUL-125	Interactive Motion Media	3 units
MUL-218	Dynamic Web Design	3 units

**Music**

**San Jacinto Campus**

(951) 487-MSJC (6752)

1-800-624-5561

Jeremy Brown, D.M.A. (951) 639-5665

[jebrown@msjc.edu](mailto:jebrown@msjc.edu)

**Menifee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

Jeremy Brown, D.M.A. (951) 639-5665

[jebrown@msjc.edu](mailto:jebrown@msjc.edu)

Degree(s)

**Transfer:**

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications

Emphasis

**Non-Transfer:**

A.A. in Music <sup>4404 AA.MUS</sup>

*(with General Education Requirements Option A)*

See Also:

A.A. in Audio Technology

A.A. in Advanced Audio Technology

A.A. in Musical Theater

Certificate(s)

None

See:

Certificate in Audio Technology

Certificate in Advanced Audio Technology

Certificate in Musical Theater

Employment Concentration Certificate(s)

None

**PROGRAM DESCRIPTION**

The non-transfer associate degree programs in music are designed with two ends in mind. The transfer courses are designed to provide students with preparation in the areas of music theory, musicianship, history and appreciation, and piano, guitar, voice and instrumental performance. The associate degree program gives students the basic skills and abilities in music to prepare students for involvement in musical activities and careers, and that can be used for integration into other majors, such as multi-media, early childhood, and audio-technology.

The areas of study presented include each of the required areas of study prescribed by transfer institutions. Specifics required to transfer differ among the many local four-year institutions, so students in the music department are encouraged to work with the institution to which they wish to transfer to ensure they complete all of the required courses. These requirements frequently exceed the requirements established for the associate degree in music. These requirements may include completion of the entire series of music theory and musicianship courses, membership in a performing ensemble every semester of enrollment, and private instruction on their instrument of choice.

For the associate degree in music, the student will complete a minimum of 18 units of instruction in music theory, musicianship, music history, and individual and group performance.

**CAREER OPPORTUNITIES**

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

**Non-Transfer Degree**

Musician (further education recommended), Arranger (further education recommended), Composer (further education recommended)

Music Teacher (Instrumental, Choral, Elementary through College, or Private) - Further Education is REQUIRED.

**TRANSFER PREPARATION**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/

## Instructional Programs

Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Build performance skills in instrumental music, voice, piano, and/or guitar.
- Discover how musical works are composed through the study of foundational elements: melody, harmony, rhythm, form, instrumentation, and texture.
- Develop an awareness of the aesthetic values in music and the roles music plays in the aesthetics of various time periods, styles, and world regions.
- Explore how music has evolved throughout history, and in specific styles and world regions.
- Explore various career paths in music and the expectations of each field.
- Enrich the community through interaction in the Arts.

### RELATED-CONTENT GROUPS

(4 attempts within a related-content group/each course 1 time for credit)

**Group Lessons (MUS-114, 115, 116, 125, 127, 150)**

**Keyboard Skills (MUS-111, 112)**

**Musicianship (MUS-175, 176)**

### DEGREE

Each student will complete a minimum of 18 units from the following three competency core areas: 10 units from the Music Theory Core (2 theory classes and 2 musicianship classes); 3 units in History/Literature Core (minimum of one course), and 5 units in the Performance Core (at least 2 semesters of ensemble performance and 2 units of classroom performance instruction). Note that at some transfer institutions, Theory and Musicianship are combined into one course.

### A.A. in Music (18 units)

#### Music Theory Core: (minimum 10 units)

##### A – Music Theory (minimum 6 units)

MUS-101	Music Fundamentals	3 units
MUS-103	Music Theory I	3 units
MUS-104	Music Theory II	3 units
MUS-253	Music Theory III	3 units

##### B - Musicianship (minimum 4 units)

MUS-175	Musicianship I	2 units
MUS-176	Musicianship II	2 units

#### Music History & Literature Core: (minimum 3 units)

MUS-100	Introduction and Appreciation of Music	3 units
or		
MUS-100H	Honors Introduction and Appreciation of Music	3 units
MUS-107	Introduction and Appreciation of American Music	3 units
or		
MUS-107H	Honors Introduction and Appreciation of American Music	3 units
MUS-108	History of Jazz and Blues	3 units
or		
MUS-108H	Honors History of Jazz and Blues	3 units
MUS-109	World Music	3 units

#### Performance Core (minimum 5 units)

##### A - Individual Performance (minimum 2 units)

MUS-111/112	Beginning Piano/Intermediate Piano	1-2 units
MUS-114	Jazz Improvisation	2 units
MUS-115	Beginning Voice Class: Breath/Tone	2 units
MUS-116	Beginning Voice Class - Diction and Expression	2 units
MUS-118	Applied Music I: Instrumental	1-4 units
MUS-125/127	Guitar I/Guitar II	1-2 units
MUS-150	Intermediate Voice Class	1 unit

##### B – Ensemble Performance (minimum 2 units)

MUS-205	College Singers	2 units
MUS-206	Chamber Choir	2 units
MUS-210	Jazz Ensemble I	2 units
MUS-211	Jazz Ensemble II	2 units
MUS-212	Instrumental Chamber Music	1-4 units
MUS-214	Guitar Ensemble	1-4 units



# Musical Theater

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

### Dance

Tennille Lambert (951) 487-3630

[tlambert@msjc.edu](mailto:tlambert@msjc.edu)

### Music

Jeremy Brown, D.M.A. (951) 639-5565

[jebrown@msjc.edu](mailto:jebrown@msjc.edu)

### Theater Arts

(951) 487-3791

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

### Dance

Paula Naggi (951) 639-5792

[pnaggi@msjc.edu](mailto:pnaggi@msjc.edu)

### Music

Jeremy Brown, D.M.A. (951) 639-5565

[jebrown@msjc.edu](mailto:jebrown@msjc.edu)

### Theater Arts

Lori Torok (951) 639-5630

[ltorok@msjc.edu](mailto:ltorok@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

A.A. in Musical Theater<sup>8681 AA.MUS.THEA</sup>

*(with General Education Requirements Option A)*

See Also:

A.A. in Dance

A.A. in Music

A.A. in Theater

Certificate(s)

Certificate in Musical Theater<sup>22135 CT.MUS.THEAT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Musical Theatre Program is a non-transfer program offering an A.A. in Musical Theatre and a Certificate in Musical Theatre. The Musical Theatre Program at MSJC gives the serious student an opportunity to commit to an active and challenging program of class work and play production in a small liberal arts college environment in addition to providing students a path to facilitate matriculation to a four-year college. For many individuals currently working within these fields there may be potential for career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Director, Actor, Entertainer

*With further education:*

*Scenic and Lighting Designer, Costume Designer, Stage Manager, Children's Theater Director, Theater Management Specialist, Theatre Arts Instructor, Music Instructor, Dance Instructor, Agent, Playwright*

### Certificate

Director, Actor, Entertainer

*With further education:*

*Scenic and Lighting Designer, Costume Designer, Stage Manager, Children's Theater Director, Theater Management Specialist, Theatre Arts Instructor, Music Instructor, Dance Instructor, Agent, Playwright*

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop an appreciation for theatre through critical analysis of the performing arts.
- Develop an aesthetic awareness through theater.
- Develop essential skills in the craft of theater.
- Develop knowledge regarding the cultural, artistic and expressive contexts of theater.

## Instructional Programs

- Develop skill and gain experience in musical performance.

### DEGREE

In addition to the 21 units of the certificate program in Musical Theater, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate in Arts Degree in Musical Theater.

### CERTIFICATE

#### Certificate in Musical Theater (21 units)

##### Required Courses

(12 units minimum from Areas A and/or B combined)

##### Area A - Required Courses (10 units)

DAN-209/MUS-209/THA-209	Musical Production	1-3 units
MUS-207	Techniques of Musical Theater	3 units
THA-110	Fundamentals of Acting	3 units
THA-155	Musical Theater History	3 units

**Area B - Required Courses (A minimum of one of the following dance technique classes is required. More than one technique class is recommended.)**

DAN-121	Beginning Ballet	2 units
DAN-122	Beginning Modern Dance	2 units
DAN-123	Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126	Intermediate Modern Dance	2 units
DAN-127	Intermediate Jazz Dance	2 units
DAN-128	Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units

##### Elective Courses

(9 units total from at least 2 of the 3 areas)

##### Area A:

MUS-115	Beginning Voice Class – Breath/Tone	2 units
MUS-116	Beginning Voice Class – Diction and Expression	2 units
MUS-118	Applied Music I: Instrumental	1 unit
MUS-150	Intermediate Voice Class	1 unit
MUS-151	Applied Music: Voice I	1 unit
MUS-205	College Singers	1 unit

##### Area B:

THA-105/COMM-105	Voice and Diction	3 units
THA-109	Movement for Actors	3 units
THA-111	Intermediate Acting	3 units
THA-200	Actor's Workshop	3 units

**Area C: (Classes chosen to fulfill this elective area may not be duplicated in the required Area B.)**

DAN-121	Beginning Ballet	2 units
DAN-122	Beginning Modern Dance	2 units
DAN-123	Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126	Intermediate Modern Dance	2 units
DAN-127	Intermediate Jazz Dance	2 units
DAN-128	Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-130	Beginning Ballroom Dance	2 units
DAN-131	Beginning Hip Hop	2 units
DAN-133	History of Popular Dance in the United States	3 units

# Nursing: Registered Nursing

#### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

#### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Nursing and Allied Health Unit (951) 639-5577

[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

Transfer:

None

Non-Transfer:

A.S. in Nursing<sup>4413 AS.NURS.RN or 4413 AS.LVN2RN</sup>

(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Associate in Science degree in Registered Nursing provides courses that are transferable to four year colleges and universities. The program is accredited by the California State Board of Registered Nursing. Graduates are eligible to take the National Council Licensure Examination (NCLEX). The program pass rates are consistently above the state and national averages.

The Associate in Science degree in Nursing is a 78-unit degree program which requires four semesters (40 units in nursing) of study beyond completion of prerequisite courses. In addition, Mt San Jacinto College offers a LVN-RN articulation option for completion of the Associate in Science degree in Nursing or a non-degree 30-unit option.

Nursing is based upon the knowledge of natural and behavioral sciences in addition to ethics and legal mandates. The nursing process is used as a framework for providing independent or dependent interventions to persons from diverse groups while encouraging personal, family, and community participation to attain optimal health throughout the life span.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Degree

Register Nursing in the following settings: Physician's Offices, Outpatient Treatment Facilities, Home Healthcare Agencies, Hospitals, Military and Government Agencies

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Prepare to take and pass the NCLEX State Board Examination utilizing the concept of the current NCLEX Test Plan.
- Prepare for entry level jobs in nursing practice settings utilizing the concept of: therapeutic written, oral, and nonverbal communication skills; critical thinking and the nursing process to direct and manage client care; drug and intravenous therapy for promoting a safe, effective care environment; growth and development and socio-cultural to view the client as a holistic person; and evidence-based practices and principles of education to promote, maintain, and restore optimum health for clients with acute and chronic alterations in health.
- Act as a professional Registered Nurse by utilizing professional nursing ethics and accepted standards of care to comply with the scope of practice as defined by the Board of Registered Nursing in the state of California.

## DEGREE

### A.S. in Nursing (78 units)

Minimum cumulative college level GPA of 2.5 on 4.0 scale with a grade of "C" or better in the following courses:

#### Admission Requirements:

Pre-Nursing Information Workshop Certificate  
High School graduate (or equivalency)

#### Prerequisites: 24 units

ANAT-101	Human Anatomy & Physiology I (A)	5 units
ANAT-102	Human Anatomy & Physiology II (A)	5 units
BIOL-125	Microbiology (A)	5 units
or		
BIOL-125H	Honors Microbiology (A)	5 units
ENGL-101	Freshman Composition (D1)	4 units
or		
ENGL-101H	Honors Freshman Composition (D1)	4 units
MATH-096	Intermediate Algebra (G)	5 units

#### Semester One: 12 units

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5 unit
NURS-194	Pharmacology & Dosage Calculations for Nurses	3.5 units
NURS-212	Foundations of Nursing	4 units
NURS-214	Introduction to Medical-Surgical Nursing I	4 units

#### Semester Two: 12.5 units

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5 unit
NURS-222	Nursing Care of Children & Families	3.5 units
NURS-224	Beginning Medical-Surgical Nursing II	5 units
NURS-226	Nursing of Childbearing & Families	3.5 units

#### Semester Three: 10.5 units

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5 unit
NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-238	Gerontology and Community Nursing	2 units

#### Semester Four: 7 units

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5 units
NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-248	Preceptorship (5 wks)	2.5 units

#### Additional Associate Degree and Requirements:

##### 12 units

Psychology 101 (must be taken prior to 3rd semester) (B2)	3 units
Political Science 101 (B1)	3 units
Communication 100 or 103 (D2)	3 units
Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)	
Many courses will satisfy both requirements: (See the MSJC General Education Breadth Pattern)	3 units

Note: Graduates from the A.S. in Nursing Program meet the requirement of Physical Education and Healthful Living.



## Instructional Programs

### LVN to RN Transition [Degree/Non-Degree Candidate]

Students choosing this option are Licensed Vocational Nurses (LVN's) or Licensed Practical Nurses (LPN's) who would be eligible to enter the third semester of the Associate in Science in Nursing program after completing the recommended LVN to RN Transition courses. Students can opt to meet all of the requirements for the Associate in Science in Nursing degree (degree candidate) or to satisfy the course requirements for only those courses that are required by the California State Board of Registered Nursing as content required for RN licensure (non-degree candidate). Students can apply for advanced placement if he/she has completed courses at another college. Students will be admitted once a year in the fall semester.

### LVN to RN Transition [Degree Candidate]

#### Admission Requirements:

Pre-Nursing Information Workshop Certificate  
High School graduate (or equivalency)

#### Prerequisites:

(For admission into the third semester of the program)

Minimum cumulative college level GPA of 2.5 on 4.0 scale with a grade of "C" or better in the following courses:

ANAT-101	Human Anatomy & Physiology I	5 units
ANAT-102	Human Anatomy & Physiology II	5 units
BIOL-125	Microbiology	5 units
or		
BIOL-125H	Honors Microbiology	5 units
ENGL-101	Freshman Composition	4 units
or		
ENGL-101H	Honors Freshman Composition	4 units
MATH-096	Intermediate Algebra	5 units
NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 units
NURS-232	Role Transition	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units

LVN, licensed in California or proof of LVN program graduate awaiting licensure.

#### 3rd Semester:

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 units
NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-238	Gerontology and Community Nursing	2 units

#### 4th Semester:

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 units
NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-248	Preceptorship	2.5 units

#### Additional Associate Degree and Requirements:

	<b>9 units</b>
Political Science 101 (B1)	3 units
Communication 100 or 103 (D2)	3 units
Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)	
Many courses will satisfy both requirements: (See the MSJC General Education Breadth Pattern)	3 units

Note: Graduates from the A.S. in Nursing Program meet the requirement of Physical Education and Healthful Living.

### LVN to RN [30 Unit Non-Degree Option]

Students choosing this option are Licensed Vocational Nurses (LVN's) or Licensed Practical Nurses (LPN's) who would be eligible to enter the third semester of the program after the LVN to RN Transition course (NURS-232). This student will be required to satisfy 30-semester units in nursing and physical sciences in order to qualify them to apply for RN licensure in California. This option is recognized only in the state of California. Students will be admitted once a year in the fall semester.

#### Admission Requirements:

Pre-Nursing Information Workshop Certificate  
High School graduate (or equivalency)

#### Prerequisites:

Minimum cumulative college level GPA of 2.5 on 4.0 scale with a minimum grade of "C" in the following courses:		
ANAT-102	Human Anatomy & Physiology II	5 units
BIOL-125	Microbiology	5 units
or		
BIOL-125H	Honors Microbiology	5 units
NURS-232	Role Transition	3 units
LVN, licensed in California or proof of awaiting licensure.		

**Note: Special Projects (299's) can be arranged for individuals who have exceeded the 7 year recency requirements for ANAT-101, ANAT-102, and BIOL-125.**

#### Nursing Courses

##### 3rd Semester:

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 units
NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-238	Gerontology and Community Nursing	2 units

##### 4th Semester:

NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 units
NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-248	Preceptorship	2.5 units



# Occupational Internship

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Career Education (951) 639-5567

## COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

The Cooperative Work Experience Education (CWEE) Program is a unique program that has been integrated into academic departments throughout the College. The program allows students to apply knowledge gained in their college courses with practical work experience to develop job readiness skills. This would be in a paid or unpaid work setting that provides elective college credits.

### Enrollment Requirements

- STEP 1: You must be enrolled as a Mt. San Jacinto College student.
- STEP 2: You must be working or have identified a job in a paid or unpaid position directly related to your major or occupational goals.
- STEP 3: You must have completed at least one course in your major.
- STEP 4: You must attend a mandatory Orientation session to receive information about the program and to complete the necessary paperwork.

Mandatory Orientations are held just prior to the beginning of the semester.

## REQUIRED WORK HOURS PER UNIT

PAID	UNPAID	UNITS
<u>75-149</u>	<u>60-119</u>	<u>1</u>
<u>150-224</u>	<u>120-179</u>	<u>2</u>
<u>225-299</u>	<u>180-239</u>	<u>3</u>
<u>300+</u>	<u>240+</u>	<u>4</u>

The maximum total units that can be earned are 16 units.

## LEARNING OUTCOMES

- Apply critical thinking, research, analysis and resolution for work-related and personal objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Write specific, measurable, achievement, relevant and time objectives to new or expanded workplace responsibilities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within the course-related activities.
- Demonstrate effective communication and technological awareness through the use of technologies (Internet, email, and telephone) in ways appropriate to the course.
- Demonstrate accountability for their personal actions at work and as it relates to the course.
- Research resources for education and/or career options.

# Philosophy

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Academic Programs (951) 487-3421

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Thomas W. Donovan, III, Ph.D. (951) 639-5675

[tdonovan@msjc.edu](mailto:tdonovan@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

### PROGRAM DESCRIPTION

Philosophy courses provide lower division preparation for those who plan to major in Philosophy at a university. Comprehensive survey course content along with substantive courses in logic, ethics and comparative religion are designed to acquaint students with the distinctive nature of philosophical ideas and to help increase skills in critical thinking about matters of fundamental philosophical concerns, the nature of correct reasoning, the scope and limits of human knowledge, the generic and pervasive characteristics of reality and the sources of value and obligation. Philosophy courses meet general education requirements and also provide a foundation of lifelong learning.

### CAREER OPPORTUNITIES

No award available for this program.

### TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Identify and assess the central figures, questions and themes of philosophy.
- Analyze and assess arguments and approaches to philosophical problems.
- Articulate and defend complex arguments using written and oral communication.



## Photography

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Keith Hanz (951) 639-5546

[khanz@msjc.edu](mailto:khanz@msjc.edu)

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Photography <sup>4407 AS.PHOT</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Photography <sup>22136 CT.PHOT</sup>

Employment Concentration Certificate(s)

None

### PROGRAM DESCRIPTION

The MSJC Photography program offers non-transfer certificate and Associate degree opportunities that respond to new-media industry standards in the digital paradigm. This immersive path of study includes extensive technical and creative production guidance and skill sets. The career-oriented student will study the ubiquitous nature of photographic visual communication while gaining a comprehensive understanding of digital photography workflow and digital asset management.

The digital fixing of the photographic image with electronic light sensors and computer software rivals milestones in history like the invention of paper, the printing press, or chemistry-based image fixing. Extinct is hand calligraphy in advertising, illuminated manuscripts in printing or the emulsion-based image on tin, for example. Emulsion-based photography has methodically given way to a digital era in image production – an evolution akin to dinosaurs evolving into birds – only faster. For these reasons a versatile and truly state-of-the-art digital studio, light room, and imaging lab has been designed and constructed to facilitate the photography department's industry-responsive digital curriculum. Beginning through advanced students will avail themselves of a 1,325 square foot digital imaging studio with high ceilings and versatile photographic environments - all networked to a digital light room and other adjoining learning facilities.

Students will benefit from hands-on exposure to real-world tools. These tools are fast, high-resolution capture, manipulation and output devices that will allow students to fully explore the photographic realm. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Free Lance Photographer, Studio and Location Photographer

### Certificate

Free Lance Photographer, Studio and Location Photographer

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate professional-level understanding of exposure essentials and photographic principles.
- Employ current photographic workflow and skill sets in the digital paradigm.
- Demonstrate the ability to analyze, evaluate, synthesize, and defend photographic production techniques in the studio and on location.
- Conceptualize and produce creative photographic solutions to client and self-assigned photographic challenges.
- Have knowledge of a historical perspective of photography and significant photographers.



## DEGREE

The major requirement for an Associate in Science degree in Photography may be met by completing the core photography curriculum and any electives totaling 18 units and meeting all other MSJC General Education Option A requirements.

## CERTIFICATE

### Certificate in Photography (18 units)

#### Required (15 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
PHOT-125	Digital Photography Production I	3 units
PHOT-224	Digital Photography Production II	3 units
PHOT-225	Digital Photography Production III	3 units

#### Electives (3 units)

ART-130B/MUL-140	Digital Art - Illustration	2 units
AUD-152/MUL-123	Video Production I	3 units
BADM-104/ENGL-104	Business Communications	3 units
or		
BADM-104H/ENGL-104H	Honors Business Communications	3 units
HIST-136/THA-136	Cultural History of American Motion Pictures	3 units
MUL-112	Interactive Media Design I	3 units
MUL-114	Multimedia Project Management	3 units
MUL-131	3D Animation	3 units
MUL-149	Occupational Internship: Multimedia	1-3 units
PHOT-090	Digital Imaging Studio Laboratory	1 unit
PHOT-091	Professional Production Studio Laboratory	1 unit
PHOT-130	History of Still Photography	3 units
PHOT-299	Special Projects: Photography	1-3 units

# Physical Education

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Kathy Charles (951) 487-3597

[kcharles@msjc.edu](mailto:kcharles@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Kathy Charles (951) 487-3597

[kcharles@msjc.edu](mailto:kcharles@msjc.edu)

Degree(s)

### Transfer:

None

### Non-Transfer:

A.A. in Physical Education <sup>4396 AA.PE</sup>

*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Physical Education Department offers a non-transfer degree program. It offers extensive courses including fitness and activity courses, and theory courses to increase understanding of competitive sports.

Physical Education is both an activity curriculum and an academic area of study emphasizing the physical and psychological aspects of human movement and performance. Exercise, activity and sports are an important component in the development of well-rounded individuals interested in physical and mental well-being and the productive use of leisure time.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Coaching, Referee, Umpire, Events Broadcasting, Scouts, Sports, Competitor, Amusement and Recreation Attendant, Recreation and Fitness Worker, Recreation Industries

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explore and prepare for educational and career options in Physical Education, Kinesiology, Exercise Science, Nutrition, and Athletic Coaching.
- Explore the anatomical, biomechanical and physiological components of human movement.
- Design and perform a safe and appropriate exercise program to increase and measure the five components of fitness (cardiovascular endurance, muscle strength, muscle endurance, flexibility, body composition) for diverse populations.
- Design and perform a safe and appropriate practice program to increase and measure the six components of sport performance (agility, balance, ordination, speed, reaction time and power) for diverse populations.
- Apply the principles of exercise testing and prescription to customize the principles of exercise, nutrition, and behavioral modification to create a long-term sustainable healthy lifestyle.
- Demonstrate proficiency, knowledge, skills and abilities to compete in various individual and team sports as an athlete, official, or a coach.
- Develop the body, mind, social connections and spirit through human movement.
- Develop and write an effective plan of initial treatment, rehabilitation, and preventative care for common athletic injuries and other emergency situations.
- Examine and critique scientific literature, exercise methods, services and products, and understand and synthesize relevant information from it, and be able to convey findings both orally and in writing.

## RELATED-CONTENT GROUPS

(4 attempts within a related-content group/each course 1 time for credit)

### Aerobic Conditioning

(PE-112, 112A, 113, 119, 119B, 120)

### Basketball (PE-104, 133)

### Football (PE-124A, 124B, 125)

### Golf (PE-111, 136)

### Soccer (PE-108, 137)

### Softball (PE-116)

### Tennis(PE-132)

### Volleyball (PE-134, 135)

### Weight Training (PE-114A, 114B, 114C)

## DEGREE

The major requirement for a non-transfer Associate in Arts degree in Physical Education may be met by completing a minimum of 18 units in Physical Education from the following areas: 9 units from the PE core requirements, at least 6 units from the elective requirements and one GE course from GE group #1, one course from GE group #2 and meeting all other MSJC General Education Option A requirements.

### AA in Physical Education (18 units)

#### Required GE Group 1 Courses (1 course)

ANAT-100 or higher, BIOL-100 or higher or CHEM-100 or higher

#### Required GE Group 2 Courses (1 course)

NUTR-100, NUTR-100H, NUTR-101, NUTR-101H, HS-121 or HS-123

#### Required Core Courses (9 units)

PE-100	Introduction to Physical Education	3 units
PE-110	Prevention and Care of Athletic Injuries	3 units
PE-115	First Aid and CPR	3 units

#### Select One of the following:

PE-104	Introduction To Athletic Techniques: Basketball	2 units
PE-106	Officiate Basketball/Baseball	3 units
PE-108	Athletic Techniques: Soccer	2 units
PE-111	Introduction and Techniques of Golf	2 units
PE-116	Introduction To Athletic Techniques: Softball	2 units
PE-121	Techniques of Coaching	3 units
PE-122	Introduction to Football	2 units
PE-123	Football II	2 units
PE-124A	Theory of Football-Offense	3 units
PE-124B	Theory of Football-Defense	3 unit

### Electives (6-7 units)

PE-112	Body Conditioning	1 unit
PE-112A	Beginning Step Aerobics	1 unit
PE-112H	Honors Body Conditioning	1 unit
PE-113	Introduction to Jogging	1 unit
PE-114A	Strength Training: Circuit	1 unit
PE-114B	Strength Training: Free Weights	1 unit
PE-114C	Powerlifting	1 unit
PE-119	Exercise Walking	1 unit
PE-119B	Intermediate Fitness Walking	2 units
PE-120	Beginning Yoga	1 unit
PE-125	Strength and Conditioning for Football	3 units
PE-132	Beginning Tennis	1 unit
PE-133	Individual and Group Sports: Basketball	1 unit
PE-134	Individual and Group Sports: Volleyball	1 unit
PE-135	Intramural Volleyball	1 unit
PE-136	Individual and Group Sports: Golf	1 unit
PE-137	Individual and Group Sports: Soccer	1 unit
PE-139	Intercollegiate Sports: Soccer (Women)	2 units
PE-140	Intercollegiate Sports: Football (Men)	2 units
PE-141	Intercollegiate Sports: Basketball (Men)	3 units
PE-142	Intercollegiate Sports: Volleyball (Women)	2 units
PE-143	Intercollegiate Sports: Basketball (Women)	3 units
PE-144	Intercollegiate Sports: Baseball (Men)	3 units
PE-145	Intercollegiate Sports: Tennis (Men)	3 units
PE-146	Intercollegiate Sports: Tennis (Women)	3 units
PE-147	Intercollegiate Sports: Golf	2 units
PE-148	Intercollegiate Sports: Softball (Women)	3 units
PE-158	Pep Squad	3 units
PE-160	Introduction to Physical Training I	3 units
PE-161	Physical Training II	3 units
PE-162	Physical Training III	3 units
PEIC-110	Pre-Season Athletics	3 units
PEIC-112	Intensive Intercollegiate Athletics Preparation	3 units
PEIC-114	Off-Season Athletics	3 units



# Physical Sciences

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

### Physical Sciences

Marlon Nance (951) 487-3745

[mnance@msjc.edu](mailto:mnance@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

### Astronomy

Paul Ney (951) 639-5721

[pney@msjc.edu](mailto:pney@msjc.edu)

### Chemistry

Farah Firtha (951) 639-5743

[ffirtha@msjc.edu](mailto:ffirtha@msjc.edu)

### Environmental Studies

Roy Mason, Ph.D. (951) 639-5730

[rmason@msjc.edu](mailto:rmason@msjc.edu)

### Geography

Cindy Nance, Ph.D. (951) 639-5540

[cnance@msjc.edu](mailto:cnance@msjc.edu)

### Geology

Patrick Smith (951) 639-5745

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### Physics

Paul Ney (951) 639-5721

[pney@msjc.edu](mailto:pney@msjc.edu)

Degree(s)

#### Transfer:

None

See:

A.A. Liberal Arts - Mathematics & Science Emphasis

#### Non-Transfer:

None

See:

A.S. in Science

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Physical Sciences program provides students with a comprehensive foundation in the physical sciences, promotes environmental awareness and careful stewardship of earth's resources, and fosters scientific literacy to enable our students to function well in a world increasingly influenced by science and technology. MSJC offers both transfer and non-transfer degrees in the physical sciences, provide prerequisite courses

for transfer degree programs at universities, and courses for degree programs at MSJC, and courses that satisfy General Education requirements for students planning to transfer to colleges and universities. Our emphasis is upon delivering high-quality instruction in an inclusive, positive, learning environment that facilitates success for all students.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

### Astronomy

- Describe the nature of the material universe.
- Employ astronomical instruments.
- Analyze the relationship between science and the astronomical environment
- Appraise the importance of astronomy with regards to scientific progress.

### Chemistry

- Demonstrate the ability to apply scientific inquiry to problem solving, including relationships between science and human activities.
- Demonstrate a fundamental knowledge and understanding of the Periodic Table of Elements and the nature and properties of elements.
- Demonstrate a knowledge and understanding of the fundamental principles governing matter and energy and their transformations via chemical reactions.

### Earth Science

- Explain the interrelationship between humans and the physical environment.
- Appreciate different cultural and ethnic perspectives within the context of environmental opportunities and challenges.
- Apply the scientific method to objective and subjective analysis of cultural and physical environments.
- Explore and critically appreciate spatial relationships at different local, regional to global scales.

**Environmental Science** - See Environment Science

**Geography** - See Geography and Geographic Information Science

**Geology**

- Explain and appreciate how scientific knowledge is obtained and verified.
- Achieve basic literacy in the language of geology.
- Think critically about issues using their understanding of geology.
- Explore the ethical and social considerations inherent in geology.

**Physics**

- Analyze physical problems using the laws of physics and appropriate mathematical techniques.
- Measure and collect data from experiments.
- Use the principles of physics to analyze and draw appropriate conclusions concerning the collected data

# Political Science

**San Jacinto Campus**

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Willie Hamilton (951) 487-3685

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**Meniffee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

Stacey Searl-Chapin, Ph.D. (951) 639-5685

[schapin@msjc.edu](mailto:schapin@msjc.edu)

Degree(s)

**Transfer:**

AA-T in Political Science for Transfer 31798 AA.PS.OPTBAAT and

31798 AA.PS.OPTCAAT

*(using General Education Requirements Option B or C)*

See also:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

**Non-Transfer:**

None

See:

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

Political Science is the study of politics that examines the relationship of citizens to government, the interaction of different governments, and the acquisition and use of political power. Those who major in political science at a four year university or college might work for a government agency, run for political office, manage a political campaign, go to law school, or teach.

## CAREER OPPORTUNITIES

**Transfer Degree**

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze and critique current political topics and issues.
- Analyze and evaluate the behavior of political institutions, organizations, and individuals.
- Evaluate the validity of their political opinions and the opinions of others.
- Engage in political participation, including but not limited to, participation in community and political organizations.

## DEGREE

An Associate in Arts degree in Political Science for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Political Science major. The major required for an AS-T in Political Science for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.



## Instructional Programs

### AA-T in Political Science for Transfer

(18-19 units)

#### Required Core Courses (3 units)

PS-101 Introduction to American Government and Politics 3 units

or  
PS-101H Honors Introduction to American Government and Politics 3 units

#### List A (Select 3) (9-10 units)

MATH-140 Introduction to Statistics 4 units

or  
MATH-140H Honors Introduction to Statistics 4 units  
PS-102 Comparative Politics and Government 3 units

or  
PS-102H Honors Comparative Politics and Government 3 units

PS-105 Introduction to Political Theory 3 units

or  
PS-105 Honors Introduction to Political Theory 3 units

PS-106 Introduction to International Relations 3 units

or  
PS-106H Honors Introduction to International Relations 3 units

#### List B (Select 2) (6 units)

PS-103 Ethnic Politics in America 3 units

or  
PS-103H Honors Ethnic Politics in America 3 units

PS-104 Current Political Issues and Trends 3 units

or  
PS-104H Honors Current Political Issues and Trends 3 units

PS-120 California Government 3 units

or  
PS-120H Honors California Government 3 units

Units for Major 18-19

CSU General Education or IGETC Pattern 37-39

Possible double counting 0-12

Transferable Electives (as needed to reach 60 CSU transferable units)

**Total Units for AA-T Degree 60 units**

This Associate in Arts in Political Science for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## PROGRAM DESCRIPTION

Political Science is the study of politics that examines the relationship of citizens to government, the interaction of different governments, and the acquisition and use of political power. Those who major in political science at a four year university or college might work for a government agency, run for political office, manage a political campaign, go to law school, or teach.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course

evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze and critique current political topics and issues.
- Analyze and evaluate the behavior of political institutions, organizations, and individuals.
- Evaluate the validity of their political opinions and the opinions of others.
- Engage in political participation, including but not limited to, participation in community and political organizations.

# Psychology

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Maria Lopez (951) 487-3690

[mlopez@msjc.edu](mailto:mlopez@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Richard Kandus (951) 639-5695

[rkandus@msjc.edu](mailto:rkandus@msjc.edu)

Degree(s)

#### Transfer:

None

See:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

#### Non-Transfer:

None

See:

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Psychology program at MSJC is designed to develop skills and knowledge consistent with the study of psychology in a multicultural, global context. Successful students will master the writing, reading and research skills required for psychology inquiry and provide the necessary background to be successful in the major at the university level.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Apply the various psychological theories and concepts, including personality theory, consciousness, learning theory, and others, to our own personal and professional lives.
- Develop a tolerance, acceptance, and appreciation of the diversity of others' thoughts, backgrounds, and self-concepts.
- Explore various topics and concepts within psychology, and integrate these into a whole concept of individuals and groups.
- Apply the learning outcome goals provided by the American Psychological Association.



# Public Administration

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Stacey Searl-Chapin, Ph.D. (951) 639-5685

[schapin@msjc.edu](mailto:schapin@msjc.edu)

Degree(s)

None

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The courses in public administration prepare students for a career in varied public agencies. The Public Administration courses provide students with a theoretical knowledge of public institutions, public policy making, management, professional ethics, and the practical skills necessary to function effectively in different public service agencies in an administrative capacity. The courses prepare students to enter public service at the municipal, state, or federal levels in governmental organizations, educational institutions, or healthcare administration. Public administrators are trained management specialists in public agencies who coordinate and direct public services toward meeting the state's or community's needs.

## CAREER OPPORTUNITIES

No award available for this program.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### LEARNING OUTCOMES

- Analyze and critique the role of the bureaucracy/the public management sector in the political process, including both in the development and implementation of public policy.
- Participate in the public management sector.
- Foster ties between the college, students, local governments and businesses.

## Reading

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Cathy Brostrand (951) 487-3641

[cbrostrand@msjc.edu](mailto:cbrostrand@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Rickianne Rycraft (951) 639-5642

[rrycraft@msjc.edu](mailto:rrycraft@msjc.edu)

### PROGRAM DESCRIPTION

Reading competency is a requirement of college success and reading courses provide instruction in fundamental reading skills necessary for this success. Reading courses enhances student achievement and include developmental classes and independent labs designed to improve vocabulary, spelling, reading comprehension and critical thinking.

### LEARNING OUTCOMES

- Develop the ability to use contextual clues to determine meaning of vocabulary words while expanding vocabulary usage and understanding.
- Model college-level reading pace and ability.
- Improve understanding of reading materials by using appropriate comprehension strategies.
- Evaluate and synthesize ideas to generate questions in order to apply reasoning and logic to material that is read.
- Construct critical meaning from readings as demonstrated through summative and analytical writing.

## Real Estate

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Career Education & Categorical Programs (951) 487-3441

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Degree(s)

### Transfer:

None

### Non-Transfer

A.S. in Real Estate<sup>4391 AS.RE</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Real Estate<sup>22124 CT.RE</sup>

Employment Concentration Certificate(s)

Real Estate Appraisal<sup>99999 ECC.REAPPR</sup>

### PROGRAM DESCRIPTION

The MSJC Real Estate program offers the opportunity to earn a non-transfer certificate or degree. This program also provides the educational requirements for the real estate broker's license and real estate salesperson's license (issued by the State of California Department of Real Estate). Coursework prepares students for work in this dynamic profession. Essential success skills are emphasized including: ethics, professionalism, sales, financing, property valuation, law, and economics.

For individuals currently working within these fields, there may be potential for salary and/or career advancement.

### CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

Entry level career positions in real estate include sales agent, rental agent, property manager, escrow officer, and loan officer. Appraiser, real estate broker, mortgage broker and land developer are specializations within the industry.

**Non-Transfer Degree**

Real Estate Salesperson

**Certificate**

Real Estate Salesperson

**Employment Concentrations-**

Real Estate Appraiser

**TRANSFER PREPARATION**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**LEARNING OUTCOMES**

- Apply the basic principles of California real estate regulations and laws.
- Demonstrate and differentiate best practices in real estate transactions.
- Describe the ethical standards and responsibilities of real estate professionals.
- Analyze and justify the basic principles of real estate property valuation.
- Identify key real estate terms and procedures.

**DEGREE**

An Associate in Science degree in Real Estate is available to students completing the 24 unit certificate in Real Estate and completing all other MSJC General Education Option A requirements for a total of 60 units. See a counselor for recommended vocational and academic courses.

**CERTIFICATE**

**Certificate in Real Estate (24 units)**

**Required Courses (12 units)**

RE-140	Real Estate Principles	3 units
RE-141	Real Estate Practice	3 units
RE-142	Legal Aspects of Real Estate	3 units
RE-143	Real Estate Finance	3 units

**Elective Courses (12 units)**

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
BADM-201	Legal Environment of Business	3 units
RE-144	Basic Appraisal Principles and Procedures	3.5 units
RE-145	Real Estate Economics	3 units
RE-146	Mortgage Loan Brokering and Lending	3 units

RE-149	Occupational Internship: Real Estate	1-4 units
RE-150	Escrow I	3 units
RE-154	Property Management	3 units

**EMPLOYMENT CONCENTRATION**

**Real Estate Appraisal (9 units)**

RE-144	Basic Appraisal Principles and Procedures	3.5 units
RE-155	Residential Real Estate Appraisal	3.5 units
RE-156	Residential Appraisal Report Writing	1 unit
RE-157	Uniform Standards of Professional Appraisal Practice (USPAP)	1 unit

Completion of these courses meets the Appraiser Qualifications Board (AQB) 2008 basic education requirements for the OREA Trainee (AT) or Residential (AL) license.

**Science**

**San Jacinto Campus**

(951) 487-MSJC (6752)  
1-800-624-3255  
Counseling (951) 487-3255

**Menifee Valley Campus**

(951) 672-MSJC (6752)  
1-800-452-5255  
Counseling (951) 639-5255

Degree(s)

**Transfer:**

None  
See:  
A.A. in Liberal Arts- -Mathematics & Science Emphasis

**Non-Transfer:**

A.S. in Science <sup>8690 AS.SCI</sup>  
*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

None

**PROGRAM DESCRIPTION**

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the world of science at the introductory level. The Science major courses will work as lower division major preparation for specific transfer degrees in biological sciences, botany, ecology, genetics, environmental sciences, physiology, chemistry, toxicology and medicine – all fields. Many science courses are also required for engineering fields. For additional information, please see an MSJC counselor.

# Instructional Programs

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- Analyze and evaluate alternative points of view and accurately interpret evidence, statements, graphics, questions etc.
- Analyze and explain issues in quantitative terms using college-level mathematical concepts and methods, where appropriate.
- Apply their knowledge and skills to new and varied situations.
- Apply technology competently, selecting and using tools appropriate to the task.
- Explore complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- Apply their knowledge and skills to new and varied situations.

## DEGREE

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units, at least 2 science lab classes including at least 18 units in the following areas:

### ANAT-100/NURS-100

	Introduction to Anatomy and Physiology	3 units
ANAT-101*	Human Anatomy & Physiology I	5 units
ANAT-102*	Human Anatomy & Physiology II	5 units
ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-111*	Physical Anthropology Lab	1 unit
ANTH-201	Introduction to Forensic Anthropology	3 units

ASTR-101*	Introduction to Astronomy	4 units
ASTR-111/GEOL-111	Planetary Astronomy	3 units
BIOL-100*	Human Biology	4 units
BIOL-115*	Topics in Biology	4 units
or		
BIOL-115H*	Honors Topics in Biology	4 units
BIOL-116*	Natural History and Biodiversity	4 units
BIOL-117	Conservation Biology	3 units
BIOL-125*	Microbiology	5 units
or		
BIOL-125H*	Honors Microbiology	5 units
BIOL-130*	Marine Biology	4 units
BIOL-131*	Introduction to Biotechnology I	4 units
BIOL-132*	Biotechnology II	5 units
BIOL-133*	Biotechnology III	5 units
BIOL-134	Human Heredity and Evolution	3 units
BIOL-135	Introduction to Evolution	3 units
or		
BIOL-135H	Honors Introduction to Evolution	3 units
BIOL-139*	Introduction to Biotechnology Lab	1 unit
BIOL-140*	Ecology	4 units
BIOL-143	Animal Behavior	3 units
BIOL-144*	Plant Biology	4 units
BIOL-146	Biodiversity	3 units
BIOL-148*	Field Studies in Tropical Ecology	4 units
BIOL-150*	General Biology I	5 units
or		
BIOL-150H*	Honors General Biology I	5 units
BIOL-151*	General Biology II	5 units
or		
BIOL-151H*	Honors General Biology II	5 units
CHEM-100*	Introduction to Chemistry	4 units
CHEM-101*	General Chemistry I	5 units
CHEM-102*	General Chemistry II	5 units
CHEM-107*	Chemistry of Life	5 units
CHEM-112*	Organic Chemistry I	5 units
CHEM-113*	Organic Chemistry II	5 units
ENVS-100	Humans and Scientific Inquiry	3 units
or		
ENVS-100H	Honors Humans and Scientific Inquiry	3 units
ENVS-101	Environmental Science	3 units
or		
ENVS-101H	Honors Environmental Science	3 units
ENVS-102*	Environmental Science Laboratory	1 unit
or		
ENVS-102H*	Honors Environmental Science Laboratory	1 unit
ENVS-110*	Natural Resources	4 units
ENVS-190*	Watershed Resource Management	4 units
ES-101	Topic in Earth Science	3 units
GEOG-101	Physical Geography	3 units
GEOG-104*	Physical Geography Laboratory	1 unit
GEOG-105*	Map Interpretation and Spatial Analysis	3 units
GEOG-106	Climate and Weather	3 units
GEOL-100*	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
GEOL-103	Environmental Geology: Natural Hazards and Disasters	3 units
GEOL-105*	Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens	4 units
GEOL-107	Scenic Adventure Field Trips in Geology	1.5 units
GEOL-109	Geology of National Parks	3 units
GEOL-110*	Oceanography	4 units
GEOL-111/ASTR-111	Planetary Astronomy	3 units
GEOL-112	California Geology	3 units
NURS-100/ANAT-100	Introduction to Anatomy and Physiology	3 units
NUTR-101	Nutrition and Foods	3 units
or		
NUTR-101H	Honors Nutrition and Foods	3 units
PE-110	Prevention and Care of Athletic Injuries	3 units

PHY-100	Conceptual Physics	3 units
PHY-101*	Basic Physics: Energy and Motion	4 units
PHY-102*	Basic Electricity and Modern Physics	4 units
PHY-201*	Mechanics and Wave Motion	4 units
PHY-202*	Electricity and Magnetism	4 units
or		
PHY-202H*	Honors Electricity and Magnetism	4 units
SEMA-101	Fundamentals of Energy Assessment in Business	3 units

\* Indicates science lab classes.

NOTE: 149 and 299 courses may be counted to meet the program of study unit requirement.

## Social/Behavioral Sciences

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Counseling (951) 639-5255

Degree(s)

### Transfer:

None

See:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

A.A. in Social/Behavioral Sciences <sup>4430 AA.SOCB</sup>

(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the social and behavioral sciences as a foundation of lifelong learning, or as an introduction to the related fields of Sociology, Psychology, Anthropology, Economics, History, Social Sciences and Political Science. For additional information, please see an MSJC counselor.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze the historical and philosophical foundations of the United States and California constitutions.
- Analyze and critique the theory and practice of the politics and government of the United States and California.
- Analyze and critique current political topics and issues.
- Examine the historical development of issues pertaining to race, gender, and immigration; and explain the legislative actions taken in response to them at the federal and state level.
- Analyze how historical developments have affected the rights, responsibilities, and choices of modern US citizens.
- Examine complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- Analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- Evaluate information by selection and using appropriate research methods and tools.
- Develop individual responsibility, personal integrity, and respect for diverse people and cultures.

## DEGREE

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units including at least 18 units in the following areas:

Administration of Justice – 101, 102, 111  
 Alcohol/Drug Studies – 105  
 Anthropology – 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 121+, 125, 215\*  
 Child Development and Education – 110, 110H, 118, 125, 125H, 134, 140, 147\*  
 Communication – 108, 108H, 110, 116  
 Dance – 100+  
 Economics – 201, 201H, 202, 202H, 203  
 Education – 135, 136  
 Geography – 102, 107, 108, 111

## Instructional Programs

Guidance – 100, 116, 120  
Health Science – 121, 123  
History – 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 119, 119H, 120, 120H, 121+, 124, 125, 126, 127, 136+\* 140, 141, 142, 150, 150H, 151+, 155, 160, 160H, 161, 161H, 162, 162H  
Leadership – 101, 102  
Legal – 100, 103, 134  
Nutrition - 100, 100H  
Political Science – 101, 101H, 102, 102H, 103, 103H, 104, 104H, 105, 105H, 106, 106H, 120, 120H  
Psychology – 101, 101H, 102, 103, 103H, 104, 104H, 105+, 105H+, 106, 107, 107H, 108, 108H, 112+, 125  
Sustainable Energy Management - 100  
Sociology – 101, 101H, 102, 103, 105+, 105H+, 106, 108, 110, 112+, 115, 124, 125, 130, 140  
Theater Arts – 136+\*

+ Indicates cross-listed classes.

\* Indicates lab classes.

NOTE: 149 and 299 courses may be counted to meet the program of study unit requirement.



## Sociology

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Denise Dalaimo, Ph.D. (951) 487-3695

[ddalaimo@msjc.edu](mailto:ddalaimo@msjc.edu)

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Valerie Reed (951) 639-5690

[vreed@msjc.edu](mailto:vreed@msjc.edu)

Degree(s)

### Transfer:

None

See:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

Human Services <sup>99999</sup> ECC.SOCLHUMAN.SVCS

## PROGRAM DESCRIPTION

The sociology program at Mt. San Jacinto College is designed to benefit students pursuing transfer or non-transfer preparation or certificate programs in preparation and careers in sociology or related social sciences, as well as students pursuing personal understanding of group interaction and social institutions.

Sociology is the systematic study of the development, structure, interaction and collective behavior of organized human beings, social structure and social institutions. Sociologists examine the patterns and arrangement of societies, the processes through which they develop and change and the interplay between these patterns and processes in the behavior of individuals and institutions.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

**Employment Concentration**

**Human Services**

Case Worker Assistant, Family Support Worker, Youth Worker, Behavioral Management Aide, Adult Day Care Worker, Client Advocate, Neighborhood Worker, Group Activities Aide, Social Service Technician, Community Organization Worker, Gerontology Aide, Group Home Worker, Community Organizer, Social Work Assistant

**TRANSFER PREPARATION**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**LEARNING OUTCOMES**

- Define Sociology, its concepts and theoretical perspectives to oral and/or written presentation of evaluated work.
- Define and apply various Sociological concepts and theory to oral and/or written presentation of evaluated work.
- Explore connections between institutional and societal (domestically and globally) developments in Sociology.
- Apply Sociological concepts and theoretical perspectives as they relate to modern daily life.
- Identify the various types of careers available with an undergraduate and/or graduate degree in Sociology.

**EMPLOYMENT CONCENTRATION**

**Human Services (16 units)**

SOCI-095	Survey of Human Services	1 unit
SOCI-103	Marriage and the Family	3 units
SOCI-106	Intercultural Relations	3 units
SOCI-140	Introduction to Applied Human Services	3 units
SOCI-141	Case Services and Advocacy in Human Services	3 units
SOCI-150	Introductory Field Work in Human Services	3 units

**Theater Arts**

**San Jacinto Campus**

(951) 487-MSJC (6752)  
1-800-624-5561  
(951) 487-3791

**Menifee Valley Campus**

(951) 672-MSJC (6752)  
1-800-452-3335  
Lori Torok (951) 639-5630  
[ltorok@msjc.edu](mailto:ltorok@msjc.edu)

Degree(s)

**Transfer**

None  
See :  
A.A. in Liberal Arts - Arts, Humanities & Communications Emphasis

**Non-Transfer:**

A.A. in Theater Arts<sup>4405 AA.THA</sup>  
*(with General Education Requirements Option A)*  
A.S. in Technical Theater<sup>8679 AS.TTHE</sup>  
*(with General Education Requirements Option A)*

See:

A.A. in Musical Theater  
A.A. in Humanities

Certificate(s)

Certificate in Technical Theater<sup>22134 CT.TTHE</sup>

See Also:

Certificate in Musical Theater

Employment Concentration Certificate(s)

None

**PROGRAM DESCRIPTION**

The Theatre Arts Program is a non-transfer program offering three degrees and two certificates: A.A. in Theatre Arts, Musical Theatre, A.S. in Technical Theatre, certificates in Musical Theatre and Technical Theatre. The Theatre Arts Program at MSJC gives the serious student an opportunity to commit to an active and challenging program of class work and play production in a small liberal arts college environment in addition to providing students a path to facilitate matriculation to a four-year college. For many individuals currently working within these fields, there may be potential for salary and/or career advancement.

**CAREER OPPORTUNITIES**

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))



# Instructional Programs

## Non-Transfer Degree

### Theater Arts

*NOTE: With further education: Scenic Artist, Makeup Artist, Sound Technician, Wardrobe Supervision, Attendant, Dresser, Scenic and Lighting Designer, Costume Designer, Sound Designer, Stage Manager, Theater Management Specialist, Instructor*

### Technical Theater

Scenic Artist, Makeup Artist, Stagehand, Sound Technician, Wardrobe Supervision, Attendant, Dresser

*NOTE: With further education: Scenic and Lighting Designer, Costume Designer, Sound Designer, Stage Manager, Theater Management Specialist, Instructor*

### Certificate

#### Technical Theater

Scenic Artist, Makeup Artist, Stagehand, Sound Technician, Wardrobe Supervision, Attendant, Dresser

*NOTE: With further education: Scenic and Lighting Designer, Costume Designer, Sound Designer, Stage Manager, Theater Management Specialist, Instructor*

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop an appreciation for theatre through critical analysis of the performing arts.
- Develop an aesthetic awareness through theater.
- Develop essential skills in the craft of theater.
- Develop knowledge regarding the cultural, artistic and expressive contexts of theater.

## RELATED-CONTENT GROUPS

(4 attempts within a related-content group/each course 1 time for credit)

Acting (THA-110, 111, 112, 132)

Directing & Management (THA-210)

Theater Production (THA-200, 201, 205)

Voice & Movement (THA-105, 108, 109, 127)

## DEGREES

### A.A. in Theater Arts (21 units)

#### Required Courses (12 units)

THA-101	Introduction to Theater	3 units
or		
THA-101H	Honors Introduction to Theater	3 units
THA-110	Fundamentals of Acting	3 units
THA-117	Stagecraft	3 units
THA-150/ENGL-200	Survey of Drama	3 units

#### Additional Required Courses (any 3 units)

DAN-209/MUS-209/THA-209	Musical Production	1-3 units
THA-201	Rehearsal and Performance	3 units
THA-205	Summer Repertory Theater	3 units

#### Elective Courses (any 6 units)

THA-102/HIST-154	Theater History	3 units
THA-105/COMM-105	Voice and Diction	3 units
THA-108/DAN-108	Improvisation for Dance and Theater	3 units
THA-109	Movement for Actors	3 units
THA-111	Intermediate Acting	3 units
THA-112	Acting for Film and Television	3 units
THA-127/COMM-129	Reader's Theater	3 units
THA-132	Acting for the Classical Theater	3 units
THA-155	Musical Theater History	3 units
THA-160/ENGL-160	Dramatic Writing for Stage and Screen	3 units
THA-200	Actor's Workshop	3 units
THA-210	Fundamentals of Directing	3 units

In addition to the 21 units of the major coursework, students must complete all MSJC General Education Option A requirements for the Associate in Arts (AA) degree in Theater Arts.

### A.S. in Technical Theater (18 units)

In addition to the 18 units of the certificate program in Technical Theater, students must complete all MSJC General Education Option A requirements for the Associate in Science degree in Technical Theater.

The Certificate/Associate in Science (AS) degree program in Technical Theater will prepare students for a career in performing arts productions specifically entailing set construction, lighting rigging, costume construction, makeup application, and sound recording and reproduction. Students will develop practical and aesthetic skills necessary for employment in scene shops, costume shops, and recording studios in professional theaters, college theaters, film-television studios, theme parks, and other venues. Students will also build the foundation necessary for transfer to a baccalaureate program or related field of study.

## CERTIFICATE

### Certificate In Technical Theater (18 units)

#### Core Courses (12 units)

AUD-140/MUS-140	Beginning Studio Recording	3 units
THA-117	Stagecraft	3 units
THA-120	Lighting	3 units
THA-121	Costume Construction	3 units

**Elective Courses (any 6 units)**

THA-118	Stage Management	3 units
THA-122	Stage Makeup	3 units
THA-123	Introduction to Scene Design	3 units
THA-124	Scenic Painting	3 units

# Turf & Landscape Management

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-624-5561

Menifee Valley Campus  
(951) 672-MSJC (6752)  
1-800-452-3335

Dean of Instruction, Career Education & Categorical Programs (951) 639-5351

Degree(s)

**Transfer**

None

**Non-Transfer:**

A.S. in Turf & Landscape Management<sup>12877 AS.TMGMT</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Turf & Landscape Management<sup>18192 CT.TMGMT</sup>

Employment Concentration Certificate(s)

Golf and Grounds<sup>99999 ECC.HORT.G&G</sup>

Irrigation Technician<sup>99999 ECC.AGTM.IT</sup>

Landscape Operation<sup>99999 ECC.LANDOP</sup>

## PROGRAM DESCRIPTION

The non-transfer Certificate/Associate degree (AS) in Turf & Landscape Management is primarily designed to prepare the student for entry into careers associated with golf course management and turf management. This program specifically provides students with a strong foundation in turf management, water usage, fertility, soils, horticulture and human resource management for golf courses, recreational parks, sports fields and general landscape areas. This program also prepares students to enter the job market as a golf course superintendent, field crew supervisor, irrigation technician, equipment manager, grounds person for parks, cities, and school districts, or field crew foreman for landscape contractors. The Certificate/Associate degree (AS) program in Turf & Landscape Management prepares students with the technical and analytical skills necessary for managing a golf course or turf/horticultural area. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

**Non-Transfer Degree**

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

**Certificate**

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

**Employment Concentrations**

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate knowledge of soil profiles, soil nutrients, water sources and industry practices, i.e. soil testing to solve problems involving soil compaction, lack of proper nutrients, and improper watering practices.
- Inventory career and professional opportunities in the green industry.
- Compare and contrast procedures used in soil test and plant selection and uses.
- Discover and employ basic botanical vocabulary and style to evaluate plant, soil, and water problems.
- Compare and contrast the growth and development pattern of plants.
- Assemble and synthesize information regarding plant, soil, water, air, and organisms as they relate to maintenance of golf courses and other landscape projects.

**DEGREE**

An Associate in Science (AS) degree may be earned by completing the 18 unit certificate requirements in Turf & Landscape Management and all MSJC General Education Option A requirements.

**CERTIFICATE**

The Turf & Landscape Management certificate includes 9 units of foundational courses and 9 units of elective courses per employment concentration.

**Certificate in Turf & Landscape Management (18 units)**

**Required Core Courses (9 units)**

HORT-101	Horticulture Science	3 units
HORT-102	Introduction to Turfgrass Management	3 units
HORT-104	Soil Science and Management	3 units

**EMPLOYMENT CONCENTRATIONS**

**Golf and Grounds Concentration (9 units)**

Choose 9 units from the following:

CSIS-101	Introduction to Computers and Data Processing	3 units
HORT-103	Advanced Turfgrass Management	3 units
HORT-105	Golf Course/Landscape Irrigation	3 units
HORT-106	Pesticide Law & Regulations: - Turf & Landscape	3 units
HORT-107	Arboriculture	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units

**Irrigation Technician Concentration (9 units)**

Choose 9 units from the following:

COMM-103	Interpersonal Communications	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
HORT-103	Advanced Turfgrass Management	3 units
HORT-105	Golf Course/Landscape Irrigation	3 units
HORT-107	Arboriculture	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units

**Landscaping Operation Concentration (9 units)**

Choose 9 units from the following:

CSIS-101	Introduction to Computers and Data Processing	3 units
HORT-107	Arboriculture	3 units
HORT-109	Landscape Design	3 units
HORT-110	Laws and Regulations an Integrated Pest Management Approach	3 units
or		
HORT-106	Pesticide Law & Regulations: - Turf & Landscape	3 units
MGT-103	Introduction to Management	3 units
or		
MGT-103H	Honors Introduction to Management	3 units

**Viticulture, Enology and Winery Technology**

**San Jacinto Campus**

(951) 487-MSJC (6752)  
1-800-624-5561

**Menifee Valley Campus**

(951) 672-MSJC (6752)  
1-800-452-3335

Dean of Instruction, Career Education & Categorical Programs (951) 639-5351

Degree(s)

**Transfer:**

None

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)

Vineyard, Enology and Winery Technology Concentration <sup>99999 ECC.</sup>  
VEW.VEWT

**PROGRAM DESCRIPTION**

The Viticulture, Enology and Winery Technology is a program that introduces the student to a variety of disciplines included in the winemaking industry. From basic winemaking (enology), grape cultivation (viticulture), event organization and service (hospitality) to marketing and selling of wine (business principles). This program seeks to inform the student at an introductory level to the many fields encompassing the winery industry.

**CAREER OPPORTUNITIES**

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

**Employment Concentration**

Winery Production Worker, Formal Waiter/Waitress, Head Waiter/Waitress, Host/Hostess, Restaurant Host/Hostess, Wine Steward, Wine Sommelier

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Define and understand viticulture terminology and identify morphology.
- Identify and understand the difference between grape species including *Vitis vinifera* and hybrids.
- Describe modern vine training and trellis systems and how they impact vine growth and management.
- Understand the causes of poor fruit set and berry development.
- Define vine balance and understand the link between reproductive and vegetative potential of the vine on end fruit quality.
- Identify site characteristics needed for successful commercial winegrape production based on vine physiology.
- Interpret information learned in lecture for use in critical thinking during discussion and journal article review.

## EMPLOYMENT CONCENTRATION

### Viticulture, Enology and Winery Technology (12 units)

VEW-100	Introduction to Viticulture	3 units
VEW-102	Introduction to Enology	3 units
VEW-106	Hospitality in the Winemaking Industry	3 units
VEW-108	Introduction to Winery Business Principles	3 units



# Water Technology

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Career Education & Categorical Programs (951) 487-3441

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Degree(s)

### Transfer

None

### Non-Transfer:

A.S. in Water Technology<sup>14270 AS.WT</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Water Technology<sup>22131 CT.WT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

Water Technology is a career oriented non-transfer vocational program offering courses leading to a certificate and/or an Associate degree. The Water Technology program at MSJC emphasizes a real world approach to diagnostic skill building and a thorough understanding of system theory and operations. Professionalism, workplace skills and responsibilities are stressed along with safety and an awareness of hazardous materials control. Graduates are primarily employed by cities, counties, federal agencies and industry that operate and maintain water treatment, water distribution, wastewater collection and/or wastewater treatment systems. They may also find employment in support roles such as equipment sales. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

Our courses can directly prepare our students to take the following certification tests: Water Distribution Water Operator certification (Grades 1-5), Water Treatment Plant Operator (Grades 1-5), and Wastewater Treatment Plant Operator (Grades 1-5) The tests are administered by the state independent of our classes.

# Instructional Programs

## Non-Transfer Degree

Water Distribution Operator, Water Treatment Operator, Wastewater Treatment Operator, Mechanics, Customer Service Representative, Utility Personnel, Conservation Technician, Meter Readers

## Certificate

Water Distribution Operator, Water Treatment Operator, Wastewater Treatment Operator, Mechanics, Customer Service Representative, Utility Personnel, Conservation Technician, Meter Readers

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Follow safe practices in the laboratory and in plant operations.
- Apply chemical, microbiological and mechanical knowledge and skills to maintain proper plant operations.
- Apply math and hydraulics skills in proper water and wastewater plant, collection system and distribution system operations.
- Understand regulations and operate plant accordingly.
- Interact effectively in oral and written communication.
- Use computers in water and wastewater plant operation.
- Demonstrate work ethic and model professional interaction with the public.

## DEGREE

The 18 units in the certificate plus all MSJC General Education Option A requirements for a total of 60 units is required to earn an Associate in Science degree in Water Technology. See counselor for recommended vocational and academic courses.

## CERTIFICATE

### Certificate in Water Technology (18 units)

#### Required Core Courses (3 units)

WATR-100	Introduction to Water/Wastewater Operations	1 unit
WATR-102	Basic Waterworks Mathematics	2 units

#### Elective Courses (any 15 units)

WATR-103	Water Treatment Plant Operations I & II	3 units
WATR-105	Water Treatment Plant Operations III, IV & V	3 units
WATR-107	Water Distribution I & II	3 units
WATR-109	Water Distribution III, IV & V	3 units
WATR-120	Wastewater Treatment Plant Operations I & II	3 units
WATR-122	Wastewater Plant Operations III, IV & V	3 units
WATR-125	Laboratory Procedures for Water and Wastewater	3 units
WATR-130	Environmental Laws and Regulations	3 units
WATR-140	Wells, Pumps and Motors	3 units

## World Languages

### San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Academic Programs (951) 487-3421

### Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Lissette Castro (951) 639-5655

[lcastro@msjc.edu](mailto:lcastro@msjc.edu)

Degree(s)

### Transfer

None

See :

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

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## PROGRAM DESCRIPTION

World languages offers students a solid background in reading, writing, speaking and comprehending languages other than English while learning about the culture on the nations where the language is spoken. Students will be prepared for upper division coursework in the language should they pursue further study after transfer. As international business and politics demand greater understanding between nations, knowledge of other world languages has become necessary for success.

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## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

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## LEARNING OUTCOMES

- Communicate in target language and be understood by native speakers.
- Listen and comprehend spoken target language.
- Read and comprehend written articles and assignments.
- Use critical thinking skills to create and compose simple conversations and academic research papers.

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## COURSE LISTINGS

For the following course listings: Chinese, French, Italian, Portuguese and Spanish, see World Languages.





## Administration of Justice

### AJ 101 **3 units** Criminal Law **LEC 48-54**

This course studies the history, philosophy, constitutional provisions of law, and the classification of crimes. This course also examines the application of criminal law to the criminal justice system through review of case law, methodology, and concepts of law in society. Course material also categorizes and evaluates specific crimes and analyzes the most frequently used sections of the Penal Code. Prerequisite: None. Recommended Preparation: ENGL-062.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

### AJ 102 **3 units** Introduction to Law Enforcement **LEC 48-54**

This course is an introduction to the history and philosophy of various agencies (law enforcement, courts and corrections) involved in the administration of criminal justice. This course examines the process from detection of crime to final adjudication of the case. This course also provides an evaluation of modern police services in the areas of drugs, gangs, terrorism. This course also provides a survey of career opportunities. Prerequisite: None. Recommended Preparation: ENGL-062.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--CSU Area(s): D8

### AJ 103 **3 units** Criminal Evidence **LEC 48-54**

This course provides fundamental information about the rules governing the admissibility of evidence in court. The fundamental information includes rules of evidence, presumptions and inferences, character or reputation, proof of other acts and offenses, hearsay evidence, statements, admissions and confessions, conspiracy, documentary and best secondary evidence. This includes the identification of evidence in criminal cases and the collection and preservation of evidence. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### AJ 104 **3 units** Patrol Procedures **LEC 48-54**

This course examines the basic responsibilities, techniques and methods of police patrol and operations, including theories of patrol, goals, patrol environment, hazards, community-oriented policing, and problem-oriented policing. In addition, this course analyzes patrol supervision, staffing and deployment, special issues in patrol operations, upgrading the patrol function, traffic enforcement, the handling of criminal activity, report writing as well as ethics in law enforcement. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### AJ 105 **3 units** Public Safety Report Writing **LEC 48-54**

This course demonstrates techniques of effectively communicating facts, information and ideas in a clear and logical manner for a variety of public safety reports such as crime and arrest reports, traffic violation and incident reports, memorandum, directives and administrative reports. This course provides practical experience in interviewing, note taking, report writing and testifying. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### AJ 106 **3 units** Juvenile Procedures **LEC 48-54**

This course covers the philosophy of Juvenile Law and Detention. The knowledge and application of laws defined in the Welfare and Institution Codes, Civil Code and other special and pertinent laws affecting youth are covered as well as investigation into the causes and assertions regarding juvenile delinquency. Techniques of investigation into incorrigible, dependent and delinquent juveniles, and the correlation of drugs and their abuse regarding juvenile delinquency are also covered. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### AJ 108 **3 units** Criminal Investigation **LEC 48-54**

This is a course on basic criminal investigation techniques. The course covers discussions of the theories of criminal law, criminal evidence and crime scene identification tasks. Crime scene report writing, crime scene diagrams, collection and preservation of physical evidence, sources of information, interviews and interrogation are examined. In addition, ethics in law enforcement as they relate to the criminal investigator is also assessed. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### AJ 109 **1.5 units** Interview and Interrogation Techniques **LEC 24-27**

This course will provide the student with a review of the proper techniques necessary for effective interviewing and interrogation for both the public and private sector. It also includes an examination of the laws that relate to the admissibility of solicited statements in a court of law such as the 4th, 5th and 14th amendments as well as the Miranda Rights. Prerequisite: None.

--Transfers to CSU only

### AJ 110 **1.5 units** Crime Scene Sketching and Note Taking **LEC 24-27**

This course will provide the student with the fundamentals of proper techniques for searching patterns, crime scene sketching, diagramming and effective note taking. Included will be methods of crime scene measurements, map legends, interviewing techniques for both the public and private sector and preparation for courtroom presentation as well as an overview of the latest technology in this area. Prerequisite: None.

--Transfers to CSU only

### AJ 111 **3 units** Criminal Procedures **LEC 48-54**

This course covers criminal procedures from arrest to the final adjudication of the case. The principles of constitutional, federal, state and civil laws are examined as they apply to law enforcement. The course also focuses on the procedural aspects of the court system from the arraignment, preliminary hearing, jury selection, trial, jury instructions, acquittal or finding of guilt and sentencing. Other procedural topics such as direct and cross examination are also examined. Prerequisite: None. Recommended Preparation: ENGL-062.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D8



## Course Descriptions

### **AJ 112** **3 units** **Introduction to Criminology** **LEC 48-54**

This course is the study of crime in America including theories of the causes of criminal behavior, nature, extent, control and prevention of crimes. It focuses on the person and the group, criminal behavior systems, police behavioral response to criminal activity and its nature and causes. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### **AJ 115** **3 units** **Introduction to Probation and Parole** **LEC 48-54**

This course provides the history and role of probation and parole and its interaction with the various components of the criminal justice system. The course will include the history and duties of probation officers and parole agents and their supervision of the probationer and parolee in the community. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### **AJ 118** **3 units** **Police Community Relations** **LEC 48-54**

This course is a review of police community relations programs. Various police operational and organizational practices dedicated to improvement of relationships between police departments and their respective community will be examined. This course explores the philosophy that ethics and efficiency within a law enforcement agency is greatly enhanced with the public's understanding of the police function and the public's support of the agency's goals. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to both UC/CSU

### **AJ 125** **3 units** **Vice and Narcotics Control** **LEC 48-54**

This course provides the history and statutory case laws that relate to narcotic and vice enforcement. The identification and definitions of narcotic drugs and addiction, gambling, prostitution, pornography and alcohol violations will be examined. This course also examines the relationship linking narcotics and vice to organized crime and the negative impact on the community. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### **AJ 128** **3 units** **Traffic Control, Enforcement and Investigation** **LEC 48-54**

This course is designed to prepare the student to understand the basic concept of traffic flow, traffic index, control and enforcement as well as factors contributing to the problem. The causal factors of accidents, their investigation, proper scene management, relevant factors of prevention, and the study of vehicle code laws including inventory, storage and seizure of vehicles will also be examined. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### **AJ 149** **1-4 units** **Occupational Internship:** **Paid 75-300/Unpaid 60-240** **Administration Of Justice**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student

must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **AJ 299** **1-3 units** **Special Projects: Administration Of Justice** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Administration of Justice classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### **CORR 101** **3 units** **Introduction to Correctional Science** **LEC 48-54**

This course provides an overview of the history and trends of corrections. It focuses on the legal issues, statutory law, and general operations in correctional institutions. The relationship between corrections and other components of the Criminal Justice System are examined as well as employment opportunities and entry requirements in the Correctional Science field. Prerequisite: None. Recommended Preparation: ENGL-062.

--Transfers to CSU only

### **CORR 102** **3 units** **Control and Supervision in Corrections** **LEC 48-54**

This course provides an overview of the methods, practices, and theory related to custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. The course examines and considers the issues of custodial control and the interaction between the offender and the correctional employee. Other topics include the effects of violence, overcrowding, gangs, and substance abuse within the correctional system. Prerequisite: None. Recommended Preparation: ENGL-062 and CORR-101.

--Transfers to CSU only

### **CORR 103** **3 units** **Correctional Interviewing and Counseling** **LEC 48-54**

This course offers the fundamentals of interviewing and counseling in the correctional science field. This course provides the formula for both informal and structured interview techniques in order to maximize the opportunity for investigations, information, and intelligence gathering. Prerequisite: None. Recommended Preparation: ENGL-062 and CORR-101.

--Transfers to CSU only

### **CORR 104** **3 units** **Legal Aspects of Corrections** **LEC 48-54**

This course provides students with an awareness of the historical framework, concepts, and case law that direct correctional science practice. The course material gives the student a perspective of the correctional environment in relation to security issues, search and seizure, plea-bargaining, prisoner religious issues, as well as the responsibilities and liabilities of correctional staff. Prerequisite: None. Recommended Preparation: ENGL-062, AJ-101 and AJ-103.

--Transfers to CSU only

## Alcohol/Drug Studies

### **ADS 090** **1 unit** **Survey of Alcohol/Drug Studies Program** **LEC 16-18**

This survey course gives the perspective ADS student an overview of the current problems associated with alcohol and drug addiction with appropriate current laws, an outline of the ADS program and what is expected of students entering the program, career potential upon completion of the program, and an overview of the State of California Certification Board of Alcohol/Drug counselor requirements. This course must be taken prior to entering the MSJC ADS program. Prerequisite: None.

--Not transferable

### **ADS 101** **3 units** **Introduction and Overview of Alcohol and Drug Studies** **LEC 48-54**

This course, designed for students considering career fields related to counseling in Alcohol/Drug treatment programs, presents an introduction and overview of substance abuse within our culture. Students will examine myths and stereotypes, socio-cultural factors which contribute to use and abuse of substances, patterns of abuse, family dynamics, modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. This course prepares the student to enter the MSJC Alcohol/Drug Program course work and helps students become familiar with state-of-the-art recovery methods available. Prerequisite: ADS-090 (with a grade of C or better).

--Transfers to CSU only

### **ADS 102** **3 units** **Pharmacology and Biomedical Aspects of Alcohol and Other Drugs** **LEC 48-54**

This course examines effects of alcohol and other mind-altering drugs on the body, highlighting the resulting impairment to the body's organs. Students will learn the pharmacology of addiction and how it affects behavior, and diagnostic procedures used to measure these effects. In addition, this course provides information on the effects on human sexual functions, pharmacological and physiological treatment and recovery programs available. This course is designed for the student continuing studies in the ADS program as well as some students pursuing health related fields. Prerequisite/Corequisite: ADS-101 (with a grade of C or better).

--Transfers to CSU only

### **ADS 103** **3 units** **Law and Ethics, Community Prevention, Education, Outreach and Referral** **LEC 48-54**

This course covers the legal aspects of counseling as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students continuing in the ADS program. Prerequisite: ADS-101 (with a grade of C or better).

--Transfers to CSU only

### **ADS 104** **3 units** **Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention** **LEC 48-54**

This course intended for the ADS program participant presents information related to initial admission requirements for alcohol and drug assistance programs, assessment requirements for orientation to

the programs, disciplinary rules, costs of programs and methods of payment and client's rights; treatment goals, methods of charting, and treatment and recovery plans; roles of aftercare in the treatment process, importance of client follow-up, relapse dynamics, various modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. Prerequisite/Corequisite: ADS-101 (with a grade of C or better).

--Transfers to CSU only

### **ADS 105** **3 units** **Domestic Violence** **LEC 48-54**

This course presents an introduction and overview of Domestic Violence within cultures. Students will examine myths, stereotypes, socio-cultural factors that contribute to Domestic Violence while focusing on patterns, family dynamics, laws, various modalities of treatment, treatment planning, and client education. Personal assessment will include looking at personal values and attitudes on Domestic Violence and motives for selecting counseling as a profession. Prerequisite/Corequisite: ADS-103.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **ADS 110** **3 units** **Introduction to Counseling** **LEC 48-54**

An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to provide a good foundation for counseling. \*Cross-listed as PSYC-110. Prerequisite: PSYC-101 (with a grade of C or better).

--Transfers to CSU only

### **ADS 115** **3 units** **Individual, Family and Group Counseling** **LEC 48-54**

This course provides an in-depth study of theories and practices of individual, group, and family counseling, emphasizing learning and practical skills of counseling. Theories and models for family therapy, theories of stages of group development, techniques for family therapy, and the roles of the facilitator/counselor will be discussed. The student will learn how counselors help clients mobilize his/her problems and/or modify attitudes and values that block the recovery process. \*Cross-listed as PSYC-115. Prerequisites: ADS-110/PSYC-110 (with a grade of C or better).

--Transfers to CSU only

### **ADS 116** **3 units** **Introduction to Dual Diagnosis** **LEC 48-54**

This course is designed to instruct students when working with dually diagnosed clients in the assessment, referral and professional collaboration process. This includes the major concepts of chronic mental illness, DSM criteria, integrated treatment and relapse prevention. Prerequisite: ADS-110/PSYC-110 and PSYC-108 (with a grade of C or better).

--Transfers to CSU only

## Course Descriptions

### **ADS 118** **3 units** **Dual Diagnosis: Counseling & Case Management** LEC 48-54

This course is designed to instruct students working in the dual diagnosis field in the art of counseling and case management of clients with coexisting psychiatric and addictive disorders (Substance Abuse). The issues of psychotropic medications, medication side effects, decompensation, and effective case management as a member of an interdisciplinary team are covered. Special focus will be given to integrating the addiction model and mental health model of treatment. Prerequisite: ADS-116 (with a grade of C or better).

--Transfers to CSU only

### **ADS 120** **3 units** **Personal and Professional Growth for Alcohol and Drug Counselors** LEC 48-54

This course studies the importance of personal and professional growth for the future Alcohol/Drug counselor. Certification requirements, professional associations, continuing education needs and requirements, as well as programs that aid the recovering counselor and counselor burnout are also examined. Basic academic skills necessary for the effective counselor will be covered such as reading and writing skills, oral communication skills, investigative skills, and case writing skills with practical exercise given. Personal skills include assertiveness, problem solving, and decision-making. Personal assessment will include looking at personal values and attitudes on special issues and the motives and values for selecting counseling as a profession. Prerequisite: ADS-101 and ADS-102 and ADS-103 and ADS-104 (with a grade of C or better).

--Transfers to CSU only

### **ADS 149** **1-4 units** **Occupational Internship: Alcohol and Drug Studies** Paid 75-300/Unpaid 60-240

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. Corequisite: ADS-150; Student must complete 255 hours minimum at an approved (by ADS-150 instructor) agency or agencies where direct supervision is provided by a qualified staff person.

--Transfers to CSU only

### **ADS 150** **3 units** **Practicum Seminar** LEC 48-54

The practicum seminar is scheduled to be taken while the ADS student is doing his/her field experience at a community recovery facility and concurrently enrolled in ADS-149. This course reviews the content of all ADS courses with emphasis on the twelve core functions. Through participation in this class, the student can be better prepared for his/her fieldwork by improving their ability to measure ideal recovery program aspects. In addition, it provides the future Alcohol/Drug Counselor a basis for implementing his/her own preferences when they are working in the field. Prerequisite: All course work completed although one core or skill class may be taken concurrently with internship. Corequisite: ADS-149.

--Transfers to CSU only

## Allied Health

### **AH 070** **1 unit** **Survey of Health Occupations** LEC 16-18

This course is recommended for persons interested in allied health related careers. Students are introduced to health care careers, career planning, and the admissions process for VN and RN programs. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

### **AH 072** **3 units** **Medical Assistant: Administrative Procedures** LEC 48-54 (formerly Medical Assistant Administrative)

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team. Prerequisite/Corequisite: MATH-051 (with a grade of C or better).

--Not transferable

### **AH 073** **4 units** **Medical Assistant: Clinical Procedures** LEC 48-54/LAB 48-54 (formerly Medical Office Assistant Technician: Back Office)

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform clinical medical assisting functions including taking and recording vital signs, sterilization and disinfection, routine and specialty physical exams, gynecologic and prenatal care, minor office surgery, administration of medication, urinalysis, interview and document patient complaints, and perform CPR and first aid. Prerequisite: None.

--Not transferable

### **AH 078** **3 units** **Medical Assistant Computerized Office Procedures** LEC 48-54

This course familiarizes the student with the computerized office skills necessary to become a successful user of medical account management software. Students will also learn a variety of other computerized administrative tasks including billing, building patients files, posting entries, and appointment scheduling. Prerequisite: None.

--Not transferable

### **AH 082** **3.5 units** **Telemetry Technician** LEC 48-54/LAB 24-27

This course is designed to teach the student the basic concepts of cardiac rhythm analysis and to develop an understanding of the 12 lead ECG. Students will analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns. Training will prepare students to function as telemetry technicians. Prerequisite: None.

--Not transferable

**AH 095** **3 units**  
**Medical Terminology** **LEC 48-54**

This course is an introduction to medical terminology as used by health personnel, including physicians, nurses, dentists, medical secretaries, insurance clerks and medical office assistants. Medical terminology is a useful course in preparation for entrance into any medical course of study, such as nursing, emergency medical technician or medical assisting. Prerequisite: None.

--Not transferable

**AH 120B** **5 units**  
**Advanced Emergency Medical Technician** **LEC 32-36/LAB 144-162**

This course is intended for the Emergency Medical Technician (EMT) that has successfully completed a Basic EMT course or is currently certified as an EMT. This course is designed primarily to give the basic EMT the additional practical skills beyond the basic EMT course. The student will learn how to read a map-book, complete additional field internships to sharpen practical skills. The student will learn proper customer service demeanor and emergency vehicle driving safety. Prerequisite: None. Corequisite: AH-120 or an Emergency Medical Technician certification.

--Transfers to CSU only

**AH 122** **3 units**  
**Medical Ethics** **LEC 48-54**

The allied health care student will learn about laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. Prerequisite: None.

--Transfers to CSU only

**AH 124** **3 units**  
**Pathophysiology** **LEC 48-54**

This course provides a survey of general principles of the disease process of organs and systems of the human anatomy. It includes chronic and acute diseases; respiratory, bone, and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs; and infectious diseases and neoplasms. Prerequisite: None.

--Transfers to CSU only

**AH 126** **3 units**  
**Techniques in Patient Care** **LEC 32-36/LAB 48-54**

This course is designed to teach the student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included. Prerequisite: None. Other Enrollment Criteria: CPR Healthcare Provider Card.

--Transfers to CSU only

**AH 127** **3 units**  
**Infant to Adult Basic and Advanced Life Support** **LEC 32-36/LAB 48-54**

This course is designed for medical professionals who will be working in the acute care setting or are preparing to work in the acute care setting. The following are examples of the individuals that would benefit from taking this class: individual in the nursing profession, Pre-hospital Care, Physicians Assistants, Nurse Practitioners and physicians. Advanced topics in resuscitation are taught. The student will resuscitate an infant, child, and adult in a mock resuscitation setting. Prerequisite: Nursing student, Licensed Vocational Nurse, Registered Nurse, Paramedic, Emergency Medical Technician, Physician Assistant, Nurse Practitioner

Physician, student Physician, or Respiratory Therapist. Recommended Preparation: Basic Electrocardiogram course and Anatomy and Physiology.

--Transfers to CSU only

**AH 149** **1-4 units**  
**Occupational Internship: Medical Assisting Clinical** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information..

--Transfers to CSU only

**AH 154** **3 units**  
**Medical Office Operations** **LEC 32-36/LAB 48-54**

This course contains advanced terminology: legal and medical implications of preparing and securing medical documents; transcription materials and exercises adapted from actual medical documents. This course introduces basic, universal concepts of medical insurance and billing procedures. Prerequisite: None.

--Transfers to CSU only

**EMS 120** **6 units**  
**Emergency Medical Technician (formerly AH-120 Emergency Medical Technician I)** **LEC 64-72/LAB 96-108**

This course provides the student with the knowledge to assess, treat and care for the ill or injured public. This course also provides the student with an opportunity to do a short field and hospital internship. The student will be able to provide emergency care for the public. Prerequisite: None. Recommended Preparation: ANAT-100. Other Enrollment Criteria: Immunizations and TB clearance along with a physical exam, must be 18 years of age and complete a required background check.

--Transfers to CSU only

**EMS 121** **2.5 units**  
**Emergency Medical Technician (formerly AH-121 Emergency Medical Technician I Basic (Refresher))** **LEC 32-36/LAB 24-27**

This course is designed for students who currently practice as an Emergency Medical Technician or have previously passed the Emergency Medical Technician course and require this course for certification renewal. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: EMS-120 or equivalent such as the California State EMT certification or the National registry EMT certification.

--Transfers to CSU only

## Course Descriptions

### American Sign Language

#### **ASL 100** **4 units** **American Sign Language I** **LEC 64-72**

This course is the first in a series of ASL courses designed to introduce American Sign Language as it is used within the Deaf culture and introduce students to the basic structure, vocabulary and conversational strategies of the language. The culture of the Deaf community is also studied. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

#### **ASL 101** **4 units** **American Sign Language II** **LEC 64-72**

This course, the second in a series of ASL courses, presents a continuation of skills learned in ASL 100 and is designed to increase proficiency in American Sign Language structure, vocabulary and conversational strategies as used within Deaf Culture. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-100 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

#### **ASL 102** **3 units** **Fingerspelling, Numbers & Classifiers** **LEC 48-54**

This course provides an in-depth study of fingerspelling techniques and study of number systems in ASL. The course will focus on the 26 hand configurations of the manual alphabet, numbers, and Fingerspelled Loan Signs. This course addresses the use of classifiers and complex grammatical features in ASL. Classifiers will be defined and categorized. Prerequisite: ASL-101 (with a grade of C or better).

--Transfers to CSU only

#### **ASL 103** **4 units** **American Sign Language III** **LEC 64-72**

This course, the third in a series of ASL courses, is designed to expand proficiency with targeted lexicon, classifiers, structure, syntactical principles, and facial/body morphology as used within Deaf culture. Using ASL principles students will translate idiomatic usages of English into conceptually accurate ASL. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

#### **ASL 104** **4 units** **American Sign Language IV** **LEC 64-72**

This course, the fourth in a series of ASL courses, presents a continuation of skills learned in ASL 103 and is adding more complex ASL grammatical features and vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character roles shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-103 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

#### **ASL 105** **4 units** **American Sign Language V** **LEC 64-72**

This course, the fifth in a series of ASL courses, presents a continuation of skills learned in ASL-104 and is adding advanced complex ASL grammatical features and advanced vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character role shifting and space referencing in the presentations, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This course is a requirement for the AA degree in ASL Interpreting or Deaf Studies. Prerequisite: ASL-104 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C2

#### **ASL 110** **3 units** **Deaf Culture and Community** **LEC 48-54**

This course introduces observable attributes of Deaf and hearing individuals and the social, political, economic, educational, linguistic, and historical issues faced by each. The evolution, from a pathological view of D/deaf people to a cultural one, will be analyzed from a historical, anthropological and sociological perspective. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2, D7

#### **ASL 150** **3 units** **American Sign Language Linguistics** **LEC 48-54**

This course provides an introduction to the linguistic structures of ASL: including phonology, morphology, syntax, and semantics. The course is required for completion of an articulated transfer program to include complex ASL grammatical features, advanced vocabulary, role shifting, space referencing, narratives, presentations and integration of etiquette into Deaf Culture. Prerequisite: ASL-104 (with a grade of C or better). Recommended Preparation: ENGL-145.

--Transfers to CSU only

#### **ASL 299** **1-3 units** **Special Projects: American Sign Language** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in

the total hours listed above. Prerequisite: Previous American Sign Language classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Anatomy & Physiology

### **ANAT 100** **3 units** **Introduction to Anatomy and Physiology** **LEC 48-54**

This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. \*Cross-listed as NURS-100. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

### **ANAT 101** **5 units** **Human Anatomy & Physiology I** **LEC 48-54/LAB 96-108**

This course is the first in a two part series covering the topics of the chemical, cellular, and tissue levels of organization. In addition this course provides a systematic study of the anatomy and physiology of the following systems: integumentary, reproductive, skeletal, muscular, digestive and metabolic. Prerequisite: None. Recommended Preparation: BIOL-115.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

### **ANAT 102** **5 units** **Human Anatomy & Physiology II** **LEC 48-54/LAB 96-108**

This course is the second class in a two part series and covers the nervous, endocrine, cardiovascular, lymphatic, respiratory, and urinary systems as well as fluid and electrolyte homeostasis. Prerequisite: ANAT-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

### **ANAT 299** **1-3 units** **Special Projects: Anatomy & Physiology** **IS 16-54**

This is an arranged class to study a selected topic or experimental design by contract with the instructor for students with previous course work in the specific program area. Arrangements may be made with the instructor to supervise the special project. These projects are available for variable units and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Anatomy classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Anthropology

### **ANTH 101** **3 units** **Physical Anthropology** **LEC 48-54**

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This course includes discussions of human genetics, natural selection, living primates, fossil evidence of human evolutionary change, and modern human variation. This course is designed to improve a student's understanding of modern human diversity and the processes involved in our species\_ adaptation. A field trip may be required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

### **ANTH 101H** **3 units** **Honors Physical Anthropology** **LEC 48-54**

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This course includes discussions of human genetics, natural selection, living primates, fossil evidence of human evolutionary change, and modern human variation. This course is designed to improve a student's understanding of modern human diversity and the processes involved in our species\_ adaptation. A field trip may be required. Prerequisite: Acceptance into the Honors Enrichment Program.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

### **ANTH 102** **3 units** **Cultural Anthropology** **LEC 48-54**

This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course focuses on an analysis of human behavior from a cross cultural perspective. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 102H** **3 units** **Honors Cultural Anthropology** **LEC 48-54**

This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course focuses on an analysis of human behavior from a cross cultural perspective. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

## Course Descriptions

### **ANTH 103A** **3 units**

#### **North American Indians**

**LEC 48-54**

This course is an overview of the American Indian societies of North America from prehistoric times to the present. Ethnohistory, archaeology, language studies and cultural anthropology are used to understand diverse adaptations to the complex North American landscape, as well as the changes that occurred when Europeans invaded the continent. All of this is background for understanding current issues in American society. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 103B** **3 units**

#### **Northwest Coast Indian Cultures**

**LEC 48-54**

This is an anthropological study of the Native American societies of the Northwest Coast of North America. Ethnohistory, archaeology, linguistics, and cultural anthropology combine to produce a comprehensive picture of these societies. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 103C** **3 units**

#### **Cultures of the Pacific Islands**

**LEC 48-54**

This course uses ethnohistory, archaeology, linguistics, and cultural anthropology to understand the cultures and societies of the Pacific Islands from their beginnings to the present. Current issues for Pacific Islanders make sense in this context. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 103D** **3 units**

#### **Latin American Cultures**

**LEC 48-54**

This course is an overview of Latin American culture and societies from prehistoric times to the present. Archaeology, ethnohistory, ethnography and linguistics are used to understand diverse cultural adaptations to the varied landscapes of Latin America by societies such as the Maya, Aztec and Inka. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 103E** **3 units**

#### **Cultures of Africa**

**LEC 48-54**

This course uses ethnohistory, archaeology, linguistics, and cultural anthropology to understand the cultures and societies of Africa from their prehistoric times to the present. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 104** **3 units**

#### **World Prehistory**

**LEC 48-54**

This course provides an introduction to the archaeological record documenting the development of civilizations- beginning with fully modern human beings. Topics that are studied include the origins of agriculture, the origins of writing and the development of cities and states. Cultures from around the world will be studied including China, the Andes, Mesopotamia, Sub-Saharan Africa, Northern Europe and North America among others. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 104H** **3 units**

#### **Honors World Prehistory**

**LEC 48-54**

This course provides an introduction to the archaeological record documenting the development of civilizations- beginning with fully modern human beings. Topics that are studied include the origins of agriculture, the origins of writing and the development of cities and states. Cultures from around the world will be studied including China, the Andes, Mesopotamia, Sub-Saharan Africa, Northern Europe and North America among others. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4A

--CSU Area(s): D1

### **ANTH 110** **1 unit**

#### **Anthropology Laboratory**

**LAB 48-54**

This laboratory course provides students with an opportunity for hands-on learning in any or all anthropological sub disciplines. Students will carry out laboratory and/or field exercises, which demonstrate the utility of anthropological methods and techniques for data gathering and problem solving. This course is designed for all who are curious about anthropology. It is useful for social science majors. It is also useful for career teachers who would like to learn to utilize anthropological strategies in their own classrooms. Prerequisite: None.

--Transfers to CSU only

### **ANTH 111** **1 unit**

#### **Physical Anthropology Lab**

**LAB 48-54**

This is an introductory laboratory course that investigates human evolution and human biological diversity from a scientific perspective. This includes human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and modern human variation. This course meets science requirements. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required. Prerequisite: None. Corequisite: ANTH-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5C

--CSU Area(s): B3

**ANTH 115** **3 units**  
**Introduction to Archaeology** **LEC 48-54**

This course is an introduction to the field of archaeology, a sub-discipline of anthropology, in which artifacts and archaeological sites are examined in order to understand how culture has changed over time. Students in this course will be introduced to laboratory, survey and excavation techniques. Prerequisite: None.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4A
- CSU Area(s): D1

**ANTH 121** **3 units**  
**California Indians** **LEC 48-54**

This is a survey course about the culture and society of Native Californians in the prehistoric period, during the Spanish occupation, during the Mexican occupation, and under the government of the United States. Emphasis is given to effects of introduced diseases, imposed religions, and invader governments upon the Native Californians from contact times to today. \*Cross-listed as HIST-121. Prerequisite: None.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4A, 4F
- CSU Area(s): D1, D3

**ANTH 125** **3 units**  
**Magic, Witchcraft and Religion** **LEC 48-54**

This course examines different supernatural beliefs and associated rituals from a cross-cultural perspective. Using an anthropological perspective, students will study magic, witchcraft and religion in various societies from around the world, both past and present. Emphasis is placed on examining beliefs from the social context of the society in which it is practiced. Topics shall include creation myths, healing, sorcery, totemism, ancestor worship, shamanism and cults. Prerequisite: None

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4A
- CSU Area(s): D1

**ANTH 145** **3 units**  
**Introduction to Language and Linguistics** **LEC 48-54**  
**(formerly ENGL-245)**

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. \*Cross-listed as ENGL-145. Prerequisite: None. Recommended Preparation: ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ANTH 145H** **3 units**  
**Honors Introduction to Language and** **LEC 48-54**  
**Linguistics**  
**(formerly ENGL-245H)**

Honors Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking

and affects their lives. \*Cross-listed as ENGL-145H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ANTH 149** **1-4 units**  
**Occupational Internship:** **Paid 75-300/Unpaid 60-240**  
**Anthropology**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

- Transfers to CSU only

**ANTH 201** **3 units**  
**Introduction to Forensic Anthropology** **LEC 48-54**

Forensic Anthropology is the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. This course provides a basic overview of the field of forensic anthropology; human osteology; the techniques used to make estimations of age, sex, ancestry and stature; recovery techniques and the analytic techniques and procedures used in the medico-legal framework. Prerequisite: None. Recommended Preparation: ANTH-101.

- AA/AS General Education: AA/AS A
- Transfers to CSU only

**ANTH 205** **3 units**  
**Archaeological Excavation** **LEC 16-18/LAB 96-108**

This class is about the systematic and legitimate recovery of artifacts from surface and/or buried archaeological sites. The focus is on techniques designed to preserve provenience and context of the artifacts for future scientific analysis. A field trip may be required. Prerequisite/ Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098.

- Transfers to CSU only

**ANTH 210** **3 units**  
**Archaeology Laboratory** **LEC 16-18/LAB 96-108**

This course is an introduction to the laboratory processing and preliminary analyses carried out in archaeological investigations. Students will learn to care for and catalog artifacts collected from buried or surface sites. Students will learn to identify and classify various artifacts while handling them appropriately and protecting the provenience information that accompanies the artifacts. Prerequisite/ Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098.

- Transfers to CSU only



## Course Descriptions

### **ANTH 215** **3 units**

#### **Archaeological Survey** **LEC 16-18/LAB 96-108**

Students learn to professionally identify, assess, locate, and record archaeological sites. Use of compass, GPS, and topographic maps will be stressed. This is an active field class which may require strenuous walking over rough terrain, held off campus at various locations. This course is intended for students who want to obtain entry-level jobs in archaeology, as well as for students transferring to four-year institutions and planning to major in Native American studies, anthropology, earth sciences, city planning, and other fields. Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **ANTH 299** **1-3 units**

#### **Special Projects: Anthropology** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Anthropology classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Art

### **ART 093** **1 unit**

#### **Graphic Design Practicum** **LAB 48-54**

This course explores and reinforces design theory, processes and techniques taught in the Graphic Design, Digital Art and Multimedia lecture classes. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

### **ART 095** **1 unit**

#### **Typography Practicum** **LAB 48-54**

This course explores and reinforces the theory, processes and techniques taught in the Typography lecture classes but can also be used for students seeking better Typography skills in projects from other courses or portfolio development. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

### **ART 100** **3 units**

#### **Art Appreciation** **LEC 48-54**

This course introduces students to the important principles, styles, forms and aesthetics of world art. Students will learn by studying, analyzing and writing about examples of art presented. In addition this course provides a general overview for the student who has an interest in the context and history of Art and culture. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **ART 101** **3 units**

#### **Art History: Prehistoric Through Medieval Art** **LEC 48-54**

This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms

in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **ART 101H** **3 units**

#### **Honors Art History: Prehistoric Through Medieval Art** **LEC 48-54**

This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **ART 102** **3 units**

#### **Art History: Renaissance to 20th Century Art** **LEC 48-54**

This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **ART 102H** **3 units**

#### **Honors Art History: Renaissance to 20th Century Art** **LEC 48-54**

This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **ART 103** **3 units**

#### **Introduction to Modernism** **LEC 48-54**

This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU  
 --IGETC Area(s): 3A  
 --CSU Area(s): C1

**ART 103H** **3 units**  
**Honors Introduction to Modernism** **LEC 48-54**

This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3A  
 --CSU Area(s): C1

**ART 104** **3 units**  
**World Art** **LEC 48-54**

World Art is a survey class that introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. The course covers a variety of art forms in the context of their cultural settings, iconography, purpose, and style. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS F  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3A  
 --CSU Area(s): C1

**ART 104H** **3 units**  
**Honors World Art** **LEC 48-54**

World Art is a survey class that introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. The course covers a variety of art forms in the context of their cultural settings, iconography, purpose, and style. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C or AA/AS F  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3A  
 --CSU Area(s): C1

**ART 105** **3 units**  
**History of Graphic Design** **LEC 48-54**

This course examines the evolution of graphic communication from prehistory through postmodern design, the age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in historical contexts. Prerequisite: None. Recommended Preparation: ENGL-098.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU

**ART 105H** **3 units**  
**Honors History of Graphic Design** **LEC 48-54**

This course examines the evolution of graphic communication from prehistory through postmodern design, the age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in historical contexts. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU

**ART 108** **3 units**  
**Beginning Drawing** **LEC 32-36/LAB 48-54**

This course is an introduction to the fundamentals of drawing in a variety of media. Coursework includes an exploration of art fundamentals including the use of perspective and compositional principles. The course also emphasizes exercises meant to develop the student's observational skills, and motor skills. Students will primarily employ black and white media. Prerequisite: None.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

**ART 109** **3 units**  
**Intermediate Drawing** **LEC 32-36/LAB 48-54**

This course is a continued study and refinement of skills and concepts acquired in Beginning Drawing. In addition to areas covered in Beginning Drawing coursework includes an exploration of portraiture, color, and expressive possibilities of drawing. Prerequisite: ART-108 (with a grade of C or better).

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

**ART 112** **3 units**  
**Life Drawing** **LEC 32-36/LAB 48-54**

This course develops skills needed to successfully draw the human form. Areas covered include anatomy, perception of form, contour drawing, and modeling. Nude models are used. Prerequisite: ART-108 (with a grade of C or better).

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU

**ART 115** **3 units**  
**Painting I** **LEC 32-36/LAB 48-54**

This course is an introduction to the fundamentals of painting. Coursework includes an explanation of materials, methods, and techniques; the application of color theory and the principles of composition; and the development of visual perception and creative skills. Prerequisite: ART-108 or ART-120 (with a grade of C or better) or portfolio.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

**ART 116** **3 units**  
**Painting II** **LEC 32-36/LAB 48-54**

A continued study and refinement of skills and concepts acquired in Painting I. In addition to areas covered in Painting I coursework includes an exploration of subjective color and the expressive possibilities of painting. Prerequisite: ART-115 (with a grade of C or better) or portfolio.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

## Course Descriptions

### **ART 118** **2 units**

**Watercolor/Mixed Media** **LEC 16-18/LAB 48-54**

This course is designed to introduce and refine skills, techniques, and aesthetics using watercolor alone and with a variety of other media. Coursework includes an exploration of traditional and experimental techniques with an emphasis on design and composition. Prerequisite: ART-108 (with a grade of C or better) or portfolio.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **ART 119** **2 units**

**Mural Painting** **LEC 16-18/LAB 48-54**  
**(formerly Introduction to Mural Painting)**

This course is an introduction to the creating and execution of murals. Coursework includes professional practices, materials, site requirements, style, color, composition, and painting techniques. Prerequisite: ART-115 (with a grade of C or better) or portfolio.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **ART 120** **3 units**

**2D Design** **LEC 32-36/LAB 48-54**

This course introduces the student to the principles of 2-D design using the design elements of line, shape, space, value, texture, color, and form. Students will explore design concepts through visual analysis, problem solving projects, and presentation. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

### **ART 121** **3 units**

**Design and Color** **LEC 32-36/LAB 48-54**

This course is a continued study of the principles of 2D design. The practice of the organization of visual elements is taught in accordance with the principles of design. Emphasis is placed on color theory and more advanced methods of communicating ideas through design. This class is designed for students pursuing an AA in Art and those seeking to fulfill the Humanities requirement. Prerequisite: ART-120 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

### **ART 122** **3 units**

**3D Design** **LEC 32-36/LAB 48-54**

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Students learn to solve design problems using a variety of three-dimensional materials, and a variety of approaches to three-dimensional structure. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. This is a foundation course for students planning to major in art, and a useful course for all students interested in building visually coherent three-dimensional objects. Prerequisite: None. Recommended Preparation: ART-120.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **ART 123** **3 units**

**Graphic Design I** **LEC 32-36/LAB 48-54**

Development of conceptual thinking and visual representation skills through thumbnail sketches to full size layouts of graphic concepts. Emphasis on various approaches to problem solving in advertising and design. Markers and colored pencils will be used for photorealistic

and convincing visual representation. This course is required of all visual communication and graphic design majors. Prerequisites: Both ART-130A and ART-130B, or MUL-110 (with a grade of C or better). Recommended Preparation: ART-120 and ART-108.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **ART 124** **3 units**

**Time Based Media** **LEC 32-36/LAB 48-54**

This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. \*Cross-listed as MUL-126. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **ART 125** **3 units**

**Typography I** **LEC 32-36/LAB 48-54**

This course covers the history and development of basic letterforms. In studio work, lettering is explored as a design form through hand-made and experimental typeface use and development, mechanical typography and page layout techniques. Class projects are oriented towards development of knowledge in typographical theories. Prerequisite: None. Recommended Preparation: ART-120.

--Transfers to CSU only

### **ART 130A** **2 units**

**Digital Art - Imaging** **LEC 16-18/LAB 48-54**  
**(formerly ART-130 Digital Art I)**

Introduction to digital art processes of capturing and manipulating images. Exploration print based and interactive media is explored through multiple software tools. Concept emphasis will be placed on the development of aesthetic judgment, style and expressive content. Recommended for majors in art, multimedia, and practicing professionals. Prerequisite: None. Recommended Preparation: ART-120 and MUL-110.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **ART 130B** **2 units**

**Digital Art - Illustration** **LEC 16-18/LAB 48-54**  
**(formerly ART-140 Digital Illustration)**

Introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. \*Cross-listed as MUL-140. Prerequisite: ART-130A or MUL-110 (with a grade of C or better) or demonstrated ability.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **ART 141** **3 units**

**Illustration** **LEC 32-36/LAB 48-54**

This course will investigate illustration as a specific form of visual communication and its relationship to written information. Imagery generation and refinement in both black and white and color will be explored as well as the historical development of illustration in

advertising, informational applications and propagandizing. The course will focus on traditional studio methods, involving drawing and painting, as well as the materials and techniques most compatible with publishing. Prerequisite: ART-108 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**ART 151 3 units**

**Ceramic Arts LEC 32-36/LAB 48-54**

This course is designed to familiarize students with the skills, methods and aesthetics of Fine Art Ceramics. Students will learn and practice a variety of ceramics processes, including surface decoration, and critically evaluate the forms they create. Ceramic Arts introduces clay as a significant media in the context of historical, traditional and contemporary three-dimensional art and design. Prerequisite: None. Recommended Preparation: ART-122.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**ART 160 3 units**

**Sculpture LEC 32-36/LAB 48-54**

Sculpture is designed to familiarize students with the skills, methods and aesthetics of sculpture. The course is designed to develop skills in modeling in clay from direct observation. Students learn and practice various sculpture processes that include construction of an armature, bas-relief, mold making, carving and casting. Sculpture introduces these processes in the context of historical, traditional and contemporary three-dimensional art and design. Prerequisite: None. Recommended Preparation: ART-122.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

**ART 170 2 units**

**Foundry-Ceramic Shell Casting LEC 16-18/LAB 48-54**

This course introduces the fundamentals of lost wax bronze casting using the ceramic shell process. Coursework includes safety issues, terminology, spruing, shell making, dewaxing, pouring, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C1

**ART 171 2 units**

**Bronze Sand-Casting LEC 16-18/LAB 48-54**

This course introduces the fundamentals of bronze sand-casting. Coursework includes safety issues, terminology, pattern making processes, mold making processes, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**ART 223 3 units**

**Graphic Design II LEC 32-36/LAB 48-54**

**(formerly ART-136 Visual Communication I)**

This is an intermediate level course that expands on the tools and procedures used by professional graphic designers. Using real-world oriented projects, students will execute production of concept development in small space two dimensional advertising. Prerequisite:

ART-120, ART-123, ART-130A and ART-130B (with a grade of C or better), or Portfolio Review/Demonstrated Ability. Recommended Preparation: ART-125.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**ART 249 3 units**

**Portfolio and Professional Development LEC 48-54**

This is a capstone course that will prepare students with a cohesive body of work that would be presentable in interviews and portfolio reviews as well as the development of knowledge of the business in creative entrepreneurship. Prerequisite: None.

--Transfers to CSU only

**ART 299 1-3 units**

**Special Projects: Art IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Astronomy**

**ASTR 101 4 units**

**Introduction to Astronomy LEC 48-54/LAB 48-54**

Introduction to Astronomy is intended as either a first course terminal course for non-science majors satisfying general education science requirements. The course examines the history of astronomy, tools and methods used by astronomers, planetary and stellar evolution, cosmology and current topics, such as quasars, black holes, etc. Field trips may be required. Prerequisite: None. Recommended Preparation: Collegiate level reading and math skills.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

**ASTR 111 3 units**

**Planetary Astronomy LEC 48-54**

This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Studies will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies moons, asteroids, comets, meteors and the Sun. \*Cross-listed as GEOL-111. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

**ASTR 299 1-3 units**

**Special Projects: Astronomy IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Astronomy classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Course Descriptions

### Audio & Video Technology

#### **AUD 140** **3 units** **Beginning Studio Recording** **LEC 48-54**

This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. \*Cross-listed as MUS 140. Prerequisite: None.

--Transfers to CSU only

--CSU Area(s): C1

#### **AUD 141** **3 units** **Intermediate Studio Recording** **LEC 48-54**

This course offers instruction in multitrack recording techniques, equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. \*Cross-listed as MUS-141. Prerequisite: MUS/AUD-140 (with a grade of C or better).

--Transfers to CSU only

--CSU Area(s): C1

#### **AUD 142** **3 units** **Advanced Studio Recording I** **LEC 48-54**

This course is the study of techniques used for audio-for-video and film. Study will include: multi-track recording, mixing, Foley, signal processing and ADR. \*Cross-listed as MUS-142. Prerequisite: MUS/AUD-141 (with a grade of C or better).

--Transfers to CSU only

#### **AUD 143** **3 units** **Computer Audio Editing** **LEC 48-54** **(formerly Advanced Studio Recording II)**

This course offers students experience in digital editing using computers and software. The class includes digital recording techniques. \*Cross-listed as MUS-143. Prerequisite: AUD/MUS-140 (with a grade of C or better).

--Transfers to CSU only

#### **AUD 145** **3 units** **Midi & Computer Recording** **LEC 48-54**

This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. \*Cross-listed as MUS-145. Prerequisite: AUD/MUS-143 (with a grade of C or better).

--Transfers to CSU only

#### **AUD 146** **3 units** **Recording Music and Live Sound** **LEC 48-54**

This course offers instruction in microphone techniques for vocals, acoustic musical instruments and electronic musical instruments. Students will also receive instruction in advanced mixdown techniques and in the use of public address systems as applied to live sound (concert and theater) situations. \*Cross-listed as MUS-146. Prerequisite: MUS/AUD-141 (with a grade of C or better).

--Transfers to CSU only

#### **AUD 147** **3 units** **The Music & Audio Business** **LEC 48-54**

This course acquaints students with business practices in the music and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends.

Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as BADM-147 and MUS-147. Prerequisite: None.

--Transfers to CSU only

#### **AUD 148** **3 units** **Radio Production** **LEC 48-54**

This course acquaints students with the major aspects of radio production. The course includes information regarding the studio and various types of hardware and software. \*Cross-listed as MUS-148. Prerequisite: AUD-141 or MUS-141 (with a grade of C or better).

--Transfers to CSU only

#### **AUD 152** **3 units** **Video Production I** **LEC 48-54**

This course introduces students to the theoretical concepts and equipment operations of video production. Students will learn basic camera operations, lighting techniques, production techniques, audio-for-video techniques and video editing. Other topics covered in this class include iris/depth-of-field relations, framing for depth perception, applicable frame rates, pre-production paper work, and final authoring to DVD. \*Cross-listed as MUL-123. Prerequisite: None. Recommended Preparation: MUL-110 or AUD-140.

--Transfers to both UC/CSU

#### **AUD 153** **3 units** **Video Production II** **LEC 48-54**

This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. \*Cross-listed as MUL-223. Prerequisite: AUD-152/MUL-123 (with a grade of C or better).

--Transfers to both UC/CSU

#### **AUD 299** **0.50-4 units** **Special Projects: Audio Technology** **IS 8-72**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Audiology classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### Automotive/Transportation Technology

#### **AUME 100** **4 units** **Basic Auto Mechanics** **LEC 48-54/LAB 48-54**

This course covers the theory of operation of common road vehicles. The eight basic automotive systems are explored with minor maintenance tasks required. Emphasis is on an overview of automotive technology as a career choice. Prerequisite: None.

--Transfers to CSU only

#### **AUME 101** **2 units** **Maintenance Light Repair I** **LEC 16-18/LAB 48-54**

This course is specifically designed to meet American Honda PACT program requirements for car care service technicians. Students wishing to become a Honda Dealership Express Service technician must successfully complete this course. Prerequisite: None. Other

Enrollment Criteria: Students must meet the following criteria to be selected for this manufacturer training program. Must attend the Honda PACT orientation. Have a valid CA Drivers license with Zero points, a valid social security number, must be 18 years old, must pass a drug test and have no felony.

--Not transferable

**AUME 109** **4 units**  
**Basic Maintenance Light Repair II (MLR)** **LEC 32-36/LAB 96-108**

This course covers the theory of operation of common road vehicles. The eight basic automotive systems are explored with minor maintenance light repair. Emphasis is on overview of automotive technology as a career choice related to the Honda - Fast Track Program. Prerequisite: AUME-101 (with a grade of C or better). Other Enrollment Criteria: Students must meet the following criteria to be selected for this manufacturer training program. Must attend the Honda PACT orientation. Have a valid CA Drivers license with Zero points, a valid social security number, must be 18 years old, must pass a drug test and have no felony.

--Not transferable

**AUME 110** **6 units**  
**Basic and Advanced Clean Air Car Course** **LEC 80-90/LAB 48-54**

This course prepares the student to perform Smog Testing on vehicles that are in the California State Smog Check Program. Successful completion qualifies students to take the State Smog Test Exam. Students learn the use of five gas analyzers with State Certified dynamometer, gauges, ignition analyzers and in-flight recorders/Scan tools to troubleshoot, diagnose and repair the Power-train Control Module on both domestic and import vehicles. Prerequisite: None. Recommended Preparation: AUME-111, AUME-122 and AUME-126.

--Transfers to CSU only

**AUME 111** **6 units**  
**Emission Controls A6/A8/L1 (formerly Emission Controls Part II A6/A8/L1)** **LEC 80-90/LAB 48-54**

This course prepares the student to perform Vehicle Emissions Diagnosis & Repair procedures subject to the California State Smog Check Program. Successful completion meets three of the five requirements for State the Exam. Students learn the use of Scan tools, lab scopes, five gas analyzers, dynamometer and ignition analyzers to troubleshoot, diagnose and repair the Powertrain Control Module and sub systems used on domestic and import vehicles. Prerequisite: None.

--Transfers to CSU only

**AUME 112** **1 unit**  
**Bureau of Automotive Repair (State of California) Update Training Course** **LEC 16-18**

This course is designed to update currently licensed smog check technicians with current industry California State required standards and is a prerequisite to renewing a smog check technicians license. In addition, initial smog check technician applicants must complete this course to apply for a smog check technician license. Student will be fully updated on current and new regulations upon completion of this course. Prerequisite: None. Recommended Preparation: AUME-122 and AUME-126 or possess a current smog license.

--Not transferable

**AUME 118** **4 units**  
**Heating/Air Conditioning Systems (formerly Automotive Air Conditioning and Heating)** **LEC 48-54/LAB 48-54**

This course is an in depth study of the design and operation of contemporary domestic and import air conditioning and heating systems. Emphasis is placed on the problem diagnosis of and repair procedures for these systems and an introduction to Automatic A/C and Comfort Control Systems. This course also offers a Refrigerant, Recovery and Recycling Test for Refrigerant Certification through Automotive Service Excellence (ASE). Prerequisite: None.

--Transfers to CSU only

**AUME 119** **4 units**  
**Automotive Brake Systems** **LEC 32-36/LAB 96-108**

This course covers the operation, diagnosis and repair procedures of automotive brake systems. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. Prerequisite: None. Recommended Preparation: AUME-100

--Transfers to CSU only

**AUME 120** **4 units**  
**Automotive Suspension, Steering and Alignment Systems (formerly Suspension And Alignment Principles)** **LEC 32-36/LAB 96-108**

This course covers the operation, diagnosis, repair and alignment procedures of automotive suspension and steering systems on import domestic vehicles and light trucks. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. Prerequisite: None. Recommended Preparation: AUME 100

--Transfers to CSU only

**AUME 122** **4 units**  
**Engine Performance I** **LEC 48-54/LAB 48-54**

This course covers engine and sub systems theory of operation and diagnosis, meters, test equipment, and repair/replacement of major components of passenger cars and light trucks. Areas of study include starting, charging, ignition, electrical and electronic accessories. This course is designed for learners wishing to develop skills in diagnosis and repair of earlier technologies. This course will assist in preparation for ASE A-8 exam. Prerequisite: None. Recommended Preparation: AUME-100 or previous high school automotive classes.

--Transfers to CSU only

**AUME 123** **4 units**  
**Engine Performance II** **LEC 40-45/LAB 72-81**

This course is an intense study of the design and operation of fuel management systems including domestic and import feedback fuel control, electronic ignition, and computer controlled systems. Emphasis is placed on the correct diagnosis of and proper repair procedures for those systems. Prerequisite: AUME-122 (with a grade of C or better). Recommended Preparation: AUME-100 or AUME-126.

--Transfers to CSU only

**AUME 124** **5 units**  
**Engine Theory and Repair** **LEC 40-45/LAB 120-135**

This is a course in engine repair, rebuilding of modern engine. This an entry level course appropriate for persons with limited experience with automotive technology desiring to build skills towards engine performance and diagnostics. Prerequisite: None.

--Transfers to CSU only

## Course Descriptions

### **AUME 126** **4 units**

**Automotive Electrical/Electronics I** LEC 48-54/LAB 48-54

This course covers the theory of electricity, use of meters and test equipment, use of wiring diagrams, diagnosis and repair or replacement of major electrical components of automotive and light trucks. Major areas of study include batteries, starting, charging and ignition systems as well as electrical accessories. This course will assist the student in preparing for the ASE A6 exam. Prerequisite: None. Recommended Preparation: AUME-100 or previous high school automotive course.

--Transfers to CSU only

### **AUME 127** **4 units**

**Automotive Electrical/Electronics II** LEC 32-36/LAB 96-108

This course covers electricity and electronics, the use of electrical test equipment, wiring diagrams, diagnosis and repair/replacement/diagnosis of major electrical components of automobiles. Prerequisite: AUME-126 (with a grade of C or better).

--Transfers to CSU only

### **AUME 132** **2 units**

**Automotive Service Advisor** LEC 32-36

Designed to explore and develop desirable characteristics and skills common to the successful automotive service advisor. Prerequisite: None.

--Transfers to CSU only

### **AUME 133** **2 units**

**Automotive Shop Management** LEC 32-36  
**(formerly Auto Service Shop Management)**

Basic automotive service shop management techniques for those individuals who work in the automotive industry. The main objective of the course is to teach management techniques to handle the challenges of an automotive shop in today's competitive market. The student will be able to identify the controllable expenses that affect all automotive shops and will learn the skills needed to install processes to control and monitor them. The student will learn the legal requirements as they apply to the Bureau of Auto Repair for the industry. The student will learn systems for customer retention, service productivity and profits. Prerequisite: None. Recommended Preparation: AUME

100

--Transfers to CSU only

### **AUME 149** **1-4 units**

**Occupational Internship:** Paid 75-300/Unpaid 60-240  
**Auto Mechanics**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **AUME 175** **4 units**

**Automatic Transmissions & Transaxles** LEC 48-54/LAB 48-54

This course covers the principles and operation of hydraulically and electronically controlled transmissions and transaxles. Topics include planetary gearing, hydraulic theory, transmission controls, component function and application. Appropriate lab activities include:

removal, disassembly, inspection, and reassembly of hydraulically and electronically controlled transmissions/transaxles. This course applies a systematic approach to diagnosis and repair. The student will achieve the skills that are needed to properly diagnose and repair transmission faults that could affect transmission operation. Prerequisite: None. Recommended Preparation: AUME 100.

--Transfers to CSU only

### **AUME 185** **4 units**

**Manual Transmissions & Transaxles** LEC 48-54/LAB 48-54

This course presents the fundamentals of manual transmissions, transaxles, clutches, differentials, drive shafts and Four-wheel/All-wheel drive operation and repair. Appropriate lab activities include: disassembly, inspection, and reassembly of transmissions/transaxles, transfer cases, clutches, four-wheel drive systems, drivelines, and differentials. The student will achieve the skills that are needed to properly diagnose and repair manual transmission and drive train faults. Prerequisite: None. Recommended Preparation: AUME 100.

--Transfers to CSU only

### **AUME 299** **1-6 units**

**Special Projects: Auto Mechanics** IS 16-108

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Auto Technology classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Biological Sciences

### **BIOL 100** **4 units**

**Human Biology** LEC 48-54/LAB 48-54

**(formerly Introduction to Human Biology)**

This course is an introduction to scientific and biological principles presented in a human context. Topics covered include the scientific method, cell structure and function, biochemistry, metabolism, nutrition, cell division, genetics, biotechnology, disease processes, evolution, ecology, and anatomy and physiology of the human body. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

### **BIOL 115** **4 units**

**Topics in Biology** LEC 48-54/LAB 48-54

Introductory course with a lab designed for non-science majors and those who need a biology foundation before entering the science major's curriculum. This course emphasizes scientific inquiry in investigation of biological principles presented in an evolutionary context and an ecological framework. Principles covered include molecular and cellular biology, biochemistry processes, genetics, classification, comparative study of the diversity of life, ecosystems, mechanisms of evolution, and current issues as they develop in the subject area. A field trip may be required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 115H** **4 units****Honors Topics in Biology**

LEC 48-54/LAB 48-54

Introductory course with a lab designed for non-science majors and those who need a biology foundation before entering the science major's curriculum. This course emphasizes scientific inquiry in investigation of biological principles presented in an evolutionary context and an ecological framework. Principles covered include molecular and cellular biology, biochemical processes, genetics, classification, comparative study of the diversity of life, ecosystems, mechanisms of evolution, and current issues as they develop in the subject area. A field trip may be required. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 116** **4 units****Natural History and Biodiversity**

LEC 48-54/LAB 48-54

A study of the biodiversity and natural history of interior Southern California. The course emphasizes the relationship of local geology to the flora and fauna of the Chaparral, Montane, and Desert Communities. Emphasis in this fieldtrip-based laboratory study of flora and fauna includes field recognition of plant species, ethnobotany, and identification of major mammals, reptiles and birds of the areas studied. Six field trips are planned, students expected to provide their own transportation. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 117** **3 units****Conservation Biology**

LEC 48-54

Conservation biology is the science of preserving biodiversity and sustaining the earth. This is an interdisciplinary, introductory course that examines the human impact on biodiversity and the earth. The course synthesizes the fields of ecology, evolution, genetics, philosophy, economics, sociology, and political science, with emphasis on the development of strategies for preserving populations, species, biological communities, and entire ecosystems. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

**BIOL 125** **5 units****Microbiology**

LEC 48-54/LAB 96-108

This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. Prerequisite: CHEM-100 or CHEM-107 or equivalent and BIOL-100 or BIOL-115 or BIOL-150 or BIOL-151 or ANAT-101 or ANAT-102 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 125H** **5 units****Honors Microbiology**

LEC 48-54/LAB 96-108

This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. Prerequisite: Acceptance in the Honors Enrichment Program; CHEM-100 or CHEM-107 or equivalent and BIOL-100 or BIOL-115 or BIOL-150 or BIOL-151 or ANAT-101 or ANAT-102 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 130** **4 units****Marine Biology**

LEC 48-54/LAB 48-54

Marine Biology explores marine organisms, the ocean environment, and the basic biological principles by which marine organisms and ecosystems function. Topics include: the physical and chemical environment of the ocean, characteristics of living organisms, diversity of marine organisms, comparative anatomy and physiology, marine ecosystems and interactions, adaptations to the marine environment, and human impacts on the oceans. Students may be required to attend two Saturday field trips. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 131** **4 units****Introduction to Biotechnology I**

LEC 48-54/LAB 48-54

This introductory course examines a variety of topics in biology related to Biotechnology. Topics emphasized include the biochemical processes common in prokaryotic and eukaryotic biology, biochemistry, cellular and molecular biology, immunology, classical and molecular genetics, gene expression and genetic engineering. The laboratory addresses skills and techniques common to biotechnology including measuring activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. Field trips may be required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL 132** **5 units****Biotechnology II**

LEC 48-54/LAB 96-108

This course introduces students to biochemical and microbial academic aspects of biotechnology. The course develops entry-level laboratory skills common to the biotechnology industry, such as aseptic techniques, laboratory safety, and biological media and solution preparation. Students also develop hands-on experience with microbial growth, solutions, buffers, separation of cellular components, and macromolecules. Prerequisite: BIOL-131 or BIOL-150 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--CSU Area(s): B2, B3



## Course Descriptions

### **BIOL 133** **5 units** **Biotechnology III** **LEC 48-54/LAB 96-108**

In this advanced biotechnology course, students are provided a depth and breadth of knowledge of DNA and RNA transformation, restriction analysis of DNA, protein analysis, and immunological applications. Medical application and bioethical considerations are discussed. In the laboratory, students master current techniques used in the biotechnology industry including medical and criminal justice applications. Prerequisite: BIOL-132 (with a grade of C or better).

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU

### **BIOL 134** **3 units** **Human Heredity and Evolution** **LEC 48-54**

This is an introductory course in basic human genetics and evolution emphasizing their relationship to biochemical processes, molecular and organismal genetics, physical development and social and behavioral expression. This course introduces students to the basic principles of biological scientific study using the chemical and biological aspects of human genetics as its main theme. In addition students are introduced to the political, philosophical and ethical implications of human heredity and evolution. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B  
--CSU Area(s): B2

### **BIOL 135** **3 units** **Introduction to Evolution** **LEC 48-54**

This introductory course explores the concepts, history, and controversy surrounding evolutionary theory. This course introduces students to the basic principles of scientific study using evolution as its main theme. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B  
--CSU Area(s): B2

### **BIOL 135H** **3 units** **Honors Introduction to Evolution** **LEC 48-54**

This introductory course explores the concepts, history, and controversy surrounding evolutionary theory. This course introduces students to the basic principles of scientific study using evolution as its main theme. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B  
--CSU Area(s): B2

### **BIOL 139** **1 unit** **Introduction to Biotechnology Lab** **LAB 48-54**

This course examines laboratory technology related to biotechnology. The laboratory introduces skills and techniques common to the biotechnology industry including measuring activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering, polymerase chain reaction and antibody methods. In addition to hands on skills, the course provides context for how and why these techniques are used in the industry. This course enhances the laboratory skills of students seeking employment in the biotechnology industry. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to CSU only

### **BIOL 140** **4 units** **Ecology** **LEC 48-54/LAB 48-54**

A study of ecological principles with a focus on biodiversity, ecosystem function, and the inter-relationship of the biotic and abiotic components of the environment. The course entails four field trips to major ecosystem types, including ocean, mountain, chaparral, and desert biomes. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B, 5C  
--CSU Area(s): B2, B3

### **BIOL 143** **3 units** **Animal Behavior** **LEC 48-54**

This course introduces students to the basic principles of scientific study using animal behavior as its main theme. Topics include an exploration of genetic, environmental, and evolutionary mechanisms as causes of animal behavior. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU

### **BIOL 144** **4 units** **Plant Biology** **LEC 48-54/LAB 48-54**

This course surveys plants, other photosynthetic organisms and selected other groups including land plants, bacteria, fungi, algae and other protists. The structure, function, evolution, reproduction, genetics, and ecological role of plants and their importance to people are investigated. Labs provide experience with plant anatomy, morphology, growth, metabolism, reproduction and propagation. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B, 5C  
--CSU Area(s): B2, B3

### **BIOL 146** **3 units** **Biodiversity** **LEC 48-54**

This course examines the biodiversity of life, past and present. An introduction to the three Domains of life and a review of extinct life-forms creates the basis for study of the current biotic communities on Earth. Basic principles of biodiversity are reviewed in this introductory course, with emphasis on current threats to biodiversity by human activity. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to both UC/CSU  
--IGETC Area(s): 5B  
--CSU Area(s): B2

### **BIOL 148** **4 units** **Field Studies in Tropical Ecology** **LEC 48-54/LAB 48-54** **(formerly Field Studies in Tropical Ecology of Costa Rica)**

This introductory course explores topics in ecology and conservation, using tropical ecology as its main theme. Topics include identification, conservation, and interpretation of behavioral and ecological interrelationships of organisms with their living and non-living environment. Students are required to attend lectures and a 9-day field trip to a region of the tropics. A fee will be charged. Prerequisite: None.

--AA/AS General Education: AA/AS A  
--Transfers to CSU only

**BIOL 150** **5 units**  
**General Biology I** **LEC 48-54/LAB 96-108**

General Biology 150, the first of a two semester sequence, is an intensive study of modern biology designed to prepare science majors for upper-division courses in cell, molecular and organismal biology. The emphasis is on the structural and functional unity of life as seen from an evolutionary perspective. Topics include the biochemical, molecular, metabolic, and genetic aspects of cells, as well as phylogeny and systematics. The course includes laboratory and field exercises on the principles covered in the lecture portion of the class. A field trip may be required. Prerequisites: CHEM-101 and MATH-096 (with a grade of C or better). Recommended Preparation: High school or college Biology/Chemistry.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL 150H** **5 units**  
**Honors General Biology I** **LEC 48-54/LAB 96-108**

General Biology 150H, the first of a two semester sequence, is an intensive study of modern biology designed to prepare science majors for upper-division courses in cell, molecular and organismal biology. The emphasis is on the structural and functional unity of life as seen from an evolutionary perspective. Topics include the biochemical, molecular, metabolic, and genetic aspects of cells, as well as phylogeny and systematics. The course includes laboratory and field exercises on the principles covered in the lecture portion of the class. A field trip may be required. Prerequisites: Acceptance into the Honors Enrichment Program and CHEM-101 and MATH-096 (with a grade of C or better). Recommended Preparation: High school or college Biology/Chemistry.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL 151** **5 units**  
**General Biology II** **LEC 48-54/LAB 96-108**

General Biology 151 is the second class in a two-part series and covers structural and functional biology of plants and animals (growth and structure, transport, circulation, gas exchange, homeostasis, nutrition, reproduction, development, hormones, and nerves), ecology, and evolutionary theories. This course satisfies the General Education requirement in natural science and prepares students for transfer into college and university science major programs. A field trip may be required. Prerequisite: BIOL-150 (with a grade of C or better).

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL 151H** **5 units**  
**Honors General Biology II** **LEC 48-54/LAB 96-108**

General Biology 151 is the second class in a two-part series and covers structural and functional biology of plants and animals (growth and structure, transport, circulation, gas exchange, homeostasis, nutrition, reproduction, development, hormones, and nerves), ecology, and evolutionary theories. This course satisfies the General Education requirement in natural science and prepares students for transfer into college and university science major programs. A field trip may be

required. Prerequisite: Acceptance in the Honors Enrichment Program; BIOL-150 (with a grade of C or better).

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL 201** **4 units**  
**Biostatistics** **LEC 48-54/LAB 48-54**

This course introduces students to quantitative methods of analysis in the life and environmental sciences. Emphasis is placed on the scientific method and experimental design as well as analysis and interpretation of scientific data. Students also learn methods of conducting statistical analyses on data using statistical computer software. This course is intended for those majoring in life and environmental sciences. Prerequisites: MATH-096 (with a grade of C or better) and BIOL-115 or BIOL-150 or ENVS-101 or BIOL-140 or ENVS-110 (with a grade of C or better).

- AA/AS General Education: AA/AS G
- Transfers to both UC/CSU
- CSU Area(s): B4

**BIOL 299** **1-5 units**  
**Special Projects: Biology** **IS 16-90**

This is an arranged class to study a selected topic or experimental design by contract with the instructor for students with previous course work in the specific program area. Arrangements may be made with the instructor to supervise the special project. These projects are available for variable units and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Biology classes; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only

**Business**

**ACCT 076** **3 units**  
**Bookkeeping Part 1 - Accounting Theory** **LEC 48-54**

A basic introductory course in the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the double entry bookkeeping system, cash and accrual methods, use of journals and ledgers, adjusting entries, receipts and payments, payroll, sales tax, property tax and banking. Prerequisite: None.

- Not transferable

**ACCT 077** **3 units**  
**Bookkeeping Part 2 - QuickBooks Pro** **LEC 48-54**

This course is designed for the student seeking hands-on experience with QuickBooks Pro. Students will apply the computer in the study of accounting principles. Students will prepare data and enter accounting transactions utilizing QuickBooks Pro accounting software in order to yield various accounting statements. Emphasis will be placed on how to use the QuickBooks Pro in a small business environment. Prerequisite: None. Corequisite: ACCT-076 or ACCT-124 (with a grade of C or better) or equivalent experience.

- Not transferable

## Course Descriptions

### **ACCT 124** **3 units**

#### **Financial Accounting - Principles of Accounting I** LEC 48-54

Define financial accounting; identify its importance and use by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis and includes issues relating to: asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. Prerequisite: None. Recommended Preparation: CAPP-122 or equivalent experience.

--Transfers to both UC/CSU

### **ACCT 124H** **3 units**

#### **Honors Financial Accounting - Principles of Accounting I** LEC 48-54

Define financial accounting; identify its importance and use by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis and includes issues relating to: asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: CAPP-122 or equivalent experience.

--Transfers to both UC/CSU

### **ACCT 125** **3 units**

#### **Managerial Accounting-Principles of Accounting II** LEC 48-54

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. Prerequisite: ACCT-124 (with a grade of C or better).

--Transfers to both UC/CSU

### **ACCT 125H** **3 units**

#### **Honors Managerial Accounting - Principles of Accounting II** LEC 48-54

Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. Prerequisite: Acceptance in the Honors Enrichment Program; ACCT-124 (with a grade of C or better).

--Transfers to both UC/CSU

### **ACCT 126** **3 units**

#### **Beginning Computer Accounting** LEC 48-54

This course is an overview of accounting principles and procedures, which includes the entire accounting cycle, and hands-on use of personal computers in the application of financial accounting functions. With the use of the Peachtree Complete Computer Program/Software, the students become familiar with accounting functions for a small business. Computer accounting applications include, but are not limited to, general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job costs. Prerequisite/Corequisite: ACCT-124 (with a grade of C or better).

--Transfers to CSU only

### **ACCT 127** **4 units**

#### **Federal and California Income Tax Accounting** LEC 64-72

This course introduces the theory and concepts of Federal and California income tax return preparation for individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer. Prerequisite: ACCT-124 (with a grade of C or better).

--Transfers to CSU only

### **BADM 085** **3 units**

#### **Business Math** LEC 48-54

This is an introductory course that focuses on the role mathematics plays in the business decision making process. Students will be presented with business scenarios that require mathematical analysis. They will learn how to perform the calculations, then interpret the results to formulate business decisions. This course blends mathematical calculations with business operation principles. Prerequisite: None.

--Not transferable

### **BADM 098A** **.5 unit**

#### **Developing Effective Time Management Techniques** LEC 8-9

This course provides students practical and contemporary ways to manage personal time by identifying goals and objectives, prioritizing actions, tackling time management roadblocks and utilizing technology and adopting an approach to maximize productivity and achieve goals. Prerequisite: None.

--Not transferable

### **BADM 098B** **.5 unit**

#### **Reducing Stress and Improving Performance** LEC 8-9

This course provides practical ways to reduce stress and improve performance by identifying the causes and symptoms of stress, monitoring one's response to pressure, and implementing coping strategies. This course shows how to manage stress in one's personal life as well as how to reorganize work practices and use techniques for dealing with problems and potential problems in the workplace. Prerequisite: None.

--Not transferable

### **BADM 098C** **.5 unit**

#### **Developing Leadership in Organizations** LEC 8-9

This course provides guidelines for developing and refining practical leadership skills that will enhance all business and personal relationships. This course examines the roles and responsibilities of the leader as a supervisor and guides development of abilities to work as a team within groups of people. Prerequisite: None.

--Not transferable

### **BADM 098D** **.5 unit**

#### **Dynamics of Successful Teamwork** LEC 8-9

This course provides guidelines for utilizing the team concept for meeting the challenges in an organization that require a wide variety of skills, judgments, and experiences. This course examines the role of the team leader, essential elements of a winning team, and how to develop the team concept. Prerequisite: None.

--Not transferable

**BADM 098E** **.5 unit**  
**Raising Performance Levels Through Motivation** **LEC 8-9**

This course provides guidelines for using the art of motivation to create and sustain a positive environment in the workplace. This course examines methods for getting the most from yourself and your staff, how to raise performance levels, and achieve high quality work from employees. Prerequisite: None.

--Not transferable

**BADM 098F** **.5 unit**  
**Developing Customer Relations and Rapport** **LEC 8-9**

This course provides guidelines for business students, business leaders, and anyone dealing with the public for enhancing their business and personal relationships. This course offers building blocks for developing a rapport with customers and clients, and resolving problems and conflicts. Prerequisite: None.

--Not transferable

**BADM 098G** **.5 unit**  
**Business Ethics** **LEC 8-9**

This course provides guidelines for identifying, analyzing, and systematically solving ethical dilemmas in a business setting. Students will be introduced to a variety of business scenarios for which they will learn how to identify the ethical issue and then systematically analyze the dilemma in order to reach an ethical solution. Prerequisite: None.

--Not transferable

**BADM 103** **3 units**  
**Introduction to Business** **LEC 48-54**

U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. Prerequisite: None.

--Transfers to both UC/CSU

**BADM 103H** **3 units**  
**Honors Introduction to Business** **LEC 48-54**

U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. Prerequisite: Acceptance into the Honors Enrichment Program.

--Transfers to both UC/CSU

**BADM 104** **3 units**  
**Business Communications** **LEC 48-54**

This course is a study of the principles, strategies, and techniques of written and oral business communication. The emphasis is placed on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports, and resumes. The course also includes a study of oral communication techniques for meetings, conferences,

business presentations, and interviews. \*Cross-listed as ENGL-104. Prerequisite: None. Recommended Preparation: ENGL-098, OTEC-144 or typing speed of 25 wpm, and OTEC/ENGL-095.

--Transfers to CSU only

**BADM 104H** **3 units**  
**Honors Business Communications** **LEC 48-54**

A study of the principles, strategies and techniques of written and oral business communication. Emphasis is on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports and resumes. Includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. \*Cross-listed as ENGL-104H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098, OTEC-144 or typing speed of 25 wpm, and OTEC/ENGL-095.

--Transfers to CSU only

**BADM 120** **3 units**  
**Sales and Marketing in Hospitality** **LEC 48-54**

This course examines how effective marketing plans are conceived, designed and implemented. The course emphasizes sales and marketing as it applies to a variety of resort, restaurant, and related hospitality service industry products. The focus includes related sales and promotional strategies, merchandising, public relations and advertising. \*Cross-listed as HORT-120. Prerequisite: None.

--Transfers to CSU only

**BADM 122** **3 units**  
**Resort Food & Beverage Operation** **LEC 48-54**

This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a resort environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation. \*Cross-listed as HORT-122. Prerequisite: None.

--Transfers to CSU only

**BADM 124** **1 unit**  
**Introduction to Lodging Operations** **LEC 16-18**

This course provides students with an understanding of the interdependent nature of the major operational departments within a hotel/resort operation: rooms division, food & beverage, sales & marketing, convention services, housekeeping & general administrative. Analyzes the interrelationship between these departments & communication processes necessary to provide quality guest services and customer satisfaction. Prerequisite: None.

--Transfers to CSU only

**BADM 125** **2 units**  
**Hotel Convention Services & Operations** **LEC 32-36**

This course focuses on servicing the group and events market segment. The process of event coordination from the facility perspective; required forms, and timeline from confirmation to execution, is analyzed. Responsibilities of both buyer(meeting planner) and seller/supplier (event/convention services management); as well as site department interrelationship between sales, catering and convention services is reviewed. The specific servicing and facility requirements; for both the corporate and group association market segments, are also covered. Prerequisite: None.

--Transfers to CSU only

## Course Descriptions

### **BADM 126** **2 units** **Destination Management for Conventions & Visitors** **LEC 32-36**

This course is an overview on the processes necessary to develop and promote activities to the convention attendee or tourist at the destination, such as attractions, hotels, restaurants, and convention facilities. Prerequisite: None.

--Transfers to CSU only

### **BADM 127** **2 units** **Event/Meeting Planning and Management** **LEC 32-36**

This course provides an overview of the types of events, meetings & conventions held by associations, corporations and organizations. The course will examine the essential tools that today's meeting professionals use to plan and execute successful meetings and events at all types of venues. Prerequisite: None.

--Transfers to CSU only

### **BADM 147** **3 units** **The Music & Audio Business** **LEC 48-54**

This course acquaints students with business practices in the music and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends. Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as AUD-147 and MUS-147. Prerequisite: None.

--Transfers to CSU only

### **BADM 149** **1-4 units** **Occupational Internship: Business** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **BADM 150** **3 units** **Small Business Entrepreneurship** **LEC 48-54**

This course introduces the challenges of entrepreneurship including the formation, management, and success of a small business. Topics include financing, personnel, marketing, record keeping, some applicable laws, available governmental assistance, and techniques for starting and staying in business. Upon completion, students should be able to develop a small business plan. Prerequisite: None.

--Transfers to CSU only

### **BADM 157** **3 units** **Principles of Salesmanship** **LEC 48-54**

This course covers the fundamental principles of selling including, prospecting techniques, defining the sales process, sales presentation methods, anticipating and overcoming objections. A study of the sales profession will investigate common traits, motivational techniques, current trends and the salesperson's role in company operations. Current sales trends and technology will also be researched and analyzed. Prerequisite: None.

--Transfers to CSU only

### **BADM 170** **3 units** **Introduction to International Business** **LEC 48-54**

This introductory course in international business covers the basics of doing business beyond the borders of the United States. It covers the economic basics of trade, regulatory issues, geographic/cultural problems and the nuances of revised business practices required for foreign trade. Prerequisite: BADM-103(with a grade of C or better).

--Transfers to CSU only

### **BADM 201** **3 units** **Legal Environment of Business** **LEC 48-54**

This course is an introduction to the legal environment of business. Subjects include legal systems, sources of law, social and governmental impacts on private enterprise, ethics and professional responsibility, alternate dispute resolution, agency, warranties, international law, and Constitutional law. Students will perform case and regulation analyses on contracts, including e-contracts, consumerism, employment relationships, business torts and criminal law issues, and study business organization forms. Prerequisite: BADM-103 (with a grade of C or better).

--Transfers to both UC/CSU

### **BADM 210** **3 units** **Principles of Advertising** **LEC 48-54**

This course explores how advertising is integrated into business operations. Students will analyze the role of advertising professionals and how advertising affects business operations. Topics will include the historical rise of the advertising industry, communication methods, social responsibility, regulations, research, branding, media choices, advertising methods, and the relationship with the Internet, along with current and future trends. Prerequisite: MGT-205 (with a grade of C or better).

--Transfers to CSU only

### **BADM 215** **3 units** **Business and Marketing Planning** **LEC 48-54**

This intermediate level course is designed for students considering small business ownership or who wish to advance an existing small business. Students will investigate approaches and challenges associated with the analysis, planning, development, and implementation of realistic business and marketing plans. Topics include identifying a vision and organizational structure, performing a situational analysis, evaluating financing alternatives, preparing and analyzing financial statements, developing marketing strategies, making managerial decisions, and creating a comprehensive business and marketing plan. Prerequisite: BADM-103 and MGT-205 (with a grade of C or better).

--Transfers to CSU only

### **BADM 299** **1-3 units** **Special Projects: Business** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Business classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**CAPP 039** **1 unit**  
**Software Applications Workshop** **LEC 16-18**  
 (formerly Software Applications Certification  
 Test Review)

The focus of this course is on reviewing microcomputer application concepts and taking practice exams in preparation for professional certification in microcomputer applications. Course content will vary, depending on the certification materials that are being reviewed, for example: MOS (Microsoft Office Specialist) Expert Exam on Excel, MOS Expert Exam on Access, and others. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. Prerequisite: None.

--Not transferable

**CAPP 056** **.5 unit**  
**Computer Applications Workshop** **LAB 24-27**

This course reviews and reinforces theory and applications taught in Microsoft Office courses for Word, Excel, PowerPoint, Access, and Outlook. This course offers practice assignments and testing and is recommended for the student desiring to learn how to fully utilize functions and increase their productivity with Microsoft Office applications. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite.

--Not transferable

**CAPP 065** **1 unit**  
**Formatting Term Papers** **LEC 16-18**

This course will focus on how to use the formatting features of Microsoft Word for setting margins and tabs, line spacing, creating headers, footers, hanging indents, page numbers, widow/orphans, outlines, and references in MLA and APA styles. This class is for students who will be taking classes that require documented term papers and reports that may include footnotes, endnotes, works cited, bibliographies, or other references. Prerequisite: None.

--Not transferable

**CAPP 080** **1 unit**  
**Introduction to Technology** **LEC 16-18**

This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSJC. Students will have the opportunity to work with software applications as well as web browsers. Prerequisite: None.

--Not transferable

**CAPP 081** **1 unit**  
**Using a Personal Computer Operating System** **LEC 16-18**  
 (formerly Introduction to the Vista Operating  
 System)

This course is designed for the student seeking introductory level hands-on experience with a personal computer operating system. Students will have the opportunity to complete hands-on exercises utilizing features of the operating software. Prerequisite: None.

--Not transferable

**CAPP 082** **1 unit**  
**Introduction to File Management** **LEC 16-18**

This course is designed for the student seeking introductory-level hands-on experience creating, managing and organizing electronic files. Working in a hands-on environment students will learn basic

file management skills required to be an efficient employee and student. Emphasis will be given to developing an organizational file plan. Prerequisite: None.

--Not transferable

**CAPP 120** **3 units**  
**Using Microsoft Office - Level 1** **LEC 48-54**  
 (formerly CAPP-120D Using Microsoft Office  
 2007 Level 1)

This course is for the student who wants to learn the concepts of Microsoft Office computer applications. Students will begin to learn the functions and capabilities of Microsoft Access, Excel, PowerPoint, and Word, with emphasis on the integration of Microsoft Office software to solve business problems. This course will begin preparing students for Microsoft Office User Specialist (MOUS/MOS) Core-level Exams in the four above applications. Prerequisite: None.

--Transfers to CSU only

**CAPP 120M** **3 units**  
**Using OpenOffice - Level 1** **LEC 48-54**  
 (formerly Using OpenOffice v2-Level 1)

This course is designed to introduce students to the OpenOffice applications suite. Students will learn how to work with the word processing, spreadsheet, presentation, and diagramming components of the Open Office suite. Prerequisite: None

--Transfers to CSU only

**CAPP 122** **3 units**  
**Using Microsoft Excel** **LEC 48-54**  
 (formerly CAPP-122D Using Microsoft  
 Excel 2007 Level 1)

Students will learn the functions and capabilities of Excel with emphasis on using Excel to solve business problems. This course will prepare students for the Microsoft Office User Specialist (MOUS/MOS) Expert-Level Exam in Excel. Prerequisite: None

--Transfers to CSU only

**CAPP 123** **3 units**  
**Using Microsoft Access - Level 1** **LEC 48-54**  
 (formerly CAPP-123D-Using Microsoft  
 Access 2007 - Level 1)

Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. The course will begin to prepare the student to take the Microsoft Office Specialist (MOS) Expert-level exam. Prerequisite: None.

--Transfers to CSU only

**CAPP 124** **3 units**  
**Using Microsoft PowerPoint** **LEC 48-54**  
 (formerly CAPP-124D Using Microsoft  
 PowerPoint 2007-Level 1)

This course introduces students to presentation software concepts and applications. Students will use Microsoft PowerPoint to create and present information for a variety of contexts. This course is designed for the student who is pursuing the MOUS certification as well as students who are interested in improving their interpersonal communication skills. Prerequisite: None

--Transfers to CSU only

## Course Descriptions

### **CAPP 126E** **3 units** **Using InDesign Cs2 - Level 1** **LEC 48-54**

This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience.

--Transfers to CSU only

### **CAPP 126F** **3 units** **Using Microsoft Publisher** **LEC 48-54** **(formerly Using Microsoft Publisher 2007)**

This course introduces the student to the principles, concepts, and techniques of desktop publishing with Microsoft Publisher. The focus of this course is on the use of desktop publishing for personal use, but business applications will also be covered. This course is designed for the student who wants to learn desktop publishing to improve their personal productivity. Prerequisite: None

--Transfers to CSU only

### **CAPP 126G** **3 units** **Using Adobe InDesign** **LEC 48-54** **(formerly Using Adobe InDesign CS3)**

This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. Prerequisite: None.

--Transfers to CSU only

### **CAPP 127** **3 units** **Using Microsoft Word** **LEC 48-54** **(formerly CAPP-121D Using Microsoft Word** **2007 Level 1)**

In this comprehensive Microsoft Word course students will learn word processing skills necessary for career and academic functions including basic skills necessary to format memos, letters, tables, and newspaper columns, styles, graphics, charts, templates, and wizards. Students will also learn more advanced features of Word including formatting and managing large documents, footnotes, macros, merging, document assembly, sorting, tables, graphics and collaboration. This course presents topics that are included in the Microsoft Word Certification exam. Prerequisite: None.

--Transfers to CSU only

### **CAPP 131** **1 unit** **Using Microsoft Outlook** **LEC 16-18** **(formerly CAPP-131D Using Microsoft** **Outlook 2007)**

Students will learn how to use specific functions and features of MS Outlook, including how to send and manage email messages, create and manage to-do lists and projects, create and maintain contact and mailing lists, and use the features of the calendar to schedule appointments, tasks and events. This course will prepare students to take the MS Office Specialist (MOS) Expert-level exam in Outlook. Prerequisite: None

--Transfers to CSU only

### **CAPP 131A1** **1 unit** **Using Eudora 5.2** **LEC 16-18**

This course teaches students how to install, configure, and use the Eudora e-mail application. Prerequisite: None.

--Transfers to CSU only

### **CAPP 132** **1 unit** **Using Acrobat - Level 1** **LEC 16-18**

In this beginning course, students will learn the role of electronic documentation in the professional and personal sector. Students will use Adobe Acrobat Reader to view and navigate through PDF files. Acrobat Professional will be used to: view, navigate, create, manage, and share electronic documents. The course will emphasize current uses of electronic documents in professional and personal settings. Prerequisite: None.

--Transfers to CSU only

### **CAPP 135** **3 units** **Using Microsoft Project** **LEC 48-54** **(formerly CAPP-135D Using Microsoft** **Project 2007)**

This course introduces students to Microsoft Project as a project management tool. Within the framework of the project management life cycle, the following activities will be examined: integration and scope management, time, cost, and quality management, and communications and risk management. This course is designed for the student who needs a working knowledge of project management tools and techniques. Prerequisite: None

--Transfers to CSU only

### **CAPP 140** **3 units** **Using Microsoft Office - Level 2** **LEC 48-54** **(formerly CAPP-140D Using Microsoft** **Office 2007 - Level 2)**

This course is designed to acquaint the students with the proper procedures to create more advanced documents, workbooks, databases and presentations suitable for course work, professional purposes, and for personal use. Prerequisite: CAPP-120 (with a grade of C or better).

--Transfers to CSU only

### **CAPP 140M** **3 units** **Using OpenOffice - Level 2** **LEC 48-54** **(formerly Using OpenOffice v2-Level 2)**

This course is designed to acquaint students the proper procedures for creating more advanced documents, workbooks, databases and presentations using the OpenOffice suite. Prerequisite: CAPP 120M.

--Transfers to CSU only

### **CAPP 143** **3 units** **Using Microsoft Access - Level 2** **LEC 48-54** **(formerly CAPP-143D Using Microsoft** **Access 2007 - Level 2)**

This course continues the student's inquiry into database applications by presenting advanced features of the MS Access application. The focus in this course will be on multiple-table relations, and students will design and build complex forms, reports and queries with an emphasis on Visual Basic for Applications (VBA). This course is designed for the student who wants to learn how to develop effective database solutions for single-user and workgroup applications. Prerequisite: CAPP-123 (with a grade of C or better).

--Transfers to CSU only

**CAPP 152** **1 unit**  
**Using Acrobat - Level 2** **LEC 16-18**  
 This course is designed for the professional seeking to enhance electronic documents. In this advanced course, students will learn how to use Acrobat to create and manage business documents. Students will create fill-in forms, use advanced editing tool, document review tools, discuss security issues, and produce quality output. Prerequisite: CAPP-132 (with a grade of C or better).  
 --Transfers to CSU only

**CAPP 160** **3 units**  
**Using Microsoft Office - Level 3** **LEC 48-54**  
**(formerly CAPP-160D Using Microsoft Office-Level 3)**  
 This course introduces students to the Visual Basic for Applications programming environment and how this programming facility can be used to automate many desktop application functions. Emphasis in the course will be on using the object models in the Microsoft Word. Prerequisite: CAPP-140 (with a grade of C or better).  
 --Transfers to CSU only

**FIN 200** **3 units**  
**Financial Management** **LEC 48-54**  
 This course is designed for business and accounting majors. Emphasis is placed on the financial aspects of corporate finance and managerial decisions and its application to the areas of financial statement analysis, financial markets and institutions, time value of money, risks and rates of returns, stocks and bonds valuations, cost of capital budgeting, working capital management, capital structure and leverage, dividend policy, financial planning and forecasting, derivatives and risk management, and multinational finance. Prerequisite: ACCT-125 (with a grade of C or better).  
 --Transfers to CSU only

**OTEC 050** **1 unit**  
**Keyboarding & Application Software Lab** **LAB 48-54**  
 This course reviews and reinforces the theory and applications taught in Keyboarding and Microsoft application courses. This course offers assignment assistance with current course work. Offered as pass/no pass only. Prerequisite: None.  
 --Not transferable

**OTEC 095** **3 units**  
**Business English** **LEC 48-54**  
 A study of the principles of editing written communication applicable to business. The course emphasis is on fundamentals of grammar, number usage, punctuation, spelling, and modern business vocabulary. The course provides a thorough treatment of current English usage needed in the business office environment. The basic principles of business writing are introduced. \*Cross-listed as ENGL-095. Prerequisite: None.  
 --Not transferable

**OTEC 131** **1 unit**  
**Filing Techniques** **LEC 16-18**  
 Using a hands-on approach, students learn filing rules and techniques established by the Association of Records Managers and Administrators (ARMA) to create and maintain files. This course will cover alphabetic, geographic, subject, and numeric filing. Students review the basics of records management and the role of filing in the office. Prerequisite: None.  
 --Not transferable

**OTEC 144** **3 units**  
**Keyboarding and Document Formatting** **LEC 48-54**  
 Students learn the basic techniques of the touch system in the mastery of the keyboard and develop speed and accuracy in keyboarding data. They also develop the basic formatting skills necessary to produce letters, memorandums, reports, and tables. Prerequisite: None.  
 --Not transferable

**OTEC 146** **2 units**  
**Keyboarding Speed and Accuracy** **LEC 16-18/LAB 48-54**  
 This course focuses on diagnosis of problem keys, key sequences, and drilling techniques to improve student speed and accuracy. Emphasis is on building speed and reducing errors through drilling exercises. Prerequisite: OTEC-144 (with a grade of C or better) or ability to key 30 wpm.  
 --Not transferable

**OTEC 150** **2 units**  
**Records and Information Management** **LEC 32-36**  
 This course introduces students to the field of records management, specifically physical records. Students will explore the purpose of records management, identify the role of the records manager, research related methodology and technology, and explore the role and maintenance of a records center. Prerequisite: None  
 --Transfers to CSU only

**OTEC 153** **2 units**  
**Electronic Records Management** **LEC 32-36**  
 This course examines the field of electronic records management. Students will explore the purpose of electronic records management, identify the need, and research relevant technology. Students will also be introduced to database management software used in the records management field. Prerequisite: OTEC-150 (with a grade of C or better).  
 --Transfers to CSU only

**OTEC 160** **3 units**  
**Creating and Managing the Virtual Office** **LEC 48-54**  
 This course introduces the concept of working virtually, examines current trends in the virtual arena, and identifies companies promoting the virtual professional. Students explore topics related to creating, managing and working in a virtual office and investigate equipment requirements, as well as the managerial and personal skills needed to be a successful virtual professional. Prerequisites: None.  
 --Transfers to CSU only

**OTEC 163** **3 units**  
**Operating and Marketing the Virtual Office** **LEC 48-54**  
 This is an advanced level virtual office course. Students will design a business and marketing plan, discuss financial, legal, and ethical business practices, and investigate virtual networking and interviewing. Much of the work done in this class will be completed using virtual tools. Prerequisite: OTEC-160 (with a grade of C or better).  
 --Transfers to CSU only



## Course Descriptions

### **OTEC 178** **3 units** **Office Procedures and Systems** **LEC 48-54**

This course develops administration professionals in effective office processes including customer service, time, organizational, follow-up, and work life balance skills necessary for employment as a receptionist, clerk, administrative assistant, office manager, and executive assistant. Students enhance file management, business correspondence, and presentation skills through the use of current technologies. Soft skills will be incorporated in the curriculum as well as resume and interview techniques development. Prerequisite: None.

--Transfers to CSU only

### **OTEC 180** **3 units** **Research Analysis and Presentation** **LEC 48-54**

This course develops effective strategies and organizational skills in collecting and analysis of information to be utilized in written and oral reports. Emphasis is on analyzing the research for proficient business practices, cost efficient business expenses, and well-organized communication of findings. Students will enhance their business writing skills and oral presentation skills. Students will gain experience in working individually, face-to-face groups, and virtual groups. Prerequisite: None.

--Transfers to CSU only

### **SEMA 100** **3 units** **Our Sustainable Future** **LEC 48-54**

This course introduces the principles of Sustainability within global and domestic business environments. This course will increase student awareness of the ecosystem, human society, and the economy. Discussions will include innovative uses of renewable resources, production processes, human capital, alternative forms of energy, transportation, building materials, food production, media, education, urban planning, new ways to build coalitions and foster community trust. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **SEMA 101** **3 units** **Fundamentals of Energy Assessment In Business** **LEC 48-54**

This course introduces students to the systematic study of energy consuming processes, the flow of energy, and efficient energy utilization. The course will focus on business energy assessment surveys and will include analysis of the different opportunities and impacts of energy systems that exist. The range of current and future energy choices will be examined, and the role of renewable energy in developing cohesive business policies and processes will be explored. Prerequisite: SEMA-100 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to CSU only

### **SEMA 110** **3 units** **Managing Sustainability Business Practices** **LEC 48-54**

This course introduces the concepts of natural resources management with an emphasis on sustainable energy resources and business practices. Topics will include basic natural resources management practices; past, present, and future usage and demand of energy resources; the role of sustainable energy resources in current and future energy policies within the business environment; and the management of sustainable energy resources. Prerequisite: SEMA-100 (with a grade of C or better).

--Transfers to CSU only

## Chemistry

### **CHEM 100** **4 units** **Introduction to Chemistry** **LEC 48-54/LAB 48-54**

This is an introductory course in the basic concepts of chemistry. Topics covered are: metric system and numbers, chemical view of matter, periodic table and elements, atomic theory, chemical bonds, stoichiometry and chemical equations, solutions and organic chemistry. Prerequisite: MATH-090 (with a grade of C or better) or equivalent or two years of high school algebra.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 101** **5 units** **General Chemistry I** **LEC 48-54/LAB 96-108**

A basic course in the principle of chemistry with special emphasis on atomic structure, stoichiometry, chemistry of aqueous solutions, balancing molecular and oxidation reduction reactions, energy relationships in chemical systems, properties of gases, periodic relationships among the elements, chemical bonding, the geometry of molecules, hybridization and molecular orbital theory. A considerable amount of out-of-class study is required. Prerequisite: Two years of high school Algebra or MATH-096 or equivalent (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 102** **5 units** **General Chemistry II** **LEC 48-54/LAB 96-108**

This class is a continuation of Chemistry 101. Special emphasis is given to chemical kinetics and equilibrium, thermodynamics, acid-base equilibria, electrochemistry, common reactions of metals and non-metals with an introduction to qualitative analysis. Prerequisite: CHEM-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 107** **5 units** **Chemistry of Life** **LEC 64-72/LAB 48-54**

This course introduces basic concepts of general (structure of atoms, molecules, states, energy, solutions, acid/bases, equations) organic (structure and properties of major classes of organic molecules) and biological chemistry (carbohydrates, proteins, lipids, nucleic acids, metabolism) of a living cell. Prerequisite: MATH-090 or higher (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 112** **5 units** **Organic Chemistry I** **LEC 48-54/LAB 96-108**

This intermediate level course is the first of a two-semester sequence in organic chemistry. The topics covered include molecular properties, structure and bonding, stereochemistry, reactions and synthesis of

alkane, alkenes, alkynes and alkyl halides, NMR and IR spectroscopy, and the chemistry of benzene and aromatic compounds. Prerequisite: CHEM-102 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 113** **5 units** **Organic Chemistry II** **LEC 48-54/LAB 96-108**

This is the second of a two-semester sequence in organic chemistry. The topics covered include a systematic study of the nomenclature, properties, preparation, reactions and uses in synthesis of alcohols, ethers, aldehydes, ketones, carboxylic acids, acid derivatives and amides, and a study of biological molecules. Prerequisite: CHEM-112 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### **CHEM 299** **1-3 units** **Special Projects: Chemistry** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Chemistry classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## **Child Development & Education**

### **CDE 101** **3 units** **Principles of Early Childhood Education** **LEC 48-54**

This course is an examination of the historical and current principles and developmentally appropriate practices applied to different types of educational settings serving children aged birth to eight years. Special emphasis will be given to staff roles, appropriate learning environments and curricula, home-school partnerships, advocacy, professional ethics and career options. Prerequisite: None. Recommended Preparation: ENGL-101.

--Transfers to CSU only

### **CDE 102** **3 units** **Language and Literacy Experiences for Young Children** **LEC 48-54**

This course is designed to familiarize students with theories of the acquisition and development of language in young children from birth. Emphasis is placed on observation, assessment, and instructional strategies teachers and care providers can use to help young children develop their receptive and expressive language skills and to facilitate the development of emerging literacy. Prerequisite: CDE-101 or CDE-110 (with a grade of C or better. Recommended Preparation: ENGL-101.

--Transfers to CSU only

### **CDE 103** **3 units** **Appropriate Curricula for Young Children** **LEC 48-54**

This course addresses creative teaching methods and curriculum development for children with and without disabilities or other special needs. Students learn to observe children's play and to use it as a foundation for planning, implementing and evaluating meaningful learning experiences. Emphasis is given to creating a responsive curriculum, aligned to state and professional guidelines, that provides integrated activities supporting developmental and individual needs. Prerequisite: CDE-101 or CDE-110 (with a grade of C or better). Other Enrollment Criteria: To gain employment in the field of early childhood education the state of California requires a negative TB and Criminal Record Clearance. It is recommended that students begin this process while enrolled in this class.

--Transfers to CSU only

### **CDE 105** **1.5 units** **Service Learning Leadership** **LEC 16-18/LAB 24-27**

This course provides students the opportunity to utilize leadership theories outside the classroom in community service and take part in the active education while addressing concerns and needs of the community. The goals of this course are to connect the relevance of academic theories to community life experience, enhance student's confidence and self-esteem, and assist in the development, coordination, and participation of community events. \*Cross-listed as LEAD-105. Prerequisite: None.

--Transfers to CSU only

### **CDE 109** **3 units** **Children's Music** **LEC 48-54**

This course is designed to teach musical techniques valuable for use with children of pre-school through grade school ages. Included in the class will be notation, singing, music movement, and basic music skills. \*Cross-listed as MUS-113. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C1

### **CDE 110** **3 units** **Child Development** **LEC 48-54**

This course addresses children's typical and atypical physical, cognitive and social/emotional development from conception through adolescence. Emphasis is given to theories providing frameworks for understanding development, to research offering scientific evidence about development, and to application of theory and research. Prerequisite: None. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D7

### **CDE 110H** **3 units** **Honors Child Development** **LEC 48-54**

This course addresses children's typical and atypical physical, cognitive and social/emotional development from conception through adolescence. Emphasis is given to theories providing frameworks for understanding development, to research offering scientific evidence about development, and to application of theory and research. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D7, D9

## Course Descriptions

### **CDE 111** **3 units**

#### **Child Health, Safety and Nutrition** **LEC 48-54**

This course introduces basic concepts of health, safety and nutrition for the growing child (0-8 years) at home and at licensed care facilities. Topics include licensing requirements, identification and prevention of disease, developmental delays, and establishing healthy, safe, and nutritious environments. This course meets Title 5 and Title 22 preventive health and safety requirements. Prerequisite: None. Recommended Preparation: ENGL-101.

--Transfers to CSU only

### **CDE 112A** **1 unit**

#### **Disaster Preparedness for Teachers of Young Children** **LEC 16-18**

This course addresses the planning, implementation, and evaluation of disaster preparedness specifically for teachers of young children. Procedures prior to, during and after a disaster are examined. Emphasis is given to earthquake and fire preparedness. Methods to include disaster preparedness in curriculum plans are discussed. Prerequisite: None. Recommended Preparation: CDE-111.

--Transfers to CSU only

### **CDE 112B** **1 unit**

#### **Child Maltreatment** **LEC 16-18**

This course examines a historical perspective of child maltreatment, the effect and causes of child maltreatment on typical child development, and the four types of child maltreatment. This course also examines mandated reporting requirements for licensed child care providers, and possible treatment options regarding child maltreatment and prevention strategies. Prerequisite: None. Recommended Preparation: CDE-111.

--Transfers to CSU only

### **CDE 112C** **1 unit**

#### **Becoming a Health Advocate in the Early Childhood Setting** **LEC 16-18**

This course examines health issues as they relate to the health and education of children in licensed care-settings and prepares students to become Health Advocates in the Early Childhood setting. Prerequisite: None. Recommended Preparation: CDE-111.

--Transfers to CSU only

### **CDE 113** **2 units**

#### **Art for the Young Child** **LEC 32-36**

This course addresses the development of teachers skills in creating a visual arts environment and art activities appropriate to young children. Critical experiences include: defining creativity and drawing connections between the creative process and appropriate classroom practice, understanding how art is used in the early childhood classroom, and implementing appropriate art activities with young children that are aligned with state curriculum guidelines and recommended methods of assessment. Prerequisite: None. Recommended Preparation: CDE-101 or CDE-110.

--Transfers to CSU only

### **CDE 115** **3 units**

#### **Science and Math in Early Childhood** **LEC 48-54**

This course will examine ways in which to create an effective science and math program for young children (0-8 years). Emphasis will be given to creating an integrated program based on the readiness and interests of children as well as one that is aligned with state and professional guidelines. Prerequisite: None. Recommended Preparation: CDE-101 or CDE-110.

--Transfers to CSU only

### **CDE 118** **3 units**

#### **Diversity and Equity in Early Childhood** **LEC 48-54**

This course will examine the development of social identities in diverse societies through the examination of the five equity filters of culture, gender, ability, socioeconomic status, and family structure. Self-reflection of one's own understanding of educational principles will be used to integrate the anti-bias approach within educational practices and/or program development. Prerequisite: CDE-110 and CDE-125 (with a grade of C or better). Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to CSU only

### **CDE 119** **3 units**

#### **Infant and Toddler Growth and Development** **LEC 48-54**

The course examines current theories and research about typical and atypical developmental patterns of children, birth to 36 months. Emphasis is given to physical, cognitive, and social-emotional growth and to childrearing techniques supporting optimal development. Prerequisite: CDE-110 (with a grade of C or better). Recommended Preparation: ENGL-101.

--Transfers to CSU only

### **CDE 120** **3 units**

#### **Infant and Toddler Education and Care** **LEC 48-54**

This course provides a framework for infant/toddler care in a childcare setting. Developmental care giving strategies are emphasized. These include designing and implementing developmentally appropriate practices that meet accreditation standards set by the National Association for the Education of Young Children and learning about high quality practices that are recommended by California State Department of Education and WestEd. Prerequisite: None. Recommended Preparation: CDE-119.

--Transfers to CSU only

### **CDE 125** **3 units**

#### **Child, Family and Community** **LEC 48-54**

This course examines the developing child in a societal context which focuses on the interrelationships of family, school, peers, community and media, including culture, religion, economics, politics and change. The processes of socialization and identity development will be highlighted as well as an emphasis on historical and sociocultural factors that may affect typical and atypical development. Prerequisite: None. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D7

### **CDE 125H** **3 units**

#### **Honors Child, Family and Community** **LEC 48-54**

This course examines the developing child in a societal context which focuses on the interrelationships of family, school, peers, community and media, including culture, religion, economics, politics and change. The processes of socialization and identity development will be highlighted as well as an emphasis on historical and sociocultural factors that may affect typical and atypical development. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D7

**CDE 126** **3 units**  
**Administration and Supervision of**  
**Early Childhood Education Programs I**  
**LEC 48-54**

This course is designed to introduce students and administrators in Early Childhood Education to the principles of organizing and administering programs. Emphasis is placed on developing a program philosophy, as well as considering budgeting and staffing issues, and compliance with state regulations. This course meets Title 22 licensing regulations for center directors and it applies towards the Child Development Site Supervisor and Program Director Permits issued by the California Commission on Teacher Credentialing. Prerequisite: CDE-101 (with a grade of C or better). Recommended Preparation: CDE-103, CDE-110, and CDE-111.

--Transfers to CSU only

**CDE 127** **1 unit**  
**Advocacy and Networking in Early Childhood**  
**Education**  
**LEC 16-18**

This course provides practical application of student understanding of advocacy and networking in the field of Early Childhood Education. Students learn to connect with local, state and national organizations to bring about changes that positively affect young children, their families, and the communities in which they live. Students will use this knowledge as they plan and implement a Week of the Young Child Celebration event. Prerequisite: None.

--Transfers to CSU only

**CDE 128** **3 units**  
**Administration and Supervision of Early**  
**Childhood Education Programs II**  
**LEC 48-54**

This course provides in-depth study of the components of high quality early childhood programs and of the director's role in developing and administering such programs. Emphasis is placed on personnel policies, working with parents, the development of leadership skills, fiscal operations, and the effects of current trends and legislation on early childhood programs. This course meets Title 22 requirements for center directors and it applies toward the Child Development Site Supervisor and Program Director Permits. Prerequisite: CDE-126 (with a grade of C or better).

--Transfers to CSU only

**CDE 129** **3 units**  
**Family Child Care Home**  
**LEC 48-54**

This course is designed to meet the specific needs of the family child care provider. Topics include licensing regulations, record-keeping, developing contracts and creating partnerships with parents. Emphasis will be given to creating appropriate environments, using appropriate guidance techniques, and planning and implementing appropriate curricula for mixed-age groups of children. Prerequisite: None.

--Transfers to CSU only

**CDE 131** **3 units**  
**Children's Literature**  
**LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. \*Cross-listed as ENGL-131. Prerequisite: ENGL-098 (with a grade of C or better). Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

**CDE 131H** **3 units**  
**Honors Children's Literature**  
**LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. \*Cross-listed as ENGL-131H. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-098 (with a grade of C or better). Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

**CDE 134** **2 units**  
**Adult Supervision**  
**LEC 32-36**

This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while, simultaneously, addressing the needs of children, parents and other staff. Prerequisite: None. Recommended Preparation: Completion of at least 24 units in Child Development and Education courses and two years teaching experience.

--Transfers to CSU only

**CDE 137** **3 units**  
**Curriculum and Program Planning for**  
**School-Age Child Care**  
**LEC 48-54**

This course will explore issues related to organizing, operating, and working in a Before and After School-Age Care program. Emphasis will be placed on program planning, curriculum development, behavior management, developmentally appropriate practice, and quality standards. Prerequisite: None. Recommended Preparation: ED-136.

--Transfers to CSU only

**CDE 140** **3 units**  
**Children and Youth With Exceptional Needs**  
**LEC 48-54**

This course provides an overview of the unique characteristics and needs of exceptional children and their families from birth through age twenty-one. This course includes the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to professional roles and collaboration, locating community resources, and developing an awareness of cultural issues and considerations. Prerequisite: CDE-110 (with a grade of C or better). Recommended Preparation: ENGL-101.

--Transfers to CSU only

**CDE 143** **3 units**  
**Supporting Children Who Have Challenging**  
**Behaviors**  
**LEC 48-54**

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children (family stressors, child temperament, violence, attachment disorders and other exceptional needs) and proactive intervention and prevention techniques. Topics include addressing why children demonstrate challenging behaviors (including those that are aggressive, anti-social, disruptive, destructive, emotional and dependent), child observation, creating positive environments that encourage appropriate behavior, and effectively addressing different types of behaviors by meeting children's needs. Prerequisite: CDE-140 (with a grade of C or better).

--Transfers to CSU only

## Course Descriptions

### **CDE 144** **3 units**

**Supervised Field Experience/ Internship In Early Intervention and Inclusion** LEC 32-36/LAB 48-54

This course provides a supervised field experience in an early intervention special education setting with young children. It explores the characteristics and distinctive developmental needs of infants and young children with disabilities and other special needs as well as the role that families, teachers and community agencies play in meeting those needs. Special attention will be given to early intervention services in the natural environments, adaptation of curriculum, inclusion and identification and assessment. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: CDE-110, CDE-125, CDE-140, CDE-143 and CDE-147 (with a grade of C or better).

--Transfers to CSU only

### **CDE 146** **3 units**

**A Relationship-Based Approach to Early Childhood Education** LEC 48-54

This course will examine recent research on child development and brain development while recognizing the impact of relationships in child care settings. Emphasis is on research and the impact trauma, stress and emotional neglect have on the developing child. Modeling and guidance of adult care-giving styles that promote emotional wellness of young children will be a focus. Prerequisite: None. Recommended Preparation: CDE-110.

--Transfers to CSU only

### **CDE 147** **3 units**

**Observation and Assessment in Early Childhood Education (formerly Supervised Field Experience in Observation and Assessment)** LEC 48-54

This course provides an overview of the observation and assessment techniques used to understand the development of children from infancy to eight years of age. Students will learn how to interpret and use the information to plan curricula and environments that are responsive to and supportive of children's typical and atypical learning and developmental needs. Prerequisite: CDE-101 and CDE-110 (with a grade of C or better). Recommended Preparation: ENGL-101.

--Transfers to CSU only

### **CDE 148** **3 units**

**Supervised Field Experience: Student Teaching (formerly Supervised Field Experience II: Student Teaching)** LEC 32-36/LAB 48-54

This course provides a student teaching experience in which students plan, implement, and evaluate developmentally appropriate curriculum in a laboratory setting under the supervision of CDE Faculty and Master Teacher within the laboratory setting. Students will prepare for the workforce by creating a professional portfolio and practicing interview skills. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: CDE-147 and CDE-103 (with a grade of C or better). Other Enrollment Criteria: Students must teach at a college approved setting for 4 hours per week and students must meet state requirements for TB and criminal record clearance.

--Transfers to CSU only

### **CDE 149** **1-4 units**

**Occupational Internship: Child Development & Education** Paid 75-300/Unpaid 60-240

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **CDE 299** **0.50-3 units**

**Special Projects: Child Development and Education** IS 8-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. Offered as pass/no pass only. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Child Development and Education classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### **ED 132** **3 units**

**Adolescent Literature** LEC 48-54

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. \*Cross-listed as ENGL-132. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ED 132H** **3 units**

**Honors Adolescent Literature** LEC 48-54

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. \*Cross-listed as ENGL-132H. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**ED 135** **3 units**  
**Introduction to Education** **LEC 48-54**

This course is for students considering a career in elementary and secondary education. It examines professions in education, and provides an overview of teacher and paraeducator roles and responsibilities in school age classrooms and related settings. Prerequisite: None.

--AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU

**ED 136** **3 units**  
**Child Growth and Development During the School Years** **LEC 48-54**

This course introduces the basic concepts of physical, cognitive, social/emotional development of the growing child, with emphasis given to development during the school age years (ages 5-12). Topics include developmental issues specific to the kindergarten through eighth grade child, the school age child as a learner, child guidance, diversity and anti-bias, working with parents and community outreach. Prerequisite: None.

--AA/AS General Education: AA/AS B2  
 --Transfers to CSU only  
 --CSU Area(s): D7

**Communication Studies**

**COMM 055** **2 units**  
**English Pronunciation** **LEC 32-36**

English Pronunciation allows students for whom English is not their native language to practice and develop their overall English speaking proficiency and focus on specific areas of pronunciation difficulty. Regular attendance, language contact assignments, discussions, and student presentations are required to receive class credit. Offered as pass/no pass only. \*Cross-listed as ESL-055 Prerequisite: ESL students test for credit-level English through the CELSA placement test 9 or other approved ESL placement instrument or has appropriate English skill level of participation in college courses. Students test for ESL-050 or above.

--Not transferable

**COMM 056** **3 units**  
**English Conversation and Culture** **LEC 48-54**  
**(formerly ENGL-056 - English As a Second Language Listening and Conversation)**

This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/small group discussion and student presentations. A basic knowledge of English is required. Offered as pass/no pass only. \*Cross-listed as ESL-056. Prerequisite: Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher.

--Not transferable

**COMM 100** **3 units**  
**Public Speaking** **LEC 48-54**

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: ENGL-098 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU  
 --IGETC Area(s): 1C  
 --CSU Area(s): A1

**COMM 100H** **3 units**  
**Honors Public Speaking** **LEC 48-54**

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: Acceptance into the Honors Enrichment Program and ENGL-098 (with a grade of C or better).

--AA/AS General Education: AA/AS D2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 1C  
 --CSU Area(s): A1

**COMM 103** **3 units**  
**Interpersonal Communication** **LEC 48-54**

This course develops and applies theories of interpersonal communication. It is intended to increase a student's understanding of and competence in one-to-one interactions. Topics include self-concept, perception, language, nonverbal communication, listening, conversation, self-disclosure, friendship, intimacy, conflict management, and intercultural communication. The student will practice communication skills that develop and maintain relationships occurring in work, social, and nonpublic settings. Prerequisite: None.

--AA/AS General Education: AA/AS D2  
 --Transfers to CSU only  
 --CSU Area(s): A1

**COMM 104** **3 units**  
**Advocacy and Argument** **LEC 48-54**

This course develops skills of critical inquiry and advocacy. Through the analysis and development of oral and written arguments, the student will gain experience in evaluating reasoning, identifying logical fallacies, testing evidence and sources of information, advancing a reasoned position, and refuting arguments. Prerequisite: ENGL-098 (with a grade of C or better).

--AA/AS General Education: AA/AS D2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 1C  
 --CSU Area(s): A1, A3

**COMM 104H** **3 units**  
**Honors Advocacy and Argument** **LEC 48-54**

This course develops skills of critical inquiry and advocacy. Through the analysis and development of oral and written arguments, the student will gain experience in evaluating reasoning, identifying logical fallacies, testing evidence and sources of information, advancing a reasoned position, and refuting arguments. Prerequisite: ENGL-098 (with a grade of C or better).

--AA/AS General Education: AA/AS D2  
 --Transfers to UC/CSU  
 --IGETC Area(s): 1C  
 --CSU Area(s): A1, A3

## Course Descriptions

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### **COMM 105** **3 units** **Voice and Diction** **LEC 48-54**

This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. \*Cross-listed as THA-105. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU

### **COMM 106** **3 units** **Small Group Communication** **LEC 48-54**

This course studies communication in small group contexts. Topics include the development of group rules and norms, the emergence of leadership and other roles, and the importance of diversity in decision making. Through participation in group simulations and discussions, the student will learn creativity and critical thinking in problem solving and will develop skills of listening, leadership, consensus building, and conflict management. Prerequisite: None.

--AA/AS General Education: AA/AS D2  
--Transfers to CSU only  
--CSU Area(s): A1

### **COMM 108** **3 units** **Intercultural Communication** **LEC 48-54**

This course studies communication and culture. It is designed to develop the student's understanding of intercultural communication between/among people from different cultures across a variety of contexts. This course focuses on the development of cultural awareness (self & others), knowledge, appreciation, and current theoretical intercultural perspectives. It examines potential sources of intercultural understanding and conflict, and explores ways to enhance the effectiveness of communication. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--CSU Area(s): D7

### **COMM 108H** **3 units** **Honors Intercultural Communication** **LEC 48-54**

This course studies communication and culture. It is designed to develop the student's understanding of intercultural communication between/among people from different cultures across a variety of contexts. This course focuses on the development of cultural awareness (self and others), knowledge, appreciation, and current theoretical intercultural perspectives. It examines potential sources of intercultural understanding and conflict, and explores ways to enhance the effectiveness of communication. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--CSU Area(s): D7

### **COMM 110** **3 units** **Communications Media Survey** **LEC 48-54**

This course provides a survey of communications media and the interrelationships of media, individuals, and society including the history, structure and trends in newspapers, magazines, radio, television, recorded music, film, home video, and the Internet. Students will apply theories and analyze media effects within the context of economics, technology, law and ethics, and social issues. The course is designed to meet associate degree and transfer requirements. Prerequisite: None.

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU

### **COMM 113** **3 units** **Oral Interpretation of Literature** **LEC 48-54**

This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. \*Cross-listed as THA-113. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **COMM 115** **3 units** **Persuasion** **LEC 48-54**

This course is designed to provide a better understanding of the theory, practice, and strategies of persuasion in a variety of human contexts. Knowledge of the persuasion process and social influence should enable one to make more informed decisions as a sender and receiver of persuasive messages. Students develop critical thinking skills by engaging in analysis, evaluation, and composition of persuasive messages. This course will help you become more effective at influencing others. Prerequisite: None

--Transfers to both UC/CSU

### **COMM 116** **3 units** **Gender and Communication** **LEC 48-54**

This course examines the gender differences in communication, theories concerning gender differences, issues of gender in a variety of contexts such as families, relationships, the workplace, the media and school. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--CSU Area(s): D4, D7

### **COMM 117** **3 units** **Professional Communication** **LEC 48-54**

The purpose of this course is to examine and understand the role of communication within organizations. Concern will be given to theories and application pertaining to communication in the work place. Areas such as technologies, leadership, teamwork, culture, diversity, global organizations, and ethics will be examined in the course. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to CSU only

### **COMM 119** **3 units** **Public Relations** **LEC 48-54**

This course is an introduction to the field and practice of public relations. It examines the origins and evolution of the role of the PR practitioner. Students will learn to identify trends, use research and respond ethically to the many challenges facing organizations today. Strategic management, choice of media, tactics, and types of campaigns are scrutinized and analyzed as are crisis communication and credibility. Prerequisite: None

--AA/AS General Education: AA/AS D2  
--Transfers to CSU only

**COMM 120** **3 units**  
**Survey of Communication Studies** **LEC 48-54**

This course examines the range of theoretical approaches to the field of communication studies. Course provides an introduction to the field of communication by addressing public, rhetoric, interpersonal, intercultural, group, organizational, mass, and mediated communication. Individual and group presentations help students identify and analyze communication patterns and their effects as well as develop strategies for becoming better communicators. Prerequisite: None.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU

**COMM 129** **3 units**  
**Reader's Theater** **LEC 48-54**

This course focuses on the theories and techniques of oral performance of literature and drama through solo, small group, and ensemble speaking. Students study script preparation/adaptation, staging/directing techniques, and vocal skills. This course culminates in public performance. \*Cross-listed as THA-127. Prerequisite: None.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU

**COMM 149** **1-4 units**  
**Occupational Internship: Communication** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**COMM 201** **3 units**  
**Advanced Public Speaking** **LEC 48-54**

This course develops advanced principles and skills of public speaking, including application of rhetorical theory, advanced research skills, in-depth audience analysis, and the art of clear, precise, and articulate delivery. In addition to fostering eloquence, consideration is paid to information competency and advanced critical analysis of oratory. Prerequisite: COMM-100 (with a grade of C or better).

--Transfers to both UC/CSU  
 --IGETC Area(s): 1C  
 --CSU Area(s): A1

**COMM 299** **1-3 units**  
**Special Projects: Communication** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Communication classes; a contract with the instructor must be filled out prior to enrollment.

--Transfers to CSU only

**Computer Information Systems**

**CSIS 039A** **1 unit**  
**Database Vendor Certification Test Review** **LEC 16-18**

The focus of this course is on reviewing database vendor technology concepts and taking practice exams in preparation for database vendor professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. Prerequisite: None.

--Not transferable

**CSIS 101** **3 units**  
**Introduction to Computers and Data Processing** **LEC 48-54**

This course provides a general introduction to computer systems with an emphasis on understanding the application of information technologies in an organizational setting. The student is introduced to the components of an information system (hardware, software, data and people), and the techniques for implementing these systems (program design and system analysis and design), and the technologies for disseminating these systems (network and internet). Students will learn to use computing applications as a tool to improve personal productivity, with an emphasis on spreadsheet applications. This course is designed for students who are interested in how information technologies improve organizational effectiveness as well as how these technologies can improve personal productivity. Prerequisite: None.

--AA/AS General Education: AA/AS D2  
 --Transfers to both UC/CSU

**CSIS 103** **3 units**  
**Introduction to the Internet** **LEC 48-54**

The course provides an overview of the computing and networking technologies that support the Internet and the World Wide Web. Students will learn and use various web services and have the opportunity to create a simple web page. No prior computing experience required. Prerequisite: None.

--Transfers to CSU only

**CSIS 104** **3 units**  
**Introduction to E-Commerce Infrastructure** **LEC 48-54**

This course introduces students to the fundamental concepts of e-commerce infrastructure including communication protocols, web programming and markup languages, and website security and management. The course will examine the functional requirements of e-commerce websites, and illustrate principles of implementing e-commerce systems using appropriate technology. This course is designed for the student who is interested in learning about E-commerce as well as the career options that are available in this field. Prerequisite: None.

--Transfers to CSU only

**CSIS 111B** **3 units**  
**Fundamentals of Computer Programming** **LEC 48-54**

This course will introduce students with no prior programming experience to the fundamentals of computer programming. These are foundation concepts for nearly all modern programming languages including Visual Basic, C++, C# and Java. Topics include sequence, repetition, and selection control structures. Advance topics include arrays, file I/O, and an introduction to the principles of object-oriented programming. One or more high-level programming languages will be used to reinforce the general concepts presented in this course. Prerequisite: None.

--AA/AS General Education: AA/AS D2  
 --Transfers to both UC/CSU



## Course Descriptions

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### **CSIS 112A** **3 units**

#### **Visual Basic Programming - Level 1** **LEC 48-54**

Introduction to event-driven programming in the Windows environment. Visual Basic will be utilized to develop programs that demonstrate graphical user interface design, database access, and OLE integration. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 113A** **3 units**

#### **C++ Programming - Level 1** **LEC 48-54**

This course introduces the principles of object-oriented programming using the C++ programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in C++. C++ features that will be covered include language syntax, class definitions, control structures, function definitions, and basic data structures. No prior programming experience required. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 113B** **3 units**

#### **Java Programming - Level 1** **LEC 48-54** **(formerly JAVA Programming - Level 1)**

This course introduces the principles of object-oriented programming using the Java programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in Java. Java features that will be covered include language syntax, class definitions, control structures, function definitions, and basic data structures. No prior programming experience required. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 113C** **3 units**

#### **C# Programming - Level 1** **LEC 48-54** **(formerly C# Programming)**

This is an introductory course that will provide students with the basic knowledge and skills they need to develop applications with the C# programming language and the .NET development framework. This course will focus on program structure, language syntax, Basic Graphical User Interfaces, and implementation details. Prerequisite: None. Recommended Preparation: CSIS-111B.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 114A** **3 units**

#### **SQL Programming - Level 1** **LEC 48-54**

This course introduces the SQL programming language and covers all of the features of the language that are needed to create and maintain single-table database systems. SQL features that will be covered include: language syntax, data query language (DQL) elements, data manipulation language (DML) elements, and basic data definition language (DDL) elements. No prior programming experience required. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 114C** **3 units**

#### **Database Programming - Level 1** **LEC 48-54**

This course introduces database programming techniques (stored routines, procedures and functions). Students will investigate and evaluate various program design methodologies and apply them to

database programming problems. Programming features that will be covered include language syntax, data types, block, function, and procedure definitions, and control structures. Prerequisite: CSIS-114A (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

### **CSIS 115A** **3 units**

#### **Web Development - Level 1** **LEC 48-54**

This course teaches students the basic skills needed to create a Web page with an emphasis on the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students are also introduced to, the Hypertext Transfer Protocol (HTTP), Uniform Resource Locators (URLs), how to write code using an integrated development environment (IDE), and publishing to a Web server using the file transfer protocol (FTP). Prerequisite: None.

--Transfers to CSU only

### **CSIS 115B** **3 units**

#### **XML Design - Level 1** **LEC 48-54**

This course introduces students to the eXtensible Markup Language (XML) and the eXtensible Style Language. XML syntax features will be covered as well as document type definitions (DTDs), schemas, and document rendering. This course is designed for students who wish to learn about advanced internet publishing technologies. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

### **CSIS 116B** **3 units**

#### **Developing ASP.NET Web Applications** **LEC 48-54**

This course is an introduction to ASP.NET Web Development using the Microsoft .NET programming languages Visual Basic and C#. Students will utilize ASP.NET to deliver dynamic content to a Web Application. Topics include Web Forms, User Controls, Server Controls, and Database Integration. Prerequisite: None. Recommended Preparation: CSIS-115A.

--Transfers to CSU only

### **CSIS 116D** **3 units**

#### **PHP Web Development** **LEC 48-54**

This course is designed to teach students how to configure and code using one of the web design community's most popular open-source web server extensions, PHP Hypertext Processor. Students will also learn how to create dynamically generated web pages using PHP and database connectivity. Prerequisite: CSIS-115A or CSIS-117C (with a grade of C or better).

--Transfers to CSU only

### **CSIS 116E** **3 units**

#### **Python Programming - Level 1** **LEC 48-54**

This course introduces the principles of object-oriented programming using the Python programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in Python. Python features that will be covered include language syntax, class definitions, control structures, function definitions, and basic data collections. No prior programming experience required. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 116G** **3 units**  
**Ruby Programming - Level 1** **LEC 48-54**

This course introduces students to Ruby programming. The emphasis in this course is on Ruby language fundamentals and syntax. Topics will include Ruby sequence, repetition, and selection control structures. Ruby on Rails and the development of web applications will be introduced, but is not the focus of this course. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

**CSIS 117D** **3 units**  
**Dynamic Web Development and Administration Using Microsoft Web Tools** **LEC 48-54**

This course introduces students to Web site development and Web site administration using Microsoft's Expression Web integrated development environment (IDE). Students will learn how to create and enhance web pages with hyperlinks, graphics, tables, behaviors and cascading style sheets (CSS). Students will also learn how to publish, manage, and administer their Web site. This course is designed for students who are interested in an Information Technology career in Web site development, administration, or e-commerce. Prerequisite: None. Recommended Preparation Advisory: Students should have knowledge of Web browsers and the Internet.

--Transfers to CSU only

**CSIS 118A** **3 units**  
**Embedded Systems Programming** **LEC 48-54**

An introductory course in embedded systems programming. Students will learn programming at the micro processor level using C and assembly programming languages. Topics include programming in a real time operating system environment, device drivers, boot loading, remote debugging, and real time communications. Prerequisite: None. Recommended Preparation: Previous high-level programming language experience.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

**CSIS 118B** **3 units**  
**Computer Organization & Assembly Language** **LEC 32-36/LAB 48-54**

This course is an introduction to the hardware organization and assembly language of the Intel processor. Topics include memory hierarchy and design, CPU design, pipelining, addressing modes, subroutine linkage, polled input/output, interrupts, high level language interfacing and macros. Prerequisite: None.

--Transfers to both UC/CSU

**CSIS 119A** **3 units**  
**ActionScript Programming - Level 1** **LEC 48-54**

This course is an introduction to the ActionScript programming language used for creating flash animations. This course will focus on program structure, language syntax, event driven programming, integration of graphics and video, and implementation details. Prerequisite: None.

--Transfers to CSU only

**CSIS 122A** **3 units**  
**Visual Basic Programming - Level 2** **LEC 48-54**

Design, build, and implement business solutions using Microsoft Visual Basic. Advanced topics include component creation and Internet development. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 123A** **3 units**  
**C++ Programming - Level 2** **LEC 48-54**

This course presents advanced programming concepts in the C++ programming language. Advanced aspects of program design methodologies will be studied, evaluated, and applied in the design of complex C++ programs. C++ features that will be covered include classes and data abstraction, operator overloading, inheritance, polymorphism, templates, exception handling, and file structures. Prerequisite: CSIS-113A (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 123B** **3 units**  
**Java Programming - Level 2** **LEC 48-54**  
**(formerly JAVA Programming - Level 2)**

This course introduces advanced concepts of object-oriented programming (OOP) using the Java programming language. Students will investigate and evaluate various program design methodologies and apply them to programming problems using Java. Java features that will be covered include language syntax, encapsulation, inheritance, polymorphism, advanced O-O design principles, and exception handling. Prerequisite: CSIS-113B (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 123C** **3 units**  
**C# Programming - Level 2** **LEC 48-54**

This course introduces the student to advanced concepts of object-oriented programming (OOP) using the C# programming language. Students will investigate and evaluate various program design methodologies and apply them to programming problems using C#. C# features that will be covered include language syntax, encapsulation, inheritance, polymorphism, graphics, multi-threading, files, streams, and networking. This course is designed for students who wish to further develop their C# programming skills. Prerequisite: CSIS-113C (with a grade of C or better).

--Transfers to both UC/CSU

**CSIS 124A** **3 units**  
**SQL Programming - Level 2** **LEC 48-54**

This course presents advanced concepts in the SQL programming language to cover multi-table database, and advanced query options. The data definition language (DDL) elements will be fully covered, including working with Entity-Relationship (ER) diagrams and options for implementing indexes. Prerequisite: CSIS-114A (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 124C** **3 units**  
**Database Programming - Level 2** **LEC 48-54**

This course explores advanced capabilities of the Oracle, MySQL, and/or MS SQL Server database systems and programming in database languages to solve complex database problems. Database programming features that will be covered include: cursors, transaction control, triggers, importing and exporting data, and using features and services available in packaged libraries. Prerequisite: CSIS-114C (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

## Course Descriptions

### **CSIS 125A** **3 units**

#### **Web Development - Level 2** **LEC 48-54**

This is an extensive course on the advanced technologies used in Web Development including client-side behaviors and Web-based tools like YUI and JQuery. Students will learn about Dynamic HTML (DHTML), client-side scripting, the Document Object Model (DOM), Asynchronous JavaScript and XML (AJAX), and the Web-based tools available for developing professional Web pages including technologies used for: form validation, adding Flash-embedded objects, adding Web widgets, and much more. Prerequisite: CSIS-115A or MUL-112 (with a grade of C or better).

--Transfers to CSU only

### **CSIS 126E** **3 units**

#### **Python Programming - Level 2** **LEC 48-54**

This course continues the investigation of the Python programming language. Python features that will be covered include object-oriented design, advanced data collections, modules and packages, file handling, and features and services available in the Python standard library. Prerequisite: CSIS-116E (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

### **CSIS 132** **3 units**

#### **Creating Visual Basic Database Applications** **LEC 48-54**

This course introduces students to database programming with Visual Basic. Topics include programming the DAO and ADO object model, creating a database class module, and ASP and VBScript programming. This course is an elective in the Visual Basic Employment Concentration and is designed to prepare students for entry-level employment as a Visual Basic Programmer. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better).

--Transfers to CSU only

### **CSIS 134A** **3 units**

#### **SQL Programming - Level 3** **LEC 48-54**

This is an advanced course in SQL programming and will introduce the tuning techniques and tools used to improve SQL performance. Transaction integrity will also be covered using the ACID model, and stored procedures will be introduced. Prerequisite: CSIS-124A (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

### **CSIS 149** **1-4 units**

#### **Occupational Internship: Computers** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **CSIS 150** **3 units**

#### **Using Microsoft Windows** **LEC 48-54**

This course introduces students to the basic mechanics of operating a windows operating system. The course is an introductory level course that helps students learn to efficiently navigate and manage the windows environment. Topics covered will include desktop customization, file and folder management, and software and hardware installations. Prerequisite: None.

--Transfers to CSU only

### **CSIS 151** **3 units**

#### **Using the OS Command Line Interface** **LEC 48-54**

This course introduces the student to the command-line interface in popular operating systems (e.g. DOS, Windows, and Linux). Concepts to be covered include the shell interface, disk management, batch files, backup and recovery, and file and system security issues. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

### **CSIS 153** **3 units**

#### **Using Unix-Based Operating Systems** **LEC 48-54** **(formerly Using UNIX)**

This course introduces the fundamental features of UNIX operating systems. Students will be introduced to command line basics, file and directory management, text editors, and shell programming. Prerequisite: None.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

### **CSIS 154** **3 units**

#### **Using and Configuring Windows** **LEC 48-54** **Operating Systems**

This course introduces the student to system administration concepts and MS Windows system administration tools. Concepts to be covered include system and software installation, user and profile management, disk management, backup and recovery, and security issues. Prerequisite: None.

--Transfers to CSU only

### **CSIS 171** **3 units**

#### **Service Desk Concepts** **LEC 48-54**

This course introduces students to Service Desk concepts and technology. Within the context of the incident management and problem management life cycles, students will examine: service desk concepts, operations, roles and responsibilities, and processes and procedures. Prerequisite: None.

--Not transferable

### **CSIS 171L** **1 unit**

#### **Service Desk Lab** **LAB 48-54**

This course is designed for the student who wants to gain hands-on experience in applying the concepts and technologies of a service/help desk. Students will use a variety of software tools and technologies to analyze user needs, and to track and report trouble incidents. Prerequisite: CSIS-171 (with a grade of C or better).

--Not transferable

### **CSIS 181** **4 units**

#### **Computer Hardware - Level 1** **LEC 64-72**

This course introduces the basics of computing hardware technologies and the tear-down and assembly of a computer system. The features and functions of all major computing system hardware components are

covered along with techniques for their installation and configuration. Operating system fundamentals are studied, especially in relation to hardware configuration and troubleshooting. Prerequisite: None.

--Transfers to CSU only

**CSIS 182** **3 units**  
**Computer Forensics** **LEC 48-54**

This course introduces students to the techniques and tools of computer forensics investigations. Students will receive step-by-step explanations on using the most popular forensic tools. Topics include coverage of the latest technology secondary devices including hard drives, PDAs, cell phones, and thumb drives. Prerequisite: CSIS-181 (with a grade of C or better) or equivalent assessment.

--Transfers to CSU only

**CSIS 183** **2 units**  
**Green Computing** **LEC 32-36**

This course introduces techniques and methodologies that can be used to reduce the carbon footprint of an organization's IT resources. Green IT policies and standards will also be covered. Prerequisite: CSIS-181 (with a grade of C or better).

--Transfers to CSU only

**CSIS 188** **3 units**  
**Introduction to Digital Circuits** **LEC 48-54**

This course is an introduction to the basics of digital electronic devices and methodologies used in digital circuit design. Students will analyze, design, and trouble shoot logic gates, counters, registers, input/output, memory units, pulse and switching circuits, and control circuits. The course will also compare digital TTL integrated circuits along with other families of logic devices. Prerequisite: None.

--Transfers to CSU only

**CSIS 190** **3 units**  
**Network Media** **LEC 48-54**

This course introduces students to the theory and concepts of guided (cable-based) and unguided (wireless) network media. Students will build cables, implement small networks and use network tools to identify and troubleshoot problems. Wireless technologies and tools will be used. Prerequisite: None.

--Transfers to CSU only

**CSIS 191** **4 units**  
**Network Hardware - Level 1** **LEC 64-72**

This course introduces fundamental data communication concepts and networking hardware. A hands-on approach will reinforce concepts in: network protocols and architectures, media and hardware. Students will have the opportunity to install, configure and troubleshoot network hardware. Prerequisite: CSIS-181 (with a grade of C or better).

--Transfers to CSU only

**CSIS 201** **3 units**  
**System Analysis and Design** **LEC 48-54**

This course introduces the basic concepts and principles of information systems analysis and design within the content of an enterprise information architecture. Various systems development lifecycles will be studied and students will apply a systems methodology in modeling an information system. Project management techniques specific to information technology projects will also be covered. Prerequisite: CSIS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS 202** **3 units**  
**Networks and Data Communications** **LEC 48-54**

This course introduces students to fundamental data communication concepts including voice and data communications, networking hardware, the OSI model, and network design. Network management and security issues are also covered. This course is designed for the student who is interested in learning about data communications and networking as well as the career options that are available in this field. Prerequisite: None.

--Transfers to CSU only

**CSIS 211** **3 units**  
**Introduction to Data Structures and Algorithms** **LEC 48-54**

This course is intended to introduce students to the concept of data structures and algorithms. Basic topics in this course include arrays, lists, stacks and queues. Advanced topics such as dictionaries including binary search trees, hashing, priority queues, and heaps will also be covered. In addition, this course will introduce analysis of algorithms, sorting algorithms, and object-oriented programming techniques including abstract data types, inheritance, and polymorphism. Prerequisite: CSIS-123A or CSIS-123B (with a grade of C or better).

--Transfers to both UC/CSU

**CSIS 213** **3 units**  
**Discrete Structures** **LEC 48-54**

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. Prerequisite: MATH-211 (with a grade of C or better).

--Not transferable

**CSIS 214** **3 units**  
**Principles of Database Management Systems** **LEC 48-54**

This course introduces the theory and principles of relational database management systems. Students will apply these concepts in the design and development of a simple database application. Topics to be covered include data modeling, logical and physical database design, normalization and denormalization, and client-server and distributed database architectures. Prerequisite: None.

--Transfers to CSU only

**CSIS 223A** **3 units**  
**Linux System Administration - Level 1** **LEC 48-54**

This course introduces system administration concepts and Linux system administration tools. Concepts to be covered include system and software installation, kernel building and configuration, system startup and shutdown, and user and group management issues. Prerequisite: None. Recommended Preparation: CSIS-153.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

**CSIS 233A** **3 units**  
**Linux System Administration - Level 2** **LEC 48-54**

This course focuses on advanced Linux system administration concepts and tools and introduces techniques for managing a Linux platform in a networked environment. System log files will be examined and used to support system admin and security needs. Prerequisite: CSIS-223A (with a grade of C or better).

--Transfers to CSU only

## Course Descriptions

### **CSIS 241A** **3 units**

#### **Database Server Administration - Level 1** **LEC 48-54**

This course introduces the tools and methodologies of database administration. Database architectures will be studied, especially in regard to installation and configuration issues. Students will install and configure a functioning multi-user database system. Prerequisite: None.

--Transfers to CSU only

### **CSIS 261A** **3 units**

#### **Database Server Administration - Level 2** **LEC 48-54**

This course introduces advanced tools, techniques and methodologies of database administration. The emphasis in this course is on managing and administering the day-to-day operations of a multi-user database system. Topics that will be covered include: backup and recovery, user management, and performance tuning. Prerequisite: CSIS-241A (with a grade of C or better).

--Transfers to CSU only

### **CSIS 298A** **0.50-3 units**

#### **CIS Special Topics: Programming** **LEC 8-54**

This course permits students to study relevant programming topics within the field of computer information systems. Topics and credit will vary. (May be taken for additional credit with new content). Prerequisite: None.

--Transfers to CSU only

### **CSIS 298B** **0.50-3 units**

#### **CIS Special Topics: Database Technologies**

This course introduces the student to new and emerging database tools and technologies. Students will have the opportunity to develop and build prototypes for the concepts, procedures, and methodologies covered in class. Topics and credit will vary. (May be taken for additional credit with new content) Prerequisite: CSIS-114A (with a grade of C or better).

--Transfers to CSU only

### **CSIS 299** **1-3 units**

#### **Special Projects: Computers** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous computer courses; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### **NET 100** **3 units**

#### **Network Fundamentals** **LEC 48-54**

#### **(formerly Local Area Network Design and Switch Management)**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The course uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Prerequisite: None.

--Transfers to CSU only

### **NET 101** **3 units**

#### **Routing Protocols and Concepts** **(formerly Layer 3 Routing and Router Management)**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Prerequisite: NET-100 (with a grade of C or better).

--Transfers to CSU only

### **NET 102** **3 units**

#### **LAN Switching and Wireless**

#### **(formerly Wide Area Network**

#### **Design and Protocol Configuration)**

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. Prerequisite: NET-101 (with a grade of C or better).

--Transfers to CSU only

### **NET 103** **3 units**

#### **Accessing the WAN**

This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Prerequisite: NET-102 (with a grade of C or better).

--Not transferable

### **NET 120** **3 units**

#### **Installing, Configuring, and Administering** **a Windows Client Operating System**

This course is designed to validate the foundational skills that an operating systems professional needs in order to install, configure, and administer Microsoft client operating systems (Microsoft Windows XP and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Client Workstation). Prerequisite: CSIS-202 (with a grade of C or better).

--Transfers to CSU only

### **NET 121** **3 units**

#### **Managing and Maintaining a Microsoft** **Windows Server Environment**

This course is designed to validate the foundational skills that an operating systems professional needs in order to install, configure, and administer Microsoft server operating systems (Microsoft Windows Server 2003 and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Server). Prerequisite: CSIS-202 (with a grade of C or better).

--Transfers to CSU only

**NET 122** **3 units**  
**Implementing, Managing, and Maintaining** **LEC 48-54**  
**a Windows Network Infrastructure**

This course is designed to validate the foundational skills that an operating systems professional needs in order to implement, manage, and maintain the network infrastructure that supports Microsoft server operating systems (Microsoft Windows Server 2003 and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Network Infrastructure). Prerequisite: CSIS-202 (with a grade of C or better).  
 --Transfers to CSU only

**NET 140** **3 units**  
**Network Security Fundamentals** **LEC 48-54**

This course is designed to provide students in networking a general understanding of security concepts, communication security, infrastructure security, the basics of cryptography, and operational and organizational security. This course is designed to help students prepare for the Security+ exam from Comptia. Prerequisite: CSIS-202 (with a grade of C or better).  
 --Transfers to CSU only

**NET 141** **3 units**  
**Hardening the Infrastructure** **LEC 48-54**

This course is designed to provide students with the foundational skills that a security professional requires. These skills include router security, operating system security, advanced knowledge of TCP/IP, and network security basics. This course helps students prepare for the Security Certified Network Professional examinations. Prerequisite: CSIS-202 (with a grade of C or better).  
 --Transfers to CSU only

**NET 142** **3 units**  
**Network Defense and Countermeasures** **LEC 48-54**

This course is designed to validate the foundational skills that a security professional requires. These skills include intrusion detection systems design and implementation, network traffic signatures, security policies, risk analysis, firewall design and implementation. This course helps students prepare for the Security Certified Network Professional examinations. Prerequisite: CSIS-202 (with a grade of C or better).  
 --Transfers to CSU only

**Dance**

**DAN 100** **3 units**  
**History and Appreciation of Dance** **LEC 48-54**

This course explores the universal human activity known as dancing from a cross-cultural perspective, examining the myriad ways in which dance functions in societies. The histories, theories, techniques, and purposes of various theatrical, religious, and social dances from around the world are compared, contrasted, and interrelated. The culture-specific nature of the dancing body and its audiences are analyzed to discover the meanings carried within these dances. \*Cross-listed as HIST-151. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3A, 3B  
 --CSU Area(s): C1

**DAN 108** **3 units**  
**Improvisation for Dance and Theater** **LEC 48-54**

This course explores unscripted theater using techniques found in viewpoints, action theater, mask work, contact improvisation, theater games, and dance. Students will develop as whole performers through learning intuitive response techniques in all performance situations. \*Cross-listed as THA-108. Prerequisite: None.  
 --AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --CSU Area(s): E1

**DAN 120** **2 units**  
**Conditioning and Alignment for Dance** **LEC 24-27/LAB 24-27**

The special conditioning needs of dancers are addressed through a variety of movement disciplines, theories and practices (e.g., Pilates, Bartenieff Fundamentals, Alexander Technique, Release Technique, Structural Reintegration, weight training, aerobics and Yoga.) Exercises for strength, flexibility, neuromuscular coordination, and cardiovascular coordination augmented with conditioning for alignment, neuromuscular coordination, and relaxation. Students learn to assess their own conditioning needs for dance. Individual plans will be created and implemented. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU  
 --CSU Area(s): E1

**DAN 121** **2 units**  
**Beginning Ballet** **LEC 24-27/LAB 24-27**

An introduction to the classical dance techniques of ballet emphasizing alignment, strength, flexibility, balance and musicality. Historical perspectives, terminology, basic barre and center combinations are learned. Throughout the course, particular attention is placed on the development of a body capable of moving in the ballet aesthetic (the development of a strong core, uplifted stance, turn-out, epaulement, a frontal presentation of the body) and on the recognition of that aesthetic as part of the Western tradition. May be taken 2 times for credit. Prerequisite: None.  
 --AA/AS General Education: AA/AS C or AA/AS E  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

**DAN 122** **2 units**  
**Beginning Modern Dance** **LEC 24-27/LAB 24-27**

This beginning level study of modern dance techniques focuses on the inner impulse of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. Techniques which may be covered are: Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Horton, Hawkins, Taylor, Tharp, Hay, Farber, and contemporary styles of current modern dance artists. The development of dynamic alignment suppleness flexibility rhythmicity musicality endurance balance modern dance movement vocabulary and historicity is emphasized. May be taken 2 times for credit. Prerequisite: None.  
 --AA/AS General Education: AA/AS C or AA/AS E  
 --Transfers to both UC/CSU  
 --CSU Area(s): C1

## Course Descriptions

### **DAN 123** **2 units**

#### **Beginning Jazz Dance** **LEC 24-27/LAB 24-27**

This course is an introduction to the highly stylized dance form known as jazz which incorporates African, Latin, Theatrical and Contemporary movement and music styles. Since jazz dance is the dominant American vernacular dance genre, the most current trends in television, film and stage dance may be included. The historical roots and development of jazz as a fusion dance form of North America will be studied. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### **DAN 124** **2 units**

#### **Beginning Tap Dance** **LEC 24-27/LAB 24-27**

This beginning level course introduces students to the uniquely American dance form known as tap dance. Basic steps, rhythms, vocabulary, beginning musicality and movement skills are introduced. This course emphasizes fundamental tap dance skills and introduces students to the historical and cultural context of tap dance. Prerequisite: None. Other Enrollment Criteria: Students must purchase tap shoes for their own use.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

### **DAN 125** **3 units**

#### **Choreography I** **LEC 48-54** **(formerly Introduction To Choreography)**

The study of the art of choreography emphasizes analysis of the evocative language of movement as a form of human expression. Various means of instruction are employed to introduce choreographic forms and principles, history, and the elements of space, time, energy, motion and stasis in this entry-level course. Personal investment and individual creativity are stressed. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **DAN 126** **2 units**

#### **Intermediate Modern Dance** **LEC 16-18/LAB 48-54**

This course facilitates the development of modern dance technique beyond a beginning level. Emphasis is placed upon deepening the dancer's technical and expressive skills through more complex movement combinations and improvisations. Rhythmic, spatial and dynamic movement skills are fostered as well as the understanding of the historical and cultural context of the modern dance canon. May be taken 2 times for credit. Prerequisite: DAN-122 (with a grade of C or better) or by audition. Recommended Preparation: Modern dance experience.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### **DAN 127** **2 units**

#### **Intermediate Jazz Dance** **LEC 16-18/LAB 48-54**

This course facilitates the study of jazz dance technique on an intermediate level, focusing on the student's development of technical skills and vocabulary specific to the jazz dance genre. A variety of classical and contemporary presentational styles will be explored as well as the historical and cultural context of jazz dance. This course

facilitates the student's examination of movement dynamics, musicality and rhythm as they apply to technical and expressive movement skills. Prerequisite: DAN-123 (with a grade of C or better) or by audition.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### **DAN 128** **2 units**

#### **Intermediate Ballet** **LEC 24-27/LAB 24-27**

This course facilitates the study of ballet technique and aesthetics beyond a beginning level. The development of the dancer's technical, artistic and expressive dance skills are a primary focus within both classical and contemporary ballet styles. The historical and cultural context of ballet, including the European aesthetic will also be discussed. May be taken 2 times for credit. Prerequisite: DAN-121 (with a grade of C or better) or by audition. Other Enrollment Criteria: Students must supply their own ballet slippers for this course.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### **DAN 129** **2 units**

#### **Intermediate Tap Dance** **LEC 24-27/LAB 24-27**

This course presents a continuation of skills learned in DAN 124 and emphasizes the development of rhythmic and dynamic tap dance technique beyond a beginning level. Increased dance proficiency is gained specific to the analysis and practice of syncopated and swing rhythms within extended combinations and improvisations. Intermediate vocabulary is utilized and the historical and cultural context of tap dance is discussed. Prerequisite: DAN-124 (with a grade of C or better) or by audition. Other Enrollment Criteria: The student must provide tap shoes for their own use.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### **DAN 130** **2 units**

#### **Beginning Ballroom Dance** **LEC 24-27/LAB 24-27**

This beginning course in ballroom dance introduces selected dances such as the cha cha, foxtrot, hustle, mambo, meringue, rumba, salsa, samba, swing, tango, and the waltz. Emphasis is on alignment, etiquette, leading and following, performance techniques and presentation of simple dance phrases. Cultural and social origins of each style are explored with emphasis on historical development. Ballroom dance as art, social history, popular dance, professional competition, and dancesport is studied. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

### **DAN 131** **2 units**

#### **Beginning Hip Hop** **LEC 24-27/LAB 24-27**

This beginning course in hip hop introduces the movement vocabularies of street dancing as well as its historical context. The most current trends in film, stage dance and television may be included. The course emphasizes the development of coordination, strength, stamina, and rhythm necessary to meet the demands of high intensity performance skills in popular street dancing forms. Students will be encouraged to develop individual interpretation and personal style indigenous to this dance form. Prerequisite: None. Recommended Preparation: Beginning and/or intermediate level jazz dance.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

**DAN 133** **3 units**  
**History of Popular Dance in the United States** **LEC 48-54**  
**(formerly History of American Popular Dance**  
**on Stage, Screen and Television)**

This course investigates the history of vernacular dance in the United States from the late 18th century to the present. Emphasis is placed on analysis of the dances of Colonial America, minstrelsy, vaudeville, Broadway, and Hollywood Musicals. Television, ballet, modern dance, jazz, ballroom, and street styles are investigated for their cultural significance. Distinctions between dance styles imported to the United States and American styles created from a fusion of those imported styles are also examined. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**DAN 201** **1 unit**  
**Dances of the World** **LEC 8-9/LAB 24-27**

This course offers the opportunity for concerted study in up to four specific, world dance traditions. Through master classes, lectures, demonstrations, and performances-live and on DVD, students explore cultural dance, as a product of the society that created it. Dances are analyzed for their classical tradition, sacred/ceremonial import and/or theatrical impact within its society. Workshops with master teachers include movement, vocabulary, rhythms and styles of each form, emphasizing cultural, sociological, economic, and geographical perspectives. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS E and AA/AS F

--Transfers to both UC/CSU

--CSU Area(s): E1

**DAN 209** **1-3 units**  
**Musical Production** **LAB 48-162**

This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater. \*Cross-listed as MUS-209 and THA-209. Prerequisite: By audition and/or interview.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**DAN 212** **1-3 units**  
**Dance Production** **LAB 48-162**

This course is designed to produce and present a dance concert. Students will be introduced to the major aspects of a dance production, with emphasis placed on the choreographic and rehearsal process as it leads to a dance performance. Students are given opportunities to choreograph, perform and work within technical theater roles. This course culminates in a public performance of a dance concert. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: By audition or interview. Recommended Preparation: Prior dance experience.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

**DAN 214** **3 units**  
**Dance Touring Ensemble** **LEC 16-18/LAB 96-108**

This performance ensemble of intermediate to advanced dancers develops, rehearses and tours programs on the art of dance for presentation at schools, community centers and/or senior citizen residencies throughout the MSJC College District. Students will learn all aspects of touring and will be assigned various roles which may include: creating a lecture-demonstration, creating original choreographies, learning existing repertory, helping in dance reconstructions, designing costumes, setting-up and striking all tour equipment, costumes, and sets. Prerequisite: By Audition and/or interview. Recommended Preparation: Two years of dance training or performing experience per vitae.

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

**DAN 225** **3 units**  
**Choreography II** **LEC 48-54**

The continuing study of the art of choreography emphasizes the analysis of the language of movement as a form of human expression. Choreographic forms, principles, history, and the elements of space, time, energy, shape, motion and stasis are investigated on an intermediate level. Prerequisite: DAN-125 (with a grade of C or better). Recommended Preparation: Prior Dance Experience.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**DAN 299** **1-3 units**  
**Special Projects: Dance** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Dance classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Diagnostic Medical Sonography

**DMS 095** **3 units**  
**Sonography Medical Terminology** **LEC 48-54**

The course provides students with the knowledge and understanding of medical terminology used in the Diagnostic Medical Sonography field. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program.

--Not transferable

**DMS 100** **2 units**  
**Fundamentals of Diagnostic Medical** **LEC 16-18/LAB 48-54**  
**Sonography**

This is an introductory course for students accepted into the Diagnostic Medical Sonography program. The student will learn basic scanning skills, transducers and monitor orientation using ultrasound machines. The Society of Diagnostic Medical Sonographers Code of ethics and Clinical Practice Standards will be discussed along with sonography terms and scanning planes. Students will learn to identify and image anatomy using ultrasound machines. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program.

--Transfers to CSU only



## Course Descriptions

### **DMS 101** **3 units** **Pathophysiology** **LEC 48-54**

This course examines the general principles of the disease process of organs and systems of the human anatomy. It includes chronic and acute diseases of the respiratory, musculoskeletal and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program

--Transfers to CSU only

### **DMS 102** **3 units** **Sonography Medical Ethics** **LEC 48-54**

This course introduces the DMS student to the laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. Prerequisite: DMS-095 (with a grade of C or better).

--Transfers to CSU only

### **DMS 103** **3 units** **Patient Care Techniques for** **LEC 32-36/LAB 48-54** **Sonographers**

This course is designed to teach the DMS student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program

--Transfers to CSU only

### **DMS 104** **2 units** **Clinical Observation** **LAB 96-108**

This course is offered as on the job observation in a sonography department of a selected affiliated hospital/medical center. The student will observe how an ultrasound department functions, Department protocols and procedures, learn to read physician orders, the appropriate diagnosis for the procedure and compare it to the patient chart, sterile techniques, hospital procedures for patients isolation rooms. The student will also begin to learn the functions of the machine used in their clinical training site. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: DMS-100 with a grade of C or better).

--Transfers to CSU only

### **DMS 110** **2 units** **Sectional Imaging** **LEC 32-36**

In this course computerized tomography, magnetic resonance and ultrasound images are correlated to review and identify anatomy of the skull, thorax, abdomen and pelvis. The student will build upon their knowledge of anatomy while evaluating diagnostic imaging techniques. Prerequisite: DMS-100 (with a grade of C or better).

--Transfers to CSU only

### **DMS 114** **5 units** **Clinical Experience I** **LAB 240-270**

This course is offered as on the job training in a sonography department of a selected affiliated hospital/medical center. The student will begin to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: DMS-104 (with a grade of C or better).

--Transfers to CSU only

### **DMS 120** **1.5 units** **Abdomen Scanning** **LAB 72-81**

This course covers abdomen and small parts anatomy and sonography scanning techniques. Interpretation of clinical laboratory tests, related clinical signs and symptoms, normal and abnormal sonographic appearance and anatomy gray-scale pattern differences are discussed. Demonstrations on advanced scanning techniques and protocols will be included. Prerequisite: DMS-100 (with a grade of C or better).

--Transfers to CSU only

### **DMS 122** **3 units** **Ultrasound Pathology I** **LEC 48-54**

This course will cover abnormal sonographic and doppler patterns of disease processes, pathology and pathophysiology of the abdomen, breast, thyroid, prostate and scrotum. Students will recognize, identify and appropriately document pathology of the abdomen and superficial structures. Prerequisite: DMS-100 (with a grade of C or better).

--Transfers to CSU only

### **DMS 124** **10 units** **Clinical Experience II** **LAB 480-540**

This course is offered as advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: DMS-114 (with a grade of C or better).

--Transfers to CSU only

### **DMS 125** **2 units** **Ultrasound Physics and Instrumentation I** **LEC 32-36**

This is the first of two sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Ultrasound Physics and Instrumentation I is the basic mathematics used in the physics of sound, elementary principles of ultrasound physics and instrumentation, the propagation of ultrasound through tissue, Ultrasound transducers, pulse echo instruments and the principles of pulse echo imaging. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program.

--Transfers to CSU only

### **DMS 130** **3 units** **Obstetric/Gynecology Scanning** **LEC 48-54**

This course includes instruction on Obstetric/Gynecology anatomy, pathology, and sonography scanning techniques. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. Demonstrations on basic scanning techniques and protocols will be included. Prerequisite: DMS-120 (with a grade of C or better).

--Transfers to CSU only

### **DMS 132** **1.5 units** **Ultrasound Pathology II** **LEC 24-27**

This course covers abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiology. Students will recognize, identify, and appropriately document pathology of the female pelvis and fetus. Case studies will be evaluated and discussed. Prerequisite: DMS-122 (with a grade of C or better).

--Transfers to CSU only

**DMS 134** **2 units**  
**Ultrasound Seminar** **LEC 32-36**

This course is a review of ultrasound physics/instrumentation, abdomen and superficial structures, and presentation of case studies. Discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls will be included. New trends in diagnostic imaging are introduced. Practice testing to prepare for the ARDMS registry examinations and instruction on writing a resume will be included in the course. Prerequisite: DMS-132 and DMS-140 (with a grade of C or better).

--Transfers to CSU only

**DMS 135** **2 units**  
**Ultrasound Physics and Instrumentation II** **LEC 32-36**

This is the second of two courses designed to teach Ultrasound Physics and Instrumentation. The focus of this course is image storage and display, hemodynamics, doppler, color flow and color power imaging, artifacts found in ultrasound, quality assurance, and the bioeffects and safety of ultrasound. Prerequisite: DMS-125 (with a grade of C or better).

--Transfers to CSU only

**DMS 136** **10 units**  
**Clinical Experience III** **LAB 480-540**  
**(formerly Clinical Experience IV)**

This course is offered as a continuation of advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, pelvic, and obstetric exams according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: DMS-124 (with a grade of C or better).

--Transfers to CSU only

**DMS 140** **2 units**  
**Introduction to Vascular Imaging** **LEC 32-36**

This course is to provide the DMS student with an introduction to scanning and evaluating blood flow within the body; specifically the carotid artery, and the arteries and veins of the extremities. The course will introduce duplex imaging in the normal vessel and the expected outcomes when scanning a stenotic vessel. The student will learn to correlate related diagnostic imaging procedures (angiogram, MRA and CT) with the sonographic appearances. Prerequisite: DMS-100 and DMS-120 (with a grade of C or better).

--Transfers to CSU only

**DMS 299** **1-3 units**  
**Special Projects: Diagnostic Medical Sonography** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Diagnostic Medical Sonography classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Earth Science

**ES 101** **3 units**  
**Topics in Earth Science** **LEC 48-54**

Topics in Earth Science is a non-majors introductory course that reviews current topics in the fields of Astronomy, Geography, Meteorology, Geology, and Oceanography with an emphasis on the change in space and time for Earth as a system in a global environment. Topics include Earth's motions, the solar system, deep space, plate tectonics, minerals, rocks, earth's history, ocean, atmosphere, the water cycle, flooding, erosion, climate change, global warming, extinction, pollution, and impact by humans. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to CSU only

--CSU Area(s): B1

## Economics

**ECON 201** **3 units**  
**Principles of Macroeconomics** **LEC 48-54**

This course covers the basic theories, concepts, terminology, and uses of macroeconomics. Emphasis is placed on Classical and Keynesian theories, Federal Reserve System, and how institutions achieve domestic and international economic goals using monetary and fiscal policies. Concentrates on aggregate supply and demand, economic fluctuations, money and banking, national income and expenditure, employment, inflation, output, economic stability and growth. Other topics covered include international trade and finance, globalization and international impacts on economies. Prerequisite: MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4B

--CSU Area(s): D2

**ECON 201H** **3 units**  
**Honors Principles of Macroeconomics** **LEC 48-54**

This course covers the basic theories, concepts, terminology, and uses of macroeconomics. Emphasis is placed on Classical and Keynesian theories, Federal Reserve System, and how institutions achieve domestic and international economic goals using monetary and fiscal policies. Concentrates on aggregate supply and demand, economic fluctuations, money and banking, national income and expenditure, employment, inflation, output, economic stability and growth. Other topics covered include international trade and finance, globalization and international impacts on economies. Prerequisite: Acceptance in the Honors Enrichment Program and MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4B

--CSU Area(s): D2

## Course Descriptions

### **ECON 202** **3 units** **Principles of Microeconomics** **LEC 48-54**

This course covers the basic theories, concepts, terminology, and uses of microeconomics. Emphasis is on the interaction of consumers, business, and industry choices in a market economy. Topics covered include optimizing behavior of individual firms and consumers, supply and demand, elasticity, consumer choice, production and costs, market structures, antitrust and regulation, factor markets, income and poverty, market failures, and public choice. Issues such as environmental problems are also studied. Prerequisite: MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4B

--CSU Area(s): D2

### **ECON 202H** **3 units** **Honors Principles of Microeconomics** **LEC 48-54**

This course covers the basic theories, concepts, terminology, and uses of microeconomics. Emphasis is on the interaction of consumers, business, and industry choices in a market economy. Topics covered include optimizing behavior of individual firms and consumers, supply and demand, elasticity, consumer choice, production and costs, market structures, antitrust and regulation, factor markets, income and poverty, market failures, and public choice. Issues such as environmental problems are also studied. Prerequisite: Acceptance in the Honors Enrichment Program and MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4B

--CSU Area(s): D2

### **ECON 203** **3 units** **Introduction to Environmental Economics** **LEC 48-54**

This course covers the economic analysis of environmental issues, with an emphasis on the implications for designing appropriate policy measures. Emphasis is placed on contemporary environmental problems and economic analysis of environmental issues and economic implications of the emerging green economy; urban and corporate environmentalism; economics of environmental regulation and of non-renewable resources and sustainability. Other topics covered include environmental problems and policies on wealth distribution, economic growth and international environmental issues. Prerequisite: None. Recommended Preparation: ECON-202.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

### **ECON 299** **1-3 units** **Special Projects: Economics** **IS 16-54**

Students with previous college-level course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Economics classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Engineering: Technology

### **ENGR 106** **3 units** **M.S.S.C. High-Performance Manufacturing** **LEC 48-54**

This course is designed to prepare the student for a nationally recognized certification test program by the Manufacturing Skills Standards Council (MSSC). This course includes assessments in four modules: Manufacturing Processes, Production, Quality Assurance, Maintenance Awareness and Safety. Prerequisite: None.

--Transfers to CSU only

### **ENGR 107** **3 units** **Total Quality Management** **LEC 48-54**

This course is designed to give the student an understanding of the total quality approach to quality management. The total quality philosophy is an approach to doing business that incorporates continuous improvement techniques and employee training to increase overall performance and competitiveness. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--Transfers to CSU only

### **ENGR 108** **3 units** **Organizational Behavior** **LEC 48-54**

This course is designed to give students an understanding of and methods to react to various behaviors encountered in the workplace. The study of organizational behavior provides insights into people at work in all kinds of situations and organizations. By providing an understanding of how organizations operate, the student can become a more efficient and productive team member. \*Cross-listed as MGT-108. Prerequisite: None.

--Transfers to CSU only

### **ENGR 109** **3 units** **Manufacturing Inspection Techniques and Applications** **LEC 48-54**

This course is designed to give the student an understanding of the basic skills that contribute to the quality of manufactured products and focuses on the tools and techniques used by industry for inspection and measurement of products. It covers various quality assurance, quality control and inspection topics used in industry at the technician level. Prerequisite: None.

--Transfers to CSU only

### **ENGR 114** **3 units** **Machine Tool Technology** **LEC 32-36/LAB 48-54**

This course gives students an understanding of the fundamentals and uses of machine tool technology in the manufacturing and environmental industries. Lecture/theory instruction will be followed by demonstrations and hands-on use of many of the machine tools currently used in industry. Prerequisite: None.

--Transfers to CSU only

### **ENGR 116** **3 units** **Energy Efficiency and Construction Methods** **LEC 48-54**

This course provides an overview of the green construction movement and the basic factors involved with designing a new ecological home. Topics include green construction methods and sustainable systems. Prerequisite: None.

--Transfers to CSU only

**ENGR 117** **3 units**  
**Solar Photovoltaic Installation** **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential and commercial solar photovoltaic systems. The course will cover the principles of photovoltaics and how to effectively incorporate PV systems into a stand-alone or interconnected electrical system. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better).

--Transfers to CSU only

**ENGR 118** **3 units**  
**Solar Thermal Installation** **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential and commercial solar thermal systems. The course will cover the principles of solar thermal technology and how to effectively incorporate solar thermal systems into residential and commercial applications. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better).

--Transfers to CSU only

**ENGR 119** **3 units**  
**Small Wind Energy Installation** **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential small wind energy systems. The course will cover the principles of wind energy technology and how to effectively incorporate small wind energy systems into residential applications. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better).

--Transfers to CSU only

**ENGR 149** **1-4 units**  
**Occupational Internship: Engineering** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**ENGR 154** **3 units**  
**Computer Aided Drafting I** **LEC 32-36/LAB 48-54**

This course is an introductory course to Computer Aided Drafting (CAD). Course provides students with the necessary skills for entry level drafting careers in fields employing architectural and engineering drawings, surveying and planimetric mapping, and computer aided mapping skills, such as Geographic Information Systems. Applying cutting edge technology in the field of drafting, students learn concepts of engineering drawing and drafting plans through digital manipulation of design elements. Prerequisite: None. Recommended Preparation: ENGL-92 or ENGL-098 and computer experience or the completion of a computer literacy class.

--Transfers to both UC/CSU

**ENGR 155** **3 units**  
**Computer Aided Drafting II** **LEC 32-36/LAB 48-54**

This course provides students with the necessary skills for drafting careers in fields that employ architectural engineering drawings surveying, planimetric mapping, computer aided mapping skills such as Geographic Information Systems and Manufacturing. Applying cutting edge technology in the field of drafting students learn concepts of engineering drawing and drafting plans through digital manipulation of design elements. Exercises focus on coordinate geometry modeling programming and plotting. Prerequisite: ENGR-154 (with a grade of C or better).

--Transfers to both UC/CSU

**ENGR 156** **3 units**  
**Solidworks I** **LEC 32-36/LAB 48-54**

This course is designed to introduce the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies. Prerequisite: None.

--Transfers to CSU only

**ENGR 157** **3 units**  
**Microstation I** **LEC 32-36/LAB 48-54**

This course is designed to introduce students to MicroStation CAD software and provides students with the necessary skills that are essential with the program. Students learn concepts of engineering drawing and drafting plans through digital manipulation of design elements. Students will be able to create 2 dimensional drawing including; structure and setting levels, manipulate elements such as copy parallel and set fence modes modify and lock fence. Prerequisite: None. Recommended Preparation: Computer experience or the completion of a computer literacy class.

--Transfers to CSU only

**ENGR 164** **4 units**  
**Plane Surveying I** **LEC 48-54/LAB 48-54**

This course will cover surveying fundamental skills which includes; use and proper care of surveying instruments, horizontal, vertical and angular measurements, layout and traverse procedures, computation, analysis, and adjustments of the traverse. Students will also get an introduction to the Public Land Survey System, State Plane Coordinates, Global Positioning System, and state/local laws. Prerequisite: MATH-051 (with a grade of C or better) or appropriate assessment score.

--Transfers to CSU only

**ENGR 165** **4 units**  
**Plane Surveying II** **LEC 48-54/LAB 48-54**

This advanced course is a continuation of Plane Surveying I and designed for students seeking a career in surveying and engineering. Students will compute horizontal and vertical curves, earthworks, and adjustment of level nets. Students will be introduced to the Public Land Survey System, California Coordinate System, easements and property descriptions, astronomic observations, Global Information System, and photogrammetry. Prerequisite: ENGR-164 (with a grade of C or better).

--Transfers to CSU only

## Course Descriptions

### **ENGR 166** **3 units**

#### **Legal Aspects of Surveying**

**LEC 48-54**

This course is designed for surveyors, engineers, realtors, and any person who deals with property descriptions. It includes a study of the legal aspects of public land surveys, municipal property surveys, and laws applicable to surveyors. Topics include history of land survey system, establishment of township subdivisions, reestablishing private subdivisions, and reading, interpreting, and writing land descriptions. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--Transfers to CSU only

### **ENGR 167** **4 units**

#### **Global Positioning Systems**

**LEC 48-54/LAB 48-54**

This course provides students with fundamental knowledge for applying GPS technology in the field for engineering based operations. Emphasis is placed on satellite systems, measurements for positional accuracy, statistical adjustments, post-processing, real-time and post-differential correction, field data collection, and mapping models. The course provides hands-on experience with GPS instruments used for field-based survey and planimetric mapping. Prerequisite: None.

--Transfers to CSU only

### **ENGR 180** **3 units**

#### **Introduction to Engineering**

**LEC 48-54**

An introduction to the career opportunities and skills needed to become an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering. Prerequisite: None.

--Transfers to CSU only

### **ENGR 181** **3 units**

#### **Statics**

**LEC 48-54**

This course lays the foundation of Newtonian mechanics, serves as the building blocks for further courses in analysis and design. A study of two and three dimensional equilibrium of particles and rigid bodies; concentrated and distributed force systems; shear and bending moment stresses in beams; analysis of frames, machine and trusses; force resultant using vectors in two and three dimension; non-coplanar force system, friction forces; center of gravity and moment of inertia. Prerequisite: PHY-201 (with a grade of C or better).

--Transfers to both UC/CSU

### **ENGR 182** **4 units**

#### **Strength and Materials**

**LEC 48-54/LAB 48-54**

Plane stress-strain, axial, torsional, bending and shear stresses are studied, including combined loads, Mohr's Circle, principal stresses and strains, and pressure vessels. Generalized Hooke's Law, material properties, allowable stress, factor of safety, statically indeterminate members, shear and moment diagrams; moment-area, slope by double integration, singularity functions, superposition, and Castigliano methods are also studied. Topics include thermal expansion, indeterminate forms and column buckling. Prerequisite: ENGR-181 (with a grade of C or better).

--Transfers to both UC/CSU

### **ENGR 298A-G, I-V** **0.50-4 units**

#### **Special Topics in Engineering/Surveying**

Engineering special topics enhance the core curriculum and provide students with an opportunity to develop specialized skills. Whenever the demand for a special topic is adequate, a request for new course

section (with a designation A through V) may be added to the upcoming schedule. Topics and credit will vary. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Introduction to Engineering/Surveying
- B. Microstation
- C. Solidworks
- D. Terramodel
- E. Auto-CAD Engineering/Surveying Mapping
- F. Least Squares Adjustment
- G. 3-D Processing
- I. Land Surveyor Test Workshop
- J. Engineer In Training (EIT) Workshop
- K. Civil Engineer Test Workshop
- L. Handheld Calculator/Data Collector
- M. Public Land Survey System
- N. Survey Research
- O. Engineering/Surveying Hardware
- P. Preparing Legal Descriptions
- Q. Global Positioning System
- R. Construction Surveying
- S. Surveying for GIS purposes
- T. Surveying for Photogrammetric Mapping purposes
- U. Handdrafting
- V. Land Surveying in Training (LSIT) Workshop

--Transfers to CSU only

### **ENGR 299** **1-3 units**

#### **Special Projects: Engineering**

**IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Engineering and Related Technologies classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## English

### **ENGL 041** **1 unit**

#### **Basic Grammar and Usage Practicum**

**LAB 48-54**

This course explores and reinforces the grammar usage skills taught in ENGL-061, Basic Grammar and Usage. This course is designed for students who are concurrently enrolled in ENGL-061. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None. Corequisite: ENGL-061.

--Not transferable

### **ENGL 042** **1 unit**

#### **Basic Writing Skills Practicum**

**LAB 48-54**

This course explores and reinforces the writing skills taught in ENGL-062, Basic Writing Skills. This course is designed for students who are concurrently enrolled in ENGL-062. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None. Corequisite: ENGL-062.

--Not transferable

**ENGL 061** **4 units**

**Basic Grammar and Usage** **LEC 64-72**

This course in the context of reading and writing develops grammar usage skills needed for English 062, 092, 098, and 101. The course begins with the structure of a sentence including parts of speech, punctuation, and mechanics, and ends with the structure of an expository paragraph. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

**ENGL 062** **4 units**

**Basic Writing Skills** **LEC 64-72**

This course improves the writing skills needed for English 092, 098 and 101. English 062 emphasizes the writing process, accurate expressive writing developed through self-editing and revision. The course focuses on paragraph writing leading to the development of a multiple-paragraph essay. A student must earn at least 75% of the course points to pass the course. Prerequisite: ENGL-061 or appropriate assessment score.

--Not transferable

**ENGL 065** **3 units**

**Phonics and Spelling Review** **LEC 48-54**

This course is designed for students who want to develop or improve their decoding and spelling skills. Through the study of phonics, spelling rules, and structural analysis, students will learn patterns that allow them to become more competent and more confident readers and spellers. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

**ENGL 092** **5 units**

**Accelerated English Fundamentals and Skills** **LEC 80-90**

This course provides an accelerated route to English 101 for the highly motivated student. This course will focus on critical reading, the multi-paragraph essay, and an introduction to academic research fundamentals. Grammar and paragraphing will be reviewed as needed. Prerequisite: ENGL-061 or ENGL-062 or appropriate assessment score.

--Not transferable

**ENGL 095** **3 units**

**Business English** **LEC 48-54**

A study of the principles of editing written communication applicable to business. The course emphasis is on fundamentals of grammar, number usage, punctuation, spelling, and modern business vocabulary. The course provides a thorough treatment of current English usage needed in the business office environment. The basic principles of business writing are introduced. \*Cross-listed as OTEC-095. Prerequisite: None.

--Not transferable

**ENGL 098** **4 units**

**English Fundamentals** **LEC 64-72**

This course provides practice in English composition with emphasis on the multi-paragraph essay and a review of mechanics and paragraphing. The course also introduces students to finding library resources and integrating them into a paper. Successful completion will prepare students for English 101. Prerequisite: ENGL-062 or appropriate assessment score.

--Not transferable

**ENGL 101** **4 units**

**Freshman Composition** **LEC 64-72**

This course provides instruction in writing academic analytic essays. Students will learn to interpret and respond to sources analytically, conduct academic-level research and incorporate those sources into a research paper. This course satisfies graduation and transfer requirements. Prerequisite: ENGL-092, ENGL-098 or ESL-98W (with a grade of C or better) or appropriate assessment test score.

--AA/AS General Education: AA/AS D1

--Transfers to both UC/CSU

--IGETC Area(s): 1A

--CSU Area(s): A2

**ENGL 101H** **4 units**

**Honors Freshman Composition** **LEC 64-72**

This course provides instruction in writing academic analytic essays. Students will learn to interpret and respond to sources analytically, conduct academic-level research and incorporate those sources into a research paper. This course satisfies graduation and transfer requirements. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-092, ENGL-098 or ESL-098W (with a grade of C or better) or appropriate assessment test score.

--AA/AS General Education: AA/AS D1

--Transfers to both UC/CSU

--IGETC Area(s): 1A

--CSU Area(s): A2

**ENGL 103** **4 units**

**Critical Thinking and Writing** **LEC 64-72**

This course provides continuing practice in the analytic writing begun in English 101. The course develops critical thinking, reading, and writing skills as they apply to the analysis of written texts (literature and/or non-fiction) from diverse cultural sources and perspectives. The techniques and principles of effective written argument as they apply to the written text will be emphasized. Some research is required. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1B

--CSU Area(s): A3

**ENGL 103H** **4 units**

**Honors Critical Thinking and Writing** **LEC 64-72**

This course provides continuing practice in the analytic writing begun in English 101. The course develops critical thinking, reading, and writing skills as they apply to the analysis of written texts (literature and/or non-fiction) from diverse cultural sources and perspectives. The techniques and principles of effective written argument as they apply to the written text will be emphasized. Some research is required. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1B

--CSU Area(s): A3

## Course Descriptions

### **ENGL 104** **3 units** **Business Communications** **LEC 48-54**

This course is a study of the principles, strategies, and techniques of written and oral business communication. The emphasis is placed on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports, and resumes. The course also includes a study of oral communication techniques for meetings, conferences, business presentations, and interviews. \*Cross-listed as BADM-104. Prerequisite: None. Recommended Preparation: ENGL-098, OTEC-144 or typing speed of 25 wpm, and OTEC/ENGL-095.

--Transfers to CSU only

### **ENGL 104H** **3 units** **Honors Business Communications** **LEC 48-54**

A study of the principles, strategies and techniques of written and oral business communication. Emphasis is on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports and resumes. Includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. \*Cross-listed as BADM-104H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098, OTEC-144 or typing speed of 25 wpm, and OTEC/ENGL-095.

--Transfers to CSU only

### **ENGL 106** **3 units** **Introduction to Literature** **LEC 48-54**

Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literacy analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 106H** **3 units** **Honors Introduction to Literature** **LEC 48-54**

Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literacy analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 130** **3 units** **Introduction to Creative Writing** **LEC 48-54**

English 130 encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **ENGL 130H** **3 units** **Honors Introduction to Creative Writing** **LEC 48-54**

English 130H encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisites: Acceptance into the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **ENGL 131** **3 units** **Children's Literature** **LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. \*Cross-listed as CDE-131. Prerequisite: ENGL-098 (with a grade of C or better). Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **ENGL 131H** **3 units** **Honors Children's Literature** **LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. \*Cross-listed as CDE-131H. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-098 (with a grade of C or better). Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **ENGL 132** **3 units** **Adolescent Literature** **LEC 48-54**

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. \*Cross-listed as ED-132. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 132H** **3 units** **Honors Adolescent Literature** **LEC 48-54**

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent

reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. \*Cross-listed as ED-132H. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 145** **3 units**  
**Introduction to Language and Linguistics** **LEC 48-54**  
**(formerly ENGL-245)**

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. \*Cross-listed as ANTH-145. Prerequisite: None. Recommended Preparation: ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 145H** **3 units**  
**Honors Introduction to Language and** **LEC 48-54**  
**Linguistics**  
**(formerly ENGL-245H)**

Honors Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. \*Cross-listed as ANTH-145H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 160** **3 units**  
**Dramatic Writing for Stage and Screen** **LEC 48-54**

Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing. \*Cross-listed as THA-160. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to CSU only

**ENGL 200** **3 units**  
**Survey of Drama** **LEC 48-54**

This course studies a variety of dramatic literature spanning Greek drama to contemporary plays; issues of genre, staging, and technique are discussed in connection with a representative sample of plays from across several literary cultures and historical periods. \*Cross-listed as THA-150. Prerequisite: None. Recommended Preparation: ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 203** **3 units**  
**Survey of Shakespeare** **LEC 48-54**

This course is a study of selected Shakespearean comedies, tragedies, and histories and the playwright's sonnets through close textual analysis. The plays and sonnets are studied within the social, historical, and literary context of the culture in which they were written. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 203H** **3 units**  
**Honors Survey of Shakespeare** **LEC 48-54**

This course is a study of selected Shakespearean comedies, tragedies, and histories and the playwright's sonnets through close textual analysis. The plays and sonnets are studied within the social, historical, and literary context of the culture in which they were written. Prerequisite: ENGL-101 (with a grade of C or better) and acceptance in the Honors Enrichment Program.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 205** **3 units**  
**World Folklore** **LEC 48-54**

This course introduces the student to the study of folklore from diverse cultures throughout the world. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 205H** **3 units**  
**Honors World Folklore** **LEC 48-54**

This course introduces the student to the study of folklore from diverse cultures throughout the world. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 207** **3 units**  
**American Literature: Pre-Colonial to 1865** **LEC 48-54**

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2



## Course Descriptions

### **ENGL 207H** **3 units**

#### **Honors American Literature: Pre-Colonial to 1865** LEC 48-54

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 208** **3 units**

#### **American Literature: 1865 to Present** LEC 48-54

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 208H** **3 units**

#### **Honors American Literature 1865 to Present** LEC 48-54

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 210** **3 units**

#### **Analysis of Poetry** LEC 48-54

This course examines lyric poetry and seeks to develop students' skill and pleasure in reading poetry through discussing poems written in English at various times and in various periods. The course looks at contemporary as well as traditional techniques and forms, paying attention to kinds of meaning and to poetic meter and versification as well as to notions of the poem. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 220** **3 units**

#### **Analysis of Fiction** LEC 48-54

This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as approaches for analyzing literature so that they can enhance their enjoyment of fiction

and become better critical readers of short stories and novels through interpretation, discussion, and writing. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 220H** **3 units**

#### **Honors Analysis of Fiction** LEC 48-54

This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as approaches for analyzing literature so that they can enhance their enjoyment of fiction and become better critical readers of short stories and novels through interpretation, discussion, and writing. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 225** **3 units**

#### **Film and Literature** LEC 48-54

This course acquaints students with basic literary and film theory and terminology as tools for the analysis of both narrative literature and film and to explore the interplay between these two types of text. Some attention to genre and literary and film history will contextualize our discussions about the translation of literature into film. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 225H** **3 units**

#### **Honors Film and Literature** LEC 48-54

This course acquaints students with basic literary and film theory and terminology as tools for the analysis of both narrative literature and film and to explore the interplay between these two types of text. Some attention to genre and literary and film history will contextualize our discussions about the translation of literature into film. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **ENGL 230** **3 units**

#### **English Literature: Anglo-Saxon to 1775** LEC 48-54

This course chronologically surveys English writing from the Anglo-Saxon period to 1775 and examines the work of both major and minor writers including such writers as the anonymous author of Beowulf, Chaucer, Malory, the anonymous author of Everyman, More, Sidney, Spenser, Marlowe, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell and Gray. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**ENGL 230H** **3 units**  
**Honors English Literature: Anglo-Saxon To 1775** **LEC 48-54**

This course chronologically surveys English writing from the Anglo-Saxon period to 1775 and examines the work of both major and minor writers including such writers as the anonymous author of Beowulf, Chaucer, Malory, the anonymous author of Everyman, More, Sidney, Spenser, Marlowe, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell and Gray. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 231** **3 units**  
**English Literature: 1775 to Present** **LEC 48-54**  
**(formerly English Literature: 1775-1950)**

This course chronologically surveys English writing from 1775 to the present, examining the work of both major and minor writers. Writers are studied in a historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 231H** **3 units**  
**Honors English Literature: 1775 to Present** **LEC 48-54**  
**(formerly Honors English Literature: 1775 to Present)**

This course chronologically surveys English writing from 1775 to the present, examining the work of both major and minor writers. Writers are studied in a historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 235** **3 units**  
**Creative Writing: Fiction** **LEC 48-54**

English 235 encourages individual exploration into creative writing, specifically fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisite: ENGL-101 and ENGL-130(with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU

**ENGL 240** **3 units**  
**American Indian Literature** **LEC 48-5**  
**(formerly Native American Literature)4**

This course surveys the variety of writings that constitute American Indian literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way American Indian literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 240H** **3 units**  
**Honors American Indian Literature** **LEC 48-54**  
**(formerly Honors Native American Literature)**

This course surveys the variety of writings that constitute American Indian literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way American Indian literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 250** **3 units**  
**Women and Literature** **LEC 48-54**

This course examines and explores literary traditions by and about women of various nationalities, ethnicities, and historical periods. The course may include fiction, poetry, drama, film, and non-fiction prose, including autobiography, written by and about women. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 250H** **3 units**  
**Honors Women and Literature** **LEC 48-54**

This course examines and explores literary traditions by and about women of various nationalities, ethnicities, and historical periods. The course may include fiction, poetry, drama, film, and non-fiction prose, including autobiography, written by and about women. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**ENGL 260** **3 units**  
**Introduction to African American Literature** **LEC 48-54**  
**(formerly African-American Literature)**

This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American Diaspora experiences. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language from both an historical and a literary perspective. The course may include a variety of genres: fiction, poetry, drama, film, and non-fiction prose, etc. Prerequisite: ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

## Course Descriptions

**ENGL 260H** **3 units**  
**Honors Introduction to African American Literature** **LEC 48-54**  
(formerly Honors Introduction to African-American Literature)

This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American Diaspora experiences. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language from both an historical and a literary perspective. The course may include a variety of genres: fiction, poetry, drama, film, and non-fiction prose, etc. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 280** **3 units**  
**Multiethnic Literature** **LEC 48-54**  
(formerly Multi-Ethnic Literature)

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians and Chicana/o authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 280H** **3 units**  
**Honors Multiethnic Literature** **LEC 48-54**  
(formerly Honors Multi-Ethnic Literature)

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians and Chicana/o authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 285** **3 units**  
**World Literature: Antiquity to 1650** **LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 285H** **3 units**  
**Honors World Literature: Antiquity to 1650** **LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 286** **3 units**  
**World Literature: 1650 to Present** **LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 286H** **3 units**  
**Honors World Literature: 1650 to Present** **LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

**ENGL 299** **1-3 units**  
**Special Projects: English** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous English classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## English As a Second Language

**ESL 050** **4 units**  
**English As a Second Language - Level 1** **LEC 64-72**  
(formerly ESL-050A-ESL 1: Sentence Structure)

Speaking, listening, reading, writing, grammar, vocabulary, and pronunciation skills are focused on in this course. This class is the entry-level college credit course for speakers of English as a second language and focuses on the development of all language skills to increase overall language fluency for students who wish to prepare for college-level coursework. Offered as pass/no pass only. Prerequisite: Appropriate placement based on the CELSA placement instrument.

--Not transferable

**ESL 051** **4 units**  
**English As a Second Language - Level 2** **LEC 64-72**  
**(formerly ESL-051A-ESL 2: Paragraph Structure)**

ESL-051 is a continuation of ESL-050. This course provides instruction and practice in high beginning/low intermediate credit English sentence structure, reading, writing, speaking, listening, pronunciation, vocabulary, study skills, and critical thinking skills for students who wish to prepare for college-level work. Students should have passed ESL-050 or have an equivalent skill level to be successful in ESL-051. Offered as pass/no pass only. Prerequisite: ESL-050 or the appropriate placement score.

--Not transferable

**ESL 055** **2 units**  
**English Pronunciation** **LEC 32-36**

English Pronunciation allows students for whom English is not their native language to practice and develop their overall English speaking proficiency and focus on specific areas of pronunciation difficulty. Regular attendance, language contact assignments, discussions, and student presentations are required to receive class credit. Offered as pass/no pass only. \*Cross-listed as COMM-055. Prerequisite: ESL students test for credit-level English through the CELSA placement test 9 or other approved ESL placement instrument or has appropriate English skill level of participation in college courses. Students test for ESL-050 or above

--Not transferable

**ESL 056** **3 units**  
**English Conversation and Culture** **LEC 48-54**  
**(formerly ENGL-056 - English As a Second Language Listening and Conversation)**

This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/ small group discussion and student presentations. A basic knowledge of English is required. Offered as pass/no pass only. \*Cross-listed as COMM-056. Prerequisite: Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher.

--Not transferable

**ESL 062W** **4 units**  
**Basic Writing Skills** **LEC 64-72**

This course prepares ESL students for ESL 98W and focuses on important aspects of American English writing style and common non-native grammar mistakes. This course emphasizes the acquisition of skills in grammar, punctuation, expressive writing, and revision as students develop from paragraph writing to multiple-paragraph essays. Prerequisite: ESL-051 or the appropriate assessment score.

--Not transferable

**ESL 063R** **4 units**  
**ESL Reading and Vocabulary Level 1** **LEC 64-72**

This course advances students' general reading abilities, vocabulary, critical thinking skills, and use of reading strategies. While some class material may involve academic reading, the focus is on developing overall strategies and skills to improve reading comprehension, accuracy, and application of material. Prerequisite: Placement into ESL-050.

--Not transferable

**ESL 064R** **4 units**  
**ESL Academic Reading and Vocabulary Level 2** **LEC 64-72**

This course advances students' skills in the areas of vocabulary usage, comprehension, critical thinking, and cultural inferences to prepare for college level classes. This course also improves students' reading strategies that can be applied to various reading tasks, emphasizes reading as a problem-solving process, and develops study skills. Prerequisite: ESL-063R (with a grade of C or better) or the appropriate assessment score.

--Not transferable

**ESL 098W** **4 units**  
**English Writing Fundamentals** **LEC 64-72**

This course prepares speakers of other languages for ENGL-101 by providing instructors trained in teaching ESL. The course provides practice in American English composition with an emphasis on the multi-paragraph essay. Grammar, writing mechanics, and paragraphing will also be reviewed with attention given to the unique needs of ESL students. Students will also be introduced to using library resources. Completion of ESL-098W with a grade of C or better meets the prerequisite for ENGL-101. Prerequisite: ESL-062W (with a grade of C or better) or the appropriate assessment test score.

--Not transferable

## Environmental Studies

**ENVS 100** **3 units**  
**Humans and Scientific Inquiry** **LEC 48-54**

This introductory course explores the physical, chemical, biological, anthropological and earth sciences as they relate to human inquiry focusing on the inter-relationships of the physical and natural sciences as they affect everyday human life. The course introduces students to the basic principles of scientific study using human issues as its main theme. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1, E1

**ENVS 100H** **3 units**  
**Honors Humans and Scientific Inquiry** **LEC 48-54**

This introductory course explores the physical, chemical, biological, anthropological and earth sciences as they relate to human inquiry focusing on the inter-relationships of the physical and natural sciences as they affect everyday human life. The course introduces students to the basic principles of scientific study using human issues as its main theme. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

**ENVS 101** **3 units**  
**Environmental Science** **LEC 48-54**

An introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical and biological sciences. This course introduces students to the basic principles of scientific study using environmental issues as its main theme, focusing on the inter-relationships of the biotic and abiotic factors of the biosphere as they are influenced by human action. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1, E1

## Course Descriptions

### **ENVS 101H** **3 units** **Honors Environmental Science** **LEC 48-54**

An introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical and biological sciences. This course introduces students to the basic principles of scientific study using environmental issues as its main theme, focusing on the inter-relationships of the biotic and abiotic factors of the biosphere as they are influenced by human action. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

### **ENVS 102** **1 unit** **Environmental Science Laboratory** **LAB 48-54**

This introductory course explores laboratory techniques used in environmental studies. The course emphasizes laboratory techniques and field-based experiences to investigate the physical, chemical, biological and earth science components of environmental science. Field trips are required. Prerequisite/Corequisite: ENVS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B3

### **ENVS 102H** **1 unit** **Honors Environmental Science Laboratory** **LAB 48-54**

This introductory course explores laboratory techniques used in environmental studies. The course emphasizes laboratory techniques and field-based experiences to investigate the physical, chemical, biological and earth science components of environmental science. Field trips are required. Prerequisite: Acceptance in the Honors Enrichment Program. Prerequisite/Corequisite: ENVS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B3

### **ENVS 110** **4 units** **Natural Resources** **LEC 48-54/LAB 48-54**

Introductory course with a lab/field component designed for science majors or non-majors. This course focuses on sustainable management principles with application to the harvest and extraction of natural resources, particularly forest resources. Principles covered include human interactions with forest resources, forest ecology and management, renewable resources, market applications and current issues as they develop in the subject area. A week-long field institute with the USDA Forest Service in Idyllwild is a requisite component of this course. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

### **ENVS 190** **4 units** **Watershed Resource Management** **LEC 48-54/LAB 48-54**

Introduction to the foundations of watershed hydrology and management. This course covers the hydrologic cycle, water quality, aquatic ecosystems, social and economic systems, point and nonpoint source pollution, and laws and institutions for managing water resources. It explores the process of developing and implementing a

watershed management plan, from problem definition through data collection, public consultation, and program evaluation. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to CSU only

### **ENVS 299** **1-3 units** **Special Projects: Environmental Science** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Environmental Science class; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Fire Technology

### **FIRE 101** **3 units** **Introduction to Fire Technology** **LEC 48-54**

This course provides an introduction to fire protection; career opportunities; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; fire strategy and tactics. Prerequisite: None.

--Transfers to CSU only

### **FIRE 102** **3 units** **Fundamentals of Fire Prevention** **LEC 48-54**

This course provides fundamental knowledge relating to the field of fire prevention: Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of fire codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. Prerequisite: None.

--Transfers to CSU only

### **FIRE 103** **3 units** **Fire Hydraulics** **LEC 48-54**

This course emphasizes the principles of fire pump theory, construction, operations and preventative maintenance. The course analyzes the principles of hydraulics, hydraulic measurement, and engine and hose appliance calculations. Students apply mathematical formulas and examine the physical characteristics of water and water supply system throughout the course. This course helps prepare the student to flow water at proper pressures from a fire pump. Prerequisite: FIRE-101 (with a grade of C or better).

--Transfers to CSU only

### **FIRE 106** **3 units** **Fundamentals of Fire Behavior and Combustion** **LEC 48-54**

This course provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, extinguishing agents and fire control techniques. Prerequisite: None.

--Transfers to CSU only

**FIRE 107** **3 units**  
**Fire Apparatus and Equipment** **LEC 48-54**  
 Introduces the student to the Driver/Operator job position in the fire service. This course will analyze fire apparatus design, specifications and performance capabilities; effective utilization of apparatus in fire service emergencies. Students will solve hydraulics calculations and examine the physical characteristics of water and water supply systems. Prerequisite: FIRE-101 (with a grade of C or better).  
 --Transfers to CSU only

**FIRE 108** **3 units**  
**Fundamentals of Fire Investigation** **LEC 48-54**  
**(formerly Fire Investigation IA)**  
 This course provides information for determining causes of fires that may be accidental, suspicious and/or incendiary. This course also provides information on different types of arson fires, related laws, introduction to arson, and incendiaism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures, court procedures and giving court testimony. Prerequisite: FIRE-101 (with a grade of C or better).  
 --Transfers to CSU only

**FIRE 109** **3 units**  
**Fundamentals of Fire Protection and Equipment** **LEC 48-54**  
 This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. Prerequisite: FIRE-101 (with a grade of C or better).  
 --Transfers to CSU only

**FIRE 115** **3 units**  
**Building Construction for Fire Protection** **LEC 48-54**  
 This course studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancy. Prerequisite: None. Recommended Preparation: Concurrent enrollment in FIRE-101 or be a volunteer or career firefighter.  
 --Transfers to CSU only

**FIRE 117** **1 unit**  
**Hazardous Materials First Responder Operational** **LEC 16-18**  
 Provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. Prerequisite: None.  
 --Transfers to CSU only

**FIRE 121** **3 units**  
**Fundamentals of Wild Land Fire Fighting** **LEC 48-54**  
 This course provides fundamental information on all aspects of wild land fire fighting including wild land fire safety, fire behavior, and the incident command system and resource usage. The course also describes new advances in technology used in wild land fire suppression such as fire-blocking gels and the use of GPS. Prerequisite: FIRE-101 (with a grade of C or better).  
 --Transfers to CSU only

**FIRE 122** **3 units**  
**Principles of Fire and Emergency Services Safety and Survival** **LEC 48-54**  
 This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services. Prerequisite: FIRE-101 (with a grade of C or better).  
 --Transfers to CSU only

**FIRE 149** **1-4 units**  
**Occupational Internship: Fire Technology** **Paid 75-300/Unpaid 60-240**  
 The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.  
 --Transfers to CSU only

**FIRE 299** **1-3 units**  
**Special Projects: Fire Technology** **IS 16-54**  
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Fire Technology classes; a contract must be completed with the instructor prior to enrollment.  
 --Transfers to CSU only

## Geography

**GEOG 080** **.5 unit**  
**Geographic Information Systems Practicum** **LAB 24-27**  
**(formerly GIS Practicum)**  
 This Geographic Information Systems computer laboratory course offers students an opportunity to access GIS software and hardware, improve their conceptual and technical GIS skills, and work one-on-one with an instructor, instructional aide or GIS tutor. Although the GIS Practicum is recommended for students enrolled in GIS courses, students enrolled in related disciplines may also benefit from this lab course. Prerequisite: None. Recommended Preparation: CSIS-101 or working knowledge of MS Windows programs.  
 --Not transferable

**GEOG 081** **.5 unit**  
**Spatial Awareness** **LEC 8-9**  
 This course is designed for anyone curious about What is GIS and provides a broad overview of spatial concepts and applications of Geographic Information Science (GIS). Students are introduced to basic computer skills necessary to succeed in GIS certificate courses. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: CSIS-101 or working knowledge of Microsoft Windows programs.  
 --Not transferable

## Course Descriptions

### **GEOG 101** **3 units**

#### **Physical Geography**

**LEC 48-54**

Physical Geography is the study of the physical environment of the earth's surface and human interaction with that environment. Emphasis is given to global patterns of climate, ecosystems, hydrology, plate tectonics, and various processes of land formation. Controversial topics, such as global warming, introduce students to concerns we have as inhabitants of this planet. A field trip is required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

### **GEOG 102** **3 units**

#### **Cultural Geography**

**LEC 48-54**

This course offers students an understanding of global cultural diversity and humans as agents of change with emphasis on cultural elements of the human habitat. Students are introduced to the geographical aspects of population distribution, socio-economic conditions, rural and urban settlement patterns, cultural landscapes, and local ecosystems. Global patterns of distinct cultural characteristics, such as language, religions and political organization, are presented. A field trip is required. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4E

--CSU Area(s): D5

### **GEOG 103** **2-4 units**

#### **Field Studies in Geography**

Field studies in physical, cultural, historic geography and GIS provide an opportunity to apply concepts learned in Geography and GIS courses to the real world. Field studies may be conducted at various locations, including Joshua Tree, Death Valley, Owens Valley, Anza Borrego, California Missions, Channel Islands, Sedona-Grand Canyon and more. Field applications using Global Positioning and GIS enhance student understanding of spatial-temporal processes. Pre-trip homework assignments, an orientation, prep-class and overnight camping are required. Prerequisite: None.

--Transfers to CSU only

### **GEOG 104** **1 unit**

#### **Physical Geography Lab**

**LAB 48-54**

This laboratory course focuses on application of the principles of physical geography and is offered for students who have taken or are currently enrolled in an Introduction to Physical Geography (GEOG-101). Laboratory exercises include basic map skills, weather and climate, earth materials, geomorphology, fluid agents and erosion. Prerequisite/Corequisite: GEOG-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5C

--CSU Area(s): B3

### **GEOG 105** **3 units**

#### **Map Interpretation and Spatial**

**LEC 32-36/LAB 48-54**

#### **Analysis**

**(formerly Introduction to Cartography)**

This course introduces students to the cartographic principles necessary for spatial analysis. Topics covered include the history of map making, symbolic standards, layout aesthetics, geographic coordinates and projections, map scales, map accuracy, map interpretation and reading, way finding, aerial and satellite imagery and computer assisted mapping. Students will create hand drawn and digital maps. Cartographic skills are useful to students preparing for degrees in the natural, physical, social and behavioral sciences. Prerequisite: None. Recommended Preparation: GEOG-081.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

### **GEOG 106** **3 units**

#### **Climate and Weather**

**LEC 48-54**

Climate and Weather is the study of meteorology and its impact to the physical and human environment. Climate emphasizes global patterns of atmospheric conditions that are regionally predictable. Weather focuses on local patterns of atmospheric conditions. Both climate and weather are integral to regional social, cultural and economic development. Controversial topics, such as global warming, introduce students to potential consequences of a climate and weather system out of balance. A field trip is required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

### **GEOG 107** **3 units**

#### **Urban Geography**

**LEC 48-54**

This course involves the study of cities, their origin, growth and sustainability. Students are introduced to several topics including problems of urbanization in less developed countries, urban architectural form, segregation and integration, neighborhoods and ghettos, and the politics and policies of urban change. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4E

--CSU Area(s): D5

### **GEOG 108** **3 units**

#### **World Regional Geography**

**LEC 48-54**

A global survey of world cultural regions presents students with basic geographic concepts and ideas for studying and comparing cultural traditions, resources, economies, landscapes, and origins. The interaction of countries and regions, their global roles, issues of globalization and the conflicting pressures of cultural diversity are discussed. Contrasts between developed and underdeveloped countries are explored. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4E

--CSU Area(s): D5

**GEOG 111** **3 units**  
**Geography of California** **LEC 48-54**

This course introduces students to California's regional diversity and the interrelationships between California's physical and cultural landscapes. Emphasis is placed on geographic factors that will broaden a student's knowledge of California's topography, climate, population, natural vegetation, agriculture, industry and historic development. Prerequisite: None.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4E
- CSU Area(s): D5

**GEOG 115** **3 units**  
**Introduction to Geographic Information Science** **LEC 32-36/LAB 48-54**

**(formerly Introduction to Geographic Information Systems)**

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Science (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students use scientific methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. Prerequisite: GEOG-081.

- Transfers to both UC/CSU

**GEOG 120** **3 units**  
**Intermediate Geographic Information Science** **LEC 32-36/LAB 48-54**

**(formerly Intermediate Geographic Information Systems)**

This course prepares students for advanced geographic analysis. Spatial statistics, topology and surface modeling are emphasized. Advanced tools, techniques and software applications for modeling surfaces, such as spatial, network and 3-dimensional terrain analysis are explored. Both qualitative and quantitative techniques for spatial analysis are explored in the context of various scientific methodologies. Prerequisite: GEOG-115 (with a grade of C or better).

- Transfers to CSU only

**GEOG 125** **3 units**  
**Advanced Geographic Information Science** **LEC 32-36/LAB 48-54**

**(formerly Advanced Geographic Information Systems: Applications)**

This course enhances professional potential in a geospatial career. Advanced topics include geodatabase methods, topology, customized and automated processes, and cartographic representation. Legal and ethical issues, geospatial certification, professional presentation, online collaboration and networking at GIS events prepare students for entering a GIS profession in many discipline related fields. Exploration of scientific models and methods for advanced analysis prepare students for independently planning, implementing and producing deliverable of a real-world GIS project. Prerequisite: GEOG-120 (with a grade of C or better).

- Transfers to CSU only

**GEOG 149** **1-4 units**  
**Occupational Internship: Geographic Information Science** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program

of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

- Transfers to CSU only

**GEOG 298A-Z** **0.50-3 units**  
**Special Topics in Geographic Information Systems: Programming for GIS** **LEC 0-54/Lab 0-162**

GIS special topics enhance the core curriculum and provide students with an opportunity to develop specialized skills. Whenever the demand for a special topic is adequate, a request for a new course section (with a designation A through Z) may be added to the upcoming schedule. Topics and credit will vary. One topic per course may be taken for credit. Prerequisite: None.

Maximum of 3 units per offering

Course Topics:

- A. Programming for GIS
- B. Business and Marketing
- C. Internet Map Services
- D. Surveying with GPS
- E. Historic Preservation
- F. Social Science Applications
- G. GIS in Transportation
- H. GIS in Utilities
- I. GIS and Fire Management
- J. GIS and Parcel Management
- K. Geodatabase Design
- L. Web Page Design
- M. Interactive Mapping
- N. Virtual Reality and Animated Mapping
- O. Security Systems - Local, National and International
- P. Computer Aided Drafting
- Q. Water Technology
- R. Landscape Architect
- S. Tracking Analysis
- T. Survey Analysis
- U. Crime Analysis
- V. Emergency Management
- W. Municipal Government
- X. Map Publication
- Y. Environmental Management
- Z. Urban Planning and Community Development

- Transfers to CSU only

**GEOG 299** **1-3 units**  
**Special Projects: Geographic Information Systems** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Geography classes; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only



## Course Descriptions

### Geology

#### **GEOL 100** **4 units**

**Physical Geology: Dynamic Planetary Systems of SpaceShip Earth (formerly Physical Geology)** LEC 48-54/LAB 48-54

We live on a satellite isolated in space; our interactions with this dynamic, fragile system will determine our ultimate survival. This course offers the student an understanding of planet Earth as an isolated, uniform and evolving spaceship. Topics range from materials in the earth (sparkling crystals and rocks), to planet processes (explosive volcanoes, devastating landslides, and glistening glaciers), to an understanding of our planet's interior (destructive earthquakes and fiery cracks within deep sea floors). Prerequisite: None. Recommended Preparation: College level reading skills.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

#### **GEOL 103** **3 units**

**Environmental Geology: Natural Hazards and Disasters (formerly Environmental Geology)** LEC 48-54

Disasters such as earthquakes, hurricanes, landslides, volcanoes, floods, tsunamis, and the collisions of asteroids and comets with earth are all topic that are explored in Environmental Geology. Emphasis will be placed on the causes and effects of natural hazards, and the dramatic impact of such events on humans, as well as the role of humans in exacerbating the dangers of the natural world. Prerequisite: None. Recommended Preparation: College-level reading skills.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

#### **GEOL 105** **4 units**

**Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens (formerly Historical Geology)** LEC 48-54/LAB 48-54

Examine the dramatic events of Earth's creation and development in the context of Darwinian Theory and geologic time by venturing through the fossil record. Explore Earth's unfolding saga starting from the Big Bang and following the violent tectonic relationships on the planet while investigating past life. Exciting topics include: volcanoes, crystals, colliding continents, ancient oceans, radiometric dating, trilobites, dinosaurs, mass extinctions, mammals, the transition of reptiles to birds, and finally the evolution of homo sapiens. Prerequisite: None. Recommended Preparation: College-level reading skills and GEOL-101.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

#### **GEOL 107** **1.5 units**

**Scenic Adventure Field Trips in Geology (formerly Geologic Field Trips)** LEC 24-27

Geologic field trip studies will be conducted at various locations throughout the Southwest including Death Valley, the Grand Canyon, and Owens Valley. This course will provide field experiences, giving greater insight into how minerals, rocks and landforms can be used to understand the geologic events that formed them. A three hour prep class meeting and overnight camping will be required. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to CSU only

--CSU Area(s): B1

#### **GEOL 109** **3 units**

**Geology of National Parks** LEC 48-54

This course will review the minerals, rocks and land forms found in National Parks throughout the United States. Emphasis is on materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth's crust and interior through an examination of National Parks and Monuments. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

#### **GEOL 110** **4 units**

**Oceanography** LEC 48-54/LAB 48-54

This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. Topics include marine science and biology, critical global warming issues involving the thermohaline current, tsunamis, earthquakes, undersea volcanoes, and the effects/causes of El Nino. This course includes laboratory experiences and is intended for both the science and non-science student. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

#### **GEOL 111** **3 units**

**Planetary Astronomy** LEC 48-54

This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Studies will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies moons, asteroids, comets, meteors and the Sun. \*Cross-listed as ASTR-111. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

#### **GEOL 112** **3 units**

**California Geology** LEC 48-54

This course is an introduction to California and its geology as revealed in the beautiful mountains, valleys and coastlines of the state. Topics of discussion will include materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth's crust. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

**GEOL 299** **1-3 units**  
**Special Projects: Geology** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Geology classes. Note: A contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

**Guidance**

**GUID 050** **2 units**  
**Strategies for Life and Learning** **LEC 32-36**

This course is designed to empower students with effective strategies for making wise choices in both their personal and academic lives. Students will learn to accept greater responsibility, develop mutually supportive relationships, raise their self-esteem, discover self-motivation, master effective self-management strategies, change self-defeating patterns and limiting beliefs, set goals, strengthen their emotional intelligence, and become lifelong learners. Essential strategies for critical and creative thinking will also be addressed. Prerequisite: None. --Not transferable

**GUID 090** **.5 unit**  
**Strategies for College Success** **LEC 8-9**

This course is designed to orient students to the College's programs, services, procedures, and standards. A brief overview of transfer requirements, admission procedures, and requirements for majors, student support services, student rights and responsibilities, and suggestions for effective study will enable students to be more successful at MSJC. Prerequisite: None. --Not transferable

**GUID 100** **3 units**  
**College Success** **LEC 48-54**

This comprehensive course integrates personal growth, academic and career success with problem solving, critical and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles, and strategies including lecture note-taking, test taking, and concentration. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU

**GUID 102** **1 unit**  
**Orientation for College Success** **LEC 16-18**

This extended orientation class will discuss the College's programs, services, procedures, and standards. An in-depth exploration of transfer requirements, admission procedures, requirements for majors, student support services, student rights and responsibilities, development of educational plan and basic guidelines for effective study will enhance a student's success at MSJC. Prerequisite: None. --Transfers to CSU only

**GUID 104** **2 units**  
**Training and Preparation of the College Mentor** **LEC 32-36**

This course is intended to provide education and training of Mt. San Jacinto College students in the development of abilities to assist new college students and providing Outreach Services to the local district school. This course will also create a learning environment

that promotes multi-cultural awareness and sensitivity. Prerequisite: Students must have satisfactorily completed one full time semester (12 units) with a semester and cumulative GPA of at least 2.0. --Transfers to CSU only

**GUID 105** **3 units**  
**Transitions for Intercollegiate Student Athletes** **LEC 48-54**

This course explores current issues and challenges facing the intercollegiate athlete and develops skills needed to adjust to the college experience. The course focuses on the following topics as they relate to the student athlete: goal setting, time management, career decision making, educational planning, stress management, personal and social responsibility, student/ instructor relationships, and NCAA/NAIA transfer rules and requirements. Prerequisite: None. --Transfers to CSU only

**GUID 110** **1 unit**  
**Career Search** **LEC 16-18**

This introductory course provides undecided students with essential skills to make informed and satisfying career decisions. Students identify personal interests, values, abilities, personality styles, and lifestyle goals using a variety of career assessment instruments. Strategies and skills for occupational and educational exploration, decision-making, and goal-setting are developed. A realistic career action plan is created. This course is appropriate for motivated students desiring a fast approach to career planning and selecting a program of study. Prerequisite: None. --Transfers to CSU only

**GUID 111** **1 unit**  
**Major Search and Educational Planning** **LEC 16-18**

This course explores the process for connecting academic courses and programs of study to careers. Students will learn how to research majors, select appropriate schools and plan an education to meet their career goals. Strategies are explored for skill development and obtaining alternatives for academic credit to meet the changing needs of adult learners. This course is intended for students who need to select a major or change a previous academic decision. Prerequisite: None. --Transfers to CSU only

**GUID 112** **2 units**  
**Creative Job Search** **LEC 32-36**

This course explores successful job search within a contemporary workplace. Students will learn to use effective techniques for obtaining a new job or making employment transitions. Students are instructed in the effective use of sound guidelines and cutting-edge strategies necessary for active career management today. Topics include how to: handle transitions, explore job leads, research employers, write a winning resume, maintain a career portfolio, establish a professional network, interview successfully, and negotiate job offers. Prerequisite: None. --Transfers to CSU only

**GUID 116** **3 units**  
**Integrative Career/Life Planning** **LEC 48-54**

This course integrates a multidimensional process of adult and career development for achieving wholeness over the life span. Applying psychological, sociological, and physiological concepts, students explore strategies to create a meaningful life purpose within changing global environments and connect career/life roles, relationships, and lifestyles. Students master effective career/life management skills, value diversity and inclusively, and manage personal and career transitions during workplace and societal changes. Recommended for students choosing their first career or changing careers. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only --CSU Area(s): E1

## Course Descriptions

### **GUID 118**

**3 units**

#### **Transfer Success**

**LEC 48-54**

This course applies the necessary knowledge, skills, tactics, and resources to successfully transfer from a community college to a baccalaureate level college, university, or other institution. Students learn how to research, differentiate between, evaluate, and select majors and schools based on individual needs and career goals. Academic practices, requirements, application timelines and processes, financial assistance, housing, and student support services are explored. Student educational and action plans are developed for achieving transfer and career goals. Prerequisite: None.

--Transfers to CSU only

### **GUID 120**

**3 units**

#### **Personal Success Habits of Highly Effective People**

**LEC 48-54**

This course is designed to provide new and continuing students the opportunity to explore an integrated approach to personal and interpersonal effectiveness. Students will apply the habits and principles that embody many of the fundamental principles of human effectiveness such as integrity, honesty, service, time management, conflict resolution, goal setting, decision-making skills, and effective communication skills. This course is designed to meet associate degree requirements. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **GUID 151A-O**

**0.50-1 unit**

#### **Topics in Guidance: The Learning Environment**

**LEC 8-18**

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-O designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no pass only. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Orientation for Parents of College Students
- B. The Instructor/Student Relationship
- C. Classroom Etiquette
- D. Learning Styles
- E. Attitude, Motivation, and Values for Learning
- F. The Diverse Student
- G. Distance Education Learning
- H. (H not used)
- I. Learning Disabilities
- J. Learning Skills
- K. Multiple Intelligences
- L. Student Services
- M. Student Life
- N. College/University Transfer Transitions
- O. Special Projects

--Transfers to CSU only

### **GUID 152A-T**

**0.50-1 unit**

#### **Topics in Guidance: Learning Strategies**

**LEC 8-18**

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-T designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no pass only. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Career Planning
- B. Funding an Education
- C. Developing the Student Educational Plan
- D. Choosing a Realistic Class Schedule
- E. Academic Standards, Practices, and Processes
- F. Surviving Academic Progress and Probation
- G. College Success Skills
- H. (H not used)
- I. College Success for Re-entry Students
- J. College Success for International Students
- K. College Success for Special Populations
- L. College Success for Single Parent Students
- M. College Success for Veterans
- N. Memory Techniques
- O. Critical Thinking
- P. Testing Guidelines
- Q. Effective Study Skills
- R. College/University Transfer Planning
- S. Student Leadership
- T. Special Topics

--Transfers to CSU only

### **GUID 153A-K**

**0.50-1 unit**

#### **Topics in Guidance: Personal Management**

**LEC 8-18**

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-K designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no pass only. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Achieving Your Goals
- B. Being Culturally Aware
- C. Handling Life Transitions
- D. Healthy Relationships
- E. Helping Friends in Distress
- F. Improving Your Self-Esteem
- G. Living Successfully
- H. (H not used)
- I. Managing Your Fitness
- J. Managing Your Time
- K. Resolving Conflicts

--Transfers to CSU only

### **GUID 154A-Y**

**0.50-1 unit**

#### **Topics in Guidance: Career Management**

**LEC 8-18**

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-Y designation. Topics and credit are determined in relation to student needs. Fees may be required at registration. Offered as pass/no pass only. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Career Assessment
- B. Career Exploration
- C. Career Planning
- D. Career Trends
- E. Resume Preparation
- F. Interviewing Strategies
- G. Employment Documents
- H. (H not used)
- I. Creating Your Personal Portfolio
- J. Job Search Techniques
- K. Dress for Success
- L. Etiquette in the Workplace
- M. Workplace Negotiations
- N. Technology and Careers
- O. Effective Communication in the Workplace
- P. Relationships in the Workplace
- Q. Being a Successful Entrepreneur
- R. Career/Life Balance
- S. Job Readiness
- T. Career Resiliency
- U. Career Management
- V. Confidence in the Workplace
- W. Successful Workplace Behavior
- X. Diversity in the Workplace
- Y. Special Projects

--Transfers to CSU only

**GUID 155A-N 0.50-1 unit**

**Topics in Guidance: Wellness Management LEC 8-18**

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-N designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no pass only. One topic per course may be taken for credit. Prerequisite: None.

Course Topics:

- A. Achieving Life Balance
- B. Coping with Chronic Illness
- C. Coping with Traumatic Incidents
- D. Creating Healthy Leisure Activities
- E. Emotional Fitness
- F. Grief and Loss
- G. Healthy Lifestyles
- H. (H not used)
- I. Making Use of Community Resources
- J. Managing Your Stress
- K. Moving Beyond Destructive Behaviors
- L. Relaxation and Rejuvenation Strategies
- M. Spiritual Wellness
- N. Students with Disabilities

--Transfers to CSU only

**GUID 299 1-3 units**

**Special Projects: Guidance IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Guidance classes; a contract must be completed with the instructor prior to enrollment.

--Not transferable

**Health Science**

**HS 121 3 units**

**Fundamentals of Healthful Living LEC 48-54**

This course offers a comprehensive overview of human health from a multidimensional perspective (physical, psychological, social, spiritual, intellectual and environmental health). It provides students with an opportunity to learn about the maintenance and improvement of their health and wellness. Topics include psychological health/problems, stress management, physical fitness, nutrition, substance use and abuse, infectious/non infectious diseases, cancer, cardiovascular disease, reproductive health, relationships, human sexuality, health and wellness related to the human lifecycle and environmental health issues. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

**HS 123 3 units**

**Drugs: Use and Abuse LEC 48-54**

This course offers a comprehensive investigation of drug, alcohol and tobacco use, abuse and dependence in American society including the origins, history and composition of commonly used psychoactive drugs. The effect of psychoactive drugs on the nervous system is also covered. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

**HS 299 1-3 units**

**Special Projects: Health Science IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Health Science classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**History**

**HIST 101 3 units**

**Western Civilization I: to 1500 LEC 48-54**

This course traces the economic, social, political, and cultural development of Western Civilization from its origins in the ancient Middle East through the European Renaissance. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

**HIST 102 3 units**

**Western Civilization II: from 1500 to the Present Era LEC 48-54**

This course traces the economic, social, political, and cultural development of Western Civilization from the Renaissance to the present. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

## Course Descriptions

### **HIST 103** **3 units**

**History of World Civilizations to 1500** **LEC 48-54**

This course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the New World, and East Asia. Using a comparative approach between the world's major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions, and economic development. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 103H** **3 units**

**Honors History of World Civilizations to 1500** **LEC 48-54**

This course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the New World, and East Asia. Using a comparative approach between the world's major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions, and economic development. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 104** **3 units**

**History of World Civilizations: Since 1500** **LEC 48-54**

This course is a survey of the modern world from 1500 to the present. Using a comparative approach between the world's major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 104H** **3 units**

**Honors History of World Civilizations: Since 1500** **LEC 48-54**

This course is a survey of the modern world from 1500 to the present. Using a comparative approach between the world's major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 106** **3 units**

**The World Since 1900** **LEC 48-54**

This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through readings and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and acquire a greater appreciation of international affairs. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 106H** **3 units**

**Honors The World Since 1900** **LEC 48-54**

This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through readings and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and acquire a greater appreciation of international affairs. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 107** **3 units**

**The History of East Asia Before 1600** **LEC 48-54**

This course examines the pre-modern histories of China, Japan, Korea, Vietnam and Thailand, and of their institutional and cultural interaction. Emphasis will be placed on the analysis of the conflicting themes of cultural unity and cultural uniqueness in East Asian civilization and on how Japan, Korea, and Vietnam modified the foundations of Chinese civilization to create distinctive civilizations of their own. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 108** **3 units**

**The History of East Asia Since 1600** **LEC 48-54**

This course explores the major themes in the development of Chinese, Japanese, Korean, and Vietnamese societies from the beginning of the 17th century to the present. Emphasis will be placed on the Communist Revolution in China, political modernization and imperialism in Japan, and the social, economic, technological, ecological and cultural impact of extended contact with the West upon China, Korea, Vietnam and Japan. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 109** **3 units**

**Global History of World War II** **LEC 48-54**

This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United

States, and early developments in the post-war world. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B2 or AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 109H** **3 units**  
**Honors Global History of World War II** **LEC 48-54**

This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world. Prerequisite: Acceptance into the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B2 or AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 111** **3 units**  
**U.S. History to 1877** **LEC 48-54**

This course explores political, social, economic, and intellectual developments in the United States from colonization and settlement through the Civil War and Reconstruction. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B1 or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 111H** **3 units**  
**Honors U.S. History to 1877** **LEC 48-54**

This course explores political, social, economic, and intellectual developments in the United States from colonization and settlement through the Civil War and Reconstruction. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B1 or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 4F
- CSU Area(s): D6

**HIST 112** **3 units**  
**U.S. History Since 1865** **LEC 48-54**

This course explores the political, social, economic, and intellectual developments in the United States from the Reconstruction Era to the present. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B1 or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 112H** **3 units**  
**Honors U.S. History Since 1865** **LEC 48-54**

This course explores the political, social, economic, and intellectual developments in the United States from the Reconstruction Era to the present. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B1 or AA/AS B2

- Transfers to both UC/CSU
- IGETC Area(s): 3B, 4F
- CSU Area(s): D6

**HIST 115** **3 units**  
**Women in United States History** **LEC 48-54**

This course surveys the history of women in America from the colonial period to the present with emphasis on relevant political, social, economic and ethnic factors. The course will emphasize the variety of women's experiences during various periods in United States history and will examine some of the significant events, processes, figures and movements shaping that experience. It will serve both UC/CSU transfer students and students pursuing an associate's degree. Prerequisite: None.

- AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4D, 4F
- CSU Area(s): D4, D6

**HIST 119** **3 units**  
**Civil War and Reconstruction, 1860-1876** **LEC 48-54**

HIST 119 explores the American Civil War and Reconstruction, encouraging students to analyze the causes of the conflict, the course of the war, the period immediately after, and the short- and long-term consequences of the era. The course is designed to meet the needs of students interested in the era, including transfer students desiring a history concentration. Prerequisite: None.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 119H** **3 units**  
**Honors Civil War and Reconstruction, 1860-1876** **LEC 48-54**

HIST 119H explores the American Civil War and Reconstruction, encouraging students to analyze the causes of the conflict, the course of the war, the period immediately after, and the short- and long-term consequences of the era. The course is designed to meet the needs of students interested in the era, including transfer students desiring a history concentration. Prerequisite: Acceptance in the Honors Enrichment Program.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 120** **3 units**  
**California History** **LEC 48-54**

A survey of California History from its geological origins to the present, this course explores the state's past by examining politics, economic trends, ethnicity and migration, cultural developments, and California's relationship to the rest of the United States and the Pacific Rim. Prerequisite: None.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

## Course Descriptions

### **HIST 120H** **3 units**

#### **Honors California History** **LEC 48-54**

A survey of California History from its geological origins to the present, this course explores the state's past by examining politics, economic trends, ethnicity and migration, cultural developments, and California's relationship to the rest of the United States and the Pacific Rim. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 121** **3 units**

#### **California Indians** **LEC 48-54**

This is a survey course about the culture and society of Native Californians in the prehistoric period, during the Spanish occupation, during the Mexican occupation, and under the government of the United States. Emphasis is given to effects of introduced diseases, imposed religions, and invader governments upon the Native Californians from contact times to today. \*Cross-listed as ANTH-121. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A, 4F

--CSU Area(s): D1, D3

### **HIST 124** **3 units**

#### **Recent America: The U.S. Since 1945** **LEC 48-54**

This course explores in depth the most recent trends and developments in U.S. history, including foreign and military policy, social and economic change, and culture and intellectual developments from the immediate post-war years to the present. Prerequisite: None. Recommended Preparation: Collegiate-level reading and writing skills are strongly recommended.

--AA/AS General Education: AA/AS B1 or AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 125** **3 units**

#### **Military History of the United States** **LEC 48-54**

History 125 introduces the student to the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural, and diplomatic contexts in times of peace and conflict. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 126** **3 units**

#### **History of Great Britain to 1714** **LEC 48-54**

This course analyzes the growth of British civilization from prehistory to the beginning of the Hanoverian Dynasty. The course covers the significant political, economic, social, religious, intellectual and government facets of British culture during this period and places them with the larger context of Western Civilization. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4F, 3B

--CSU Area(s): D6, C2

### **HIST 127** **3 units**

#### **History of Great Britain From 1714** **LEC 48-54**

A history of Britain from 1715 through the cold war. This course covers the major political, economic, religious and military facets of British civilization during this period and studies the connection between Britain and its colonial empire. Themes of colonization, industrialization, imperialism and the loss of its hegemony in the 20th century will be examined in depth. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 136** **3 units**

#### **Cultural History of American** **LEC 32-36/LAB 48-54**

##### **Motion Pictures**

In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films, and the relationship between politics and American motion pictures. \*Cross-listed as THA-136. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2

### **HIST 140** **3 units**

#### **History of Mexico** **LEC 48-54**

This course examines the history of Mexico from its pre-Columbian roots to the present. Topics will include the social, economic and cultural aspects of colonialism; imperial reform; collapse of empire; independence and the problems of nation building; Liberalism and Conservatism; foreign intervention; Mexican Revolution; industrialization; and neo-liberalism. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

### **HIST 141** **3 units**

#### **History of Latin America to 1820** **LEC 48-54**

This course analyzes the history of colonial Latin America from ancient pre-contact America and fifteenth-century Europe to the independence movements of the early nineteenth-century. The emphasis will be on investigating how the admixture of European and New World societies gave rise to unique Latin American cultures. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 142** **3 units**

#### **History of Latin America Since 1820** **LEC 48-54**

This course examines the history of Latin America from the nineteenth-century independence revolutions to the present emphasizing Latin American nations' political, economic, and social attempts at modernization and their international relationships, especially with the United States. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST 150** **3 units**  
**Race and Ethnicity in U.S. History** **LEC 48-54**

In HIST-150, students are introduced to the history of interaction between ethnic groups in the United States. The course material allows students to develop theories and constructs regarding what leads to intercultural collaboration or confrontation. The course also encourages an understanding of the similarities and differences in racial ethnic experiences in the U.S. Prerequisite: None. Recommended Preparation: Collegiate level reading and writing skills.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 150H** **3 units**  
**Honors Race and Ethnicity in U.S. History** **LEC 48-54**

In HIST-150H, students are introduced to the history of interaction between ethnic groups in the United States. The course material allows students to develop theories and constructs regarding what leads to intercultural collaboration or confrontation. The course also encourages an understanding of the similarities and differences in racial ethnic experiences in the U.S. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: Collegiate level reading and writing skills.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4C, 4F
- CSU Area(s): D3, D6

**HIST 151** **3 units**  
**History and Appreciation of Dance** **LEC 48-54**

This course explores the universal human activity known as dancing from a cross-cultural perspective, examining the myriad ways in which dance functions in societies. The histories, theories, techniques, and purposes of various theatrical, religious, and social dances from around the world are compared, contrasted, and interrelated. The culture-specific nature of the dancing body and its audiences are analyzed to discover the meanings carried within these dances. \*Cross-listed as DAN-100. Prerequisite: None.

- AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 3A, 3B
- CSU Area(s): C1

**HIST 154** **3 units**  
**Theater History** **LEC 48-54**

This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. \*Cross-listed as THA-102. Prerequisite: None.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B
- CSU Area(s): C2

**HIST 155** **3 units**  
**The Sixties** **LEC 48-54**

This course explores the nature and significance of social, political, economic and cultural change during the 1960s. Assessing the significance of the period, the course takes a comparative approach to historical change. Similar themes and concepts are looked at in a variety of national and international situations, addressing areas such as: evolving party politics; sexuality and sexual identity; youth and countercultures; anti-war and civil rights movements; music, media and politics. Prerequisite: None. Recommended Preparation: ENGL-098.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6

**HIST 160** **3 units**  
**Black History in the American Context** **LEC 48-54**

This course traces the historical and political experiences of Black America from colonial times to the present. It examines the differences between the experiences of African Americans and other ethnic groups. Students will encounter the social, economic, and legal institutions which characterized being black in the US at various periods in the nation's history. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America. Prerequisite: None. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4C, 4F
- CSU Area(s): D3, D6

**HIST 160H** **3 units**  
**Honors Black History in the American Context** **LEC 48-54**

This course traces the historical and political experiences of Black America from colonial times to the present. It examines the differences between the experiences of African Americans and other ethnic groups. Students will encounter the social, economic, and legal institutions which characterized being black in the US at various periods in the nation's history. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Not transferable

**HIST 161** **3 units**  
**Global History of World War I** **LEC 48-54**

HIST 161 examines World War I from a global perspective, beginning with major changes and developments that emerged in the late nineteenth century, continuing with the war itself and the peace process that followed, and concluding with major trends and developments that emerged in the years following the war. Prerequisite: None.

- AA/AS General Education: AA/AS B2 or AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6



## Course Descriptions

### **HIST 161H** **3 units**

#### **Honors Global History of World War I** **LEC 48-54**

HIST 161H examines World War I from a global perspective, beginning with major changes and developments that emerged in the late nineteenth century, continuing with the war itself and the peace process that followed, and concluding with major trends and developments that emerged in the years following the war. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 162** **3 units**

#### **History of the Vietnam War** **LEC 48-54**

HIST 162 examines the causes and consequences of the Vietnam War, emphasizing the origins, diplomacy, combat operations, and impact on civilian populations in Vietnam and the United States. By investigating the wider implications of the war (from colonial, post-colonial, and cold war perspectives), the students will emerge with a global perspective on this conflict. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 162H** **3 units**

#### **Honors History of the Vietnam War** **LEC 48-54**

HIST 162H examines the causes and consequences of the Vietnam War, emphasizing the origins, diplomacy, combat operations, and impact on civilian populations in Vietnam and the United States. By investigating the wider implications of the war (from colonial, post-colonial, and cold war perspectives), the students will emerge with a global perspective on this conflict. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

### **HIST 299** **1-3 units**

#### **Special Projects: History** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous History classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Honors Enrichment Program

### **HEP 200** **3 units**

#### **Honors Seminar** **LEC 48-54**

Students and faculty from a variety of disciplines participate in a weekly symposium on the topic selected for the seminar in a multi disciplinary format. The seminar requires synthesis of information, critical analysis of research and creative responses to the issues presented. Prerequisite: MATH-096 (with a grade of C or better) and ENGL-101 (with a grade of C or better). Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.

--Transfers to CSU only

### **HEP 201** **3 units**

#### **Honors Studies: Humanities** **LEC 48-54**

This course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented. Prerequisite: ENGL-101 (with a grade of C or better). Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.

--Not transferable

### **HEP 202** **3 units**

#### **Honors Studies: Social Sciences** **LEC 48-54**

This course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented. Prerequisite: ENGL-101 (with a grade of C or better). Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.

--Not transferable

### **HEP 203** **3 units**

#### **Honors Studies: Science** **LEC 48-54**

This course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented. Prerequisite: ENGL-101 (with a grade of C or better). Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.

--Not transferable

## Humanities

### **HUM 101** **3 units**

#### **Introduction to the Humanities to 1500** **LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: None. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **HUM 101H** **3 units**

#### **Honors Introduction to the Humanities to 1500** **LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**HUM 102** **3 units**  
**Introduction to the Humanities Since 1500** LEC 48-54

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: None. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**HUM 102H** **3 units**  
**Honors Introduction to the Humanities Since 1500** LEC 48-54

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101; Students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source materials with the student's own insights.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**HUM 137** **3 units**  
**Introduction to World Cinema** LEC 32-36/LAB 48-54

This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. \*Cross-listed as THA-137. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**HUM 138** **3 units**  
**The Cinema of Alfred Hitchcock** LEC 32-36/LAB 48-54

This course explores the cinematic work of director Alfred Hitchcock and examines the contexts in which the films were produced (Britain and the United States), the technical and commercial aspects of production, the major themes and ideas treated in his films, and his influence on other films and directors. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C1

**Leadership**

**LEAD 101** **3 units**  
**Leadership Development** LEC 48-54  
**(formerly SGA-101)**

This course is designed to provide emerging and existing student leaders the opportunity to analyze the theoretical aspects of leadership and apply those concepts to their leadership skills. The course emphasizes personal and organizational goal setting, leadership development, decision-making strategies, team building, the acquisition of organizational ethics, conflict management, and supporting the mission and vision of an organization. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**LEAD 102** **3 units**  
**Personal Leadership Development** LEC 48-54  
**(formerly SGA-102)**

This course will explore advanced topics in leadership and the application to the personal lives, and careers in education, private or public sector organizations. Topics will include crisis in leadership, being a positive change agent, conflict resolution, power and influence, diversity, leadership roles, ethics and leading teams. Students will develop and implement a plan to apply new skills and knowledge to an organization they belong to. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**LEAD 105** **1.5 units**  
**Service Learning Leadership** LEC 16-18/LAB 24-27  
**(formerly SGA-105)**

This course provides students the opportunity to utilize leadership theories outside the classroom in community service and take part in the active education while addressing concerns and needs of the community. The goals of this course are to connect the relevance of academic theories to community life experience, enhance student's confidence and self-esteem, and assist in the development, coordination, and participation of community events. \*Cross-listed as CDE-105. Prerequisite: None.

--Transfers to CSU only

**LEAD 299** **1-3 units**  
**Special Projects: Special Topics in Leadership** IS 16-54  
**(formerly SGA-299)**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: A contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Learning Skills**

**LNSK 051** **.5 unit**  
**Learning Disabilities Workshop** LEC 8-9  
**(formerly LNSK-071 Learning Skills: Assessment Workshop)**

The course focuses on understanding learning differences, and strategies related to specific learning disabilities. Cognitive and achievement assessment will be provided as needed to identify student's learning profile. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None.

--Not transferable

## Course Descriptions

### **LNSK 053** **3 units**

**Study Skills** **LEC 48-54**

(formerly LNSK-073)

#### **Learning Skills: Study Skills)**

This course provides specialized instruction in study skills to help learning disabled students maximize their success in college classes. Skills include listening, note-taking, reading textbooks, memory techniques, study habits, test-taking strategies, time management, and library resources. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 054** **1 unit**

**Language Arts Lab** **LAB 48-54**

(formerly LNSK-074 Learning Skills:

#### **Language Arts Lab)**

The course is designed to provide remediation and intervention to learning disabled students who have been identified through diagnostic testing. A study plan is developed to target specific areas and remediate weaknesses related to language arts including reading and writing. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 055** **2 units**

**Language Arts** **LEC 24-27/LAB 24-27**

(formerly LNSK-075 Learning Skills:

#### **Language Arts)**

This course is designed to provide individualized and small group instruction to learning disabled students who need remediation in the following language skills: listening comprehension, reading, written expression, spelling, and oral comprehension. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 056** **2 units**

**Vocabulary Development for LD** **LEC 24-27/LAB 24-27**

(formerly LNSK-076 Expressive and Receptive Vocabulary Development for LD Students)

This course is designed to remediate deficits impeding expressive and receptive vocabulary development in learning disabled students. The course uses adaptive techniques and technology to enable students to improve their expressive and receptive vocabulary. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 057** **2 units**

**Pre-Algebra Support for LD** **LEC 24-27/LAB 24-27**

(formerly Pre-Algebra Support for LD Students)

The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in basic math skills. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-071.

--Not transferable

### **LNSK 077** **2 units**

**Algebra Support for LD** **LEC 24-27/LAB 24-27**

(formerly Algebra Support for LD Students)

The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in algebra. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 079A** **2 units**

**Adaptive Computer Technology** **LEC 16-18/LAB 48-54**

The course is designed to provide individualized or small group instruction to learning disabled students who have been identified through diagnostic testing who need remediation in adaptive computer access and technology, including voice activation. Offered as pass/no pass only. Prerequisite: None. Recommended Preparation: LNSK-051.

--Not transferable

### **LNSK 079B** **2 units**

**Advanced Adaptive Computer** **LEC 16-18/LAB 48-54**

#### **Technology**

The course is designed to provide individualized or small group instruction to learning disabled students who have been identified through diagnostic testing who need remediation in adaptive computer access and technology, including voice activation and read options. Prerequisite: None. Recommended Preparation: LNSK-079A.

--Not transferable

## **Legal Assistant**

### **LEG 100** **3 units**

**Foundations of the Legal System** **LEC 48-54**

Explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. Includes substantive introduction to the law of contracts and torts, crimes of common law, U.S. Constitution, and the two legal concentration areas of family law and immigration law. A core course in the Legal Assistant Certificate/Degree program. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D8

### **LEG 103** **3 units**

**Elder Law** **LEC 48-54**

This course presents the contemporary world of elder law with a comprehensive legal overview of the most important laws that affect the elderly. The multi-disciplinary approach will analyze the legal needs relevant to the elderly and the ethical, social, and physical needs associated with aging. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **LEG 104** **3 units**

**Law Office Management** **LEC 48-54**

This course is designed to examine the role of a legal assistant in law office management, office organizations and the relationship to attorneys and other support staff. Subjects include accounting, scheduling, calendaring and coordinating schedules, cost control and database use. Prerequisite: None.

--Transfers to CSU only

**LEG 105** **3 units**  
**California Civil Procedure** **LEC 48-54**

This course prepares students to assist in drafting the many documents needed or required in litigation. It explains the civil litigation process through trial and post-trial in California courts. Students acquire an ability to analyze procedural issues that arise during litigation, including pre-litigation needs, drafting of pleadings and discovery, analysis of procedures for discovery, summary judgment and other pre-trial motions, trial preparation, trial procedures, enforcement of judgments, appeal and alternative dispute resolution procedures. Prerequisite: LEG-100 (with a grade of C or better).

--Transfers to CSU only

**LEG 107** **3 units**  
**Research and Writing for Legal Assistant** **LEC 48-54**

This course introduces print and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. Course topics include critical reading, principles of legal construction and interpretation, and drafting basic legal documents. Prerequisite: LEG-104 (with a grade of C or better).

--Transfers to CSU only

**LEG 112** **3 units**  
**Administrative Law** **LEC 48-54**

This course presents the adjudicatory process for administrative agency hearings concerning government benefits and regulatory powers, claims made to, and by, state and federal administrative agencies, discovery in the claims process, and appeals from administrative orders or decisions, including judicial review. The student will also learn to conduct claimant and witness interviews and analyze the impact of agency regulations and governing statutes that control claims processing before agencies. Prerequisite: LEG-100 (with a grade of C or better).

--Transfers to CSU only

**LEG 120** **3 units**  
**Immigration Law I** **LEC 48-54**

This course introduces the fundamentals of current immigration and nationality law in the United States. It covers the classification of citizens and aliens, the procedures to establish status and ground of eligibility and loss of status. Also includes judicial and administrative review of government, adjudications, and U.S. Constitutional restraints. Prerequisite: None.

--Transfers to CSU only

**LEG 122** **3 units**  
**Immigration Law II** **LEC 48-54**

Covers substantive immigration and nationality law, including conditions of eligibility for immigrant and non-immigrant status, asylum eligibility, grounds of exclusion to enter the U.S., defenses to deportation, procedures for petitions and applications to secure status, and adjudications. Includes the process of preparing a petition for status as an immigrant involving a complex fact pattern, an application for asylum, a waiver application for an excludable alien and other documents, all with supporting evidence. Prerequisite: LEG-120 (with a grade of C or better).

--Transfers to CSU only

**LEG 134** **3 units**  
**Family Law** **LEC 48-54**

This course explores fundamental principles and practice issues in California family law. Students will analyze laws and procedures governing marriage, dissolution of marriage, annulment, child custody,

guardianship, paternity, child support, adoption and family violence. The course covers the drafting of court forms for court proceedings and issues pertaining to counseling in the family law field and the drafting of agreements, including prenuptial agreements and separation agreements. Prerequisite: LEG-100 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**LEG 140** **3 units**  
**Bankruptcy Law** **LEC 48-54**

This course introduces the fundamental principles and basic analysis of bankruptcy theory and practices. The course will provide an overview of the bankruptcy system's internal logic, processes and basic steps to complete court forms, research statutory materials, and obtain an understanding of local court rules. Prerequisite: None.

--Transfers to CSU only

**LEG 149** **1-4 units**  
**Occupational Internship: Legal Assistant** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**LEG 150** **3 units**  
**Probate Law and Procedures** **LEC 48-54**

This course examines the role of a legal assistant in the probate law office environment. Students will review the formal requirements for a valid will; identify various kinds of property, forms of ownership and transfer of property under the Law of Succession. Elements of trusts and the benefits of estate planning will be investigated. Students will prepare legal forms and documents related to estate planning, probate and trust administration. Prerequisite: None.

--Transfers to CSU only

**LEG 160** **3 units**  
**Business Organizations** **LEC 48-54**

This course presents California law governing the reasons and procedures for forming, maintaining and dissolving sole proprietorships, partnerships, limited liability companies and corporations. The course explains the rights and obligations of partners, members, directors, officers and shareholders under Federal and state laws and regulations. The course analyzes the selection of the business form, business ethics and the legal assistant's role in documenting the formation and maintenance of California business organizations. Prerequisite: LEG-100 (with a grade of C or better).

--Transfers to CSU only

## Course Descriptions

### Library Science

#### **LIB 100** **3 units** **Introduction to Library Research and Information Competency** **LEC 48-54**

This course will empower students with the information competency skills necessary to perform both academic and personal research using library resources, electronic databases, and the Internet. Students will be guided through the process of selecting, searching, analyzing, and citing various information resources. The research process will be applied to a variety of information needs: term papers, coursework, careers, and life-long learning. This course will prepare students for college level research in all disciplines. Prerequisite: None.

--Transfers to CSU only

#### **LIB 101** **1 unit** **Essentials of Library Research and Information Competency** **LEC 16-18**

This course will guide students through the research process, using both library resources and the Internet. Students will learn how to search a variety of electronic databases, library catalogs, and Internet sources for relevant and authoritative information, and prepare a works cited list using the MLA format. This course will prepare students for research in any discipline, and will impart the information competency skills necessary to become a lifelong learner. Prerequisite: None

--Transfers to CSU only

### Management/Supervision

#### **MGT 103** **3 units** **Introduction to Management** **LEC 48-54**

U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: None.

--Transfers to CSU only

#### **MGT 103H** **3 units** **Honors Introduction to Management** **LEC 48-54**

U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: Acceptance into the Honors Enrichment Program.

--Transfers to CSU only

#### **MGT 108** **3 units** **Organizational Behavior** **LEC 48-54**

This course is designed to give students an understanding of and methods to react to various behaviors encountered in the workplace. The study of organizational behavior provides insights into people at work in all kinds of situations and organizations. By providing an understanding of how organizations operate, the student can become a more efficient and productive team member. \*Cross-listed as ENGR-108. Prerequisite: None.

--Transfers to CSU only

#### **MGT 132** **3 units** **Labor Management Relations** **LEC 48-54**

This course will emphasize the history and development of the labor movement and the passing of labor legislation. The supervisor's responsibility for good labor relations, union contract and grievance procedures will be discussed as well as ethical issues associated with labor relations. The course will also analyze bargaining and grievance procedures. Prerequisite: MGT-103 (with a grade of C or better).

--Transfers to CSU only

#### **MGT 133** **3 units** **Productivity Management** **LEC 48-54**

This course surveys and researches the role productivity plays in various business structures. Included is a study of internal and external factors contributing to productivity and the effects national and global elements have on productivity. Students will survey and research management theories, practices and methods. Through case study analysis students will apply techniques to analyze current productivity and apply methods to sustain and improve productivity. Prerequisite: MGT-103 (with a grade of C or better).

--Transfers to CSU only

#### **MGT 138** **3 units** **Personnel Management** **LEC 48-54**

This course is designed to develop an understanding of personnel techniques for which managers are responsible, including job/task analysis, HRM planning, recruitment, selection, placement testing, orientation, job training, counseling, merit rating, appraisal, promotion, transfer, outplacement, safety and security. Management of the human resource function is covered. Prerequisite: MGT-103 (with a grade of C or better).

--Transfers to CSU only

#### **MGT 149** **1-4 units** **Occupational Internship: Management** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

#### **MGT 205** **3 units** **Principles of Marketing Management** **LEC 48-54**

This course presents an overview of marketing management in today's business. Topics emphasize the environment of marketing, determining target markets, product planning, pricing, promotion and distribution. This course is designed for students pursuing a business career, considering ownership of a small business or business owners who wish to advance their marketing skills. Prerequisite: None.

--Transfers to CSU only

#### **MGT 299** **1-3 units** **Special Projects: Management** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising

instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Management classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Mathematics

### **MATH 041** **1 unit** **Pre-Algebra Lab** **LEC 8-9/LAB 24-27**

This course explores and reinforces the math concepts taught in MATH-051 Pre-Algebra. Activities will help the students gain a better understanding of concepts. Assistance from professional experts, peer tutors, and computer-assisted tutorials will be available. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None. Corequisite: MATH-051 or MATH-051LL.

--Not transferable

### **MATH 042** **1 unit** **Elementary Algebra Lab** **LEC 8-9/LAB 24-27**

This course explores and reinforces the math concepts taught in MATH-090, Elementary Algebra. Activities will help the students gain a better understanding of concepts. Assistance from professional experts and peer tutors is available through the Math Centers. Computer-assisted tutorials will also be available. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None. Corequisite: MATH-090 or MATH-090A.

--Not transferable

### **MATH 050** **3 units** **Mind Over Math** **LEC 48-54**

An introductory course in arithmetic covering whole numbers, fractions, decimals, primes, order of operations, rate, ratio, proportions, and conversion of percent, decimals and fractions. Students will also discuss issues regarding math anxiety. Prerequisite: None.

--Not transferable

### **MATH 051** **3 units** **Pre-Algebra** **LEC 48-54** **(formerly Foundations of Mathematics** **(Pre-Algebra))**

This course is designed to prepare students for elementary algebra. The course covers basic arithmetic, working with whole numbers, integers, fractions, decimals, and percentages. Other topics taught will include conversions within and between the metric and standard systems. Topics in geometry and algebra will be introduced. Prerequisite: MATH-050 (with a grade of C or better) or equivalent assessment score.

--Not transferable

### **MATH 051LL** **3 units** **Pre-Algebra + Lab** **LEC 32-36/LAB 48-54** **(formerly Foundations of Mathematics** **+ Lab (Pre-Algebra))**

This course is designed to prepare students for Elementary Algebra. The course covers basic arithmetic, working with rational numbers and percentages. Other topics taught will include conversions within and between the metric and standard systems. Topics in geometry and algebra will be introduced. In addition to lecture, the students will also work on lab activities. This course is designed to give students ample time in class to understand the concepts covered in the lecture. Prerequisite: MATH-050 (with a grade of C or better) or Accuplacer score of 45 or better.

--Not transferable

### **MATH 090** **4 units** **Elementary Algebra** **LEC 64-72**

Students will solve linear equations, systems of linear equations, equations involving algebraic fractions, and quadratic equations by factoring and utilizing the Quadratic Formula. These skills will be applied to set up and solve application problems. Other topics include how to graph lines, perform arithmetic with both polynomial and rational expressions, and how to factor polynomials. Prerequisite: MATH-051 or MATH-051LL (with a grade of C or better) or equivalent assessment score.

--Not transferable

### **MATH 090A** **3 units** **Elementary Algebra Part A** **LEC 48-54**

This course will cover topics from the first half of an Elementary Algebra course. Students are given more time to understand abstract concepts, such as solving linear equations and applications, graph lines, and solving systems of equations. Together, MATH-090A and MATH-090B are equivalent to MATH-090. Prerequisite: MATH-051 or MATH-051LL (with a grade of C or better) or appropriate assessment score.

--Not transferable

### **MATH 090B** **3 units** **Elementary Algebra Part B** **LEC 48-54**

This course is the second half of the year-long Elementary Algebra course. Students will solve applications, perform rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations. This course is designed to give students ample time to learn concepts. Prerequisite: MATH-090A (with a grade of C or better).

--Not transferable

### **MATH 096** **5 units** **Intermediate Algebra** **LEC 80-90**

This course prepares the student for transfer-level math courses. Topics for this class include solving absolute value inequalities and radical equations along with systems of equations involving three variables. Application problems are an essential part of the course. The graphing of conic sections and several types of functions including exponential functions will also be covered. Function notation, domain, range and determining if a relation is a function will be explored. Prerequisite: MATH-090 or MATH-090B (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Not transferable

### **MATH 096A** **3 units** **Intermediate Algebra Part A** **LEC 48-54**

MATH-096A is the first half of the year-long Intermediate Algebra course. Students will distinguish between the real number sets, solve quadratic, rational, absolute value equations and inequality, related applications, factor polynomials, simplify expressions containing radicals or rational exponents, evaluate function notation, determine if the graph represents a function and find the domain and range and develop math study skills. Prerequisite: MATH-090 or MATH-090B (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Not transferable

## Course Descriptions

### **MATH 096B** **3 units** **Intermediate Algebra Part B** **LEC 48-54**

MATH-096B, the second half of the year-long Intermediate Algebra course, prepares students for transfer level math courses. Students will solve quadratic, rational, and radical equations, related applications, graph functions, simplify expressions containing rational exponents, construct graphs of conic sections, graph exponential functions and formulate the logarithmic equivalent to an exponential equation and vice versa. This course is designed to give students ample time to learn concepts and to further develop math study skills. Prerequisite: MATH-096A (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Not transferable

### **MATH 105** **4 units** **College Algebra** **LEC 64-72**

MATH 105 covers graphing of polynomials, rational and transcendental functions and conic sections, solving of polynomial, rational, exponential and logarithmic equations and related applications, solving of systems of linear equations utilizing determinants, function theory including notation, combination and composition as well as existence and formulation of inverses, sequences and the Binomial Theorem. Prerequisite: MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 105H** **4 units** **Honors College Algebra** **LEC 64-72**

MATH 105H covers graphing of polynomials, rational and transcendental functions and conic sections, solving of polynomial, rational, exponential and logarithmic equations and related applications, solving of systems of linear equations utilizing determinants, function theory including notation, combination and composition as well as existence and formulation of inverses, sequences and the Binomial Theorem. Prerequisite: Acceptance in the Honors Enrichment Program; MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 110** **5 units** **Pre-Calculus** **LEC 80-90**

This course is a prerequisite to Calculus I. The topics covered include: a review of selected algebra topics, polynomial functions, rational functions, exponential functions, logarithmic functions, analytic trigonometry, applications of trigonometry, functions and their graphs, conic sections, sequences and series, and proof by mathematical induction. Prerequisite: MATH-105 (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 115** **3 units** **Ideas of Mathematics** **LEC 48-54**

This transfer level course is designed for Social Science and Liberal Arts majors. This course covers topics in and applications of sets, counting, probability, statistics and logic. Prerequisite: MATH-096 (with a grade of C or better) or equivalent.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 135** **4 units** **Calculus for Social Science and Business** **LEC 64-72**

This course covers functions and their graphs, including exponential and logarithmic functions, limits, differentiation and integration. It includes applications to business, economics and the social sciences, and introduces multivariable calculus. Prerequisite: MATH-105 (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 140** **4 units** **Introduction to Statistics** **LEC 64-72**

An introduction to the concepts, ideas, and applications of probability and statistics. Math 140 covers descriptive statistics, elementary probability, probability distributions, estimation of population parameters, hypothesis testing, correlation, linear regression, and ANOVA. Applications will be taken from the fields of business, economics, social sciences, life sciences, engineering and physical sciences. Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 140H** **4 units** **Honors Introduction to Statistics** **LEC 64-72**

An introduction to the concepts, ideas, and applications of probability and statistics. Math 140H covers descriptive statistics, elementary probability, probability distributions, estimation of population parameters, hypothesis testing, correlation, linear regression, and ANOVA. Applications will be taken from the fields of business, economics, social sciences, life sciences, engineering and physical sciences. Prerequisite: Acceptance in the Honors Enrichment Program and completion of MATH-096 (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

### **MATH 211** **5 units** **Analytic Geometry and Calculus I** **LEC 80-90** **(formerly Calculus I and Analytic Geometry)**

This is a course intended for math, science and engineering majors. This course studies limits, continuity, differentiation of algebraic and trig functions, graphing, related rates, maximum-minimum problems, integration, applications of integration such as areas and volumes, arc-length, and rectilinear motion. Prerequisite: MATH-110 (with a grade of C or better) or equivalent assessment score.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 212** **5 units**  
**Analytic Geometry and Calculus II** **LEC 80-90**

Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'Hopital's Rule, infinite series, polar coordinates and curves, conic sections, parametric equations and an introduction to separable first order differential equations. Prerequisite: MATH-211 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 212H** **5 units**  
**Honors Analytic Geometry and Calculus II** **LEC 80-90**

Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'Hopital's Rule, infinite series, polar coordinates and curves, conic sections, parametric equations and an introduction to separable first order differential equations. Prerequisite: Acceptance in the Honors Enrichment Program; MATH-211 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 213** **5 units**  
**Analytic Geometry and Calculus III** **LEC 80-90**

This course covers vectors in 2 and 3 dimensions, partial derivatives, multiple integrals, volumes and surface areas, line integrals, Green's and Stokes' Theorems. Prerequisite: MATH-212 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 213H** **5 units**  
**Honors Analytic Geometry and Calculus III** **LEC 80-90**

Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surface areas, line and surface integrals, Green's and Stoke's Theorem. Prerequisite: Acceptance in the Honors Enrichment Program; MATH-212 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 215** **4 units**  
**Differential Equations** **LEC 64-72**

The course covers linear differential equations with constant and variable coefficients, with applications in exponential growth and decay, harmonic motion, and electronics, and Laplace transforms. Prerequisite: MATH-212 (with a grade of C or better) or one year of college level calculus.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 218** **4 units**  
**Linear Algebra** **LEC 64-72**

Linear Algebra is part of the second-year calculus sequence requirement for transfer into the UC and the CSU systems. This is a course for math, science, and engineering majors. This course covers matrix algebra, matrices and linear equations, determinants and their properties, vector spaces and their properties, linear transformations, eigenvalues, eigenvectors, and orthogonal matrices. It also examines related topics and applications. Prerequisite: MATH-211 (with a grade of C or better).

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

**MATH 299** **1-3 units**  
**Special Projects: Math** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Math classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Multimedia

**MUL 080** **1 unit**  
**Multimedia Lab** **LAB 48-54**  
**(formerly Multimedia 2D Design Practicum)**

This course reviews and reinforces the theory and applications taught in the Multimedia courses. This course offers assignment assistance with current course work. Offered as pass/no pass only. This course is offered as Pass/No Pass only. Prerequisite: None.

--Not transferable

**MUL 110** **3 units**  
**Introduction to Multimedia** **LEC 48-54**

This survey course addresses digital media techniques to communicate in an electronic and print environment. Students combine text, audio, animation, web pages, images, and video to create interactive products to inform, educate, or entertain. Prerequisite: None. Recommended Preparation: Knowledge of general computer use.

--Transfers to CSU only

**MUL 112** **3 units**  
**Interactive Media Design I** **LEC 48-54**

This course provides students with web design and development skills. These skills, for both web and portable devices, include accessible and standards-driven design using XHTML and CSS, Information Architecture for information sharing environments, navigation systems, form generation, and electronic communication concepts. The course is one of four core courses applicable to the multimedia certificate and/or degree. Prerequisite: MUL-110 (with a grade of C or better).

--Transfers to CSU only

**MUL 114** **3 units**  
**Multimedia Project Management** **LEC 48-54**  
**(formerly Production Management)**

This multimedia project and production management course provides students with a foundation in project planning, project control, web, video, and animation production principles, and team dynamics. In addition, students will explore information processes and systems that support all multimedia areas. Prerequisite: MUL-112 or MUL-123 or MUL-126 (with a grade of C or better).

--Transfers to CSU only



## Course Descriptions

### **MUL 123** **3 units** **Video Production I** **LEC 48-54** **(formerly Digital Video Production I)**

This course introduces students to the theoretical concepts and equipment operations of video production. Students will learn basic camera operations, lighting techniques, production techniques, audio-for-video techniques and video editing. Other topics covered in this class include iris/depth-of-field relations, framing for depth perception, applicable frame rates, pre-production paper work, and final authoring to DVD. \*Cross-listed as AUD-152. Prerequisite: None. Recommended Preparation: MUL-110 or AUD-140.

--Transfers to both UC/CSU

### **MUL 125** **3 units** **Interactive Motion Media** **LEC 48-54** **(formerly Scripting for Multimedia)**

This course provides students with the skills to create professional animations and interactive advertisements. Students will also integrate animated design into websites and incorporate audio and video into self-contained presentations. The course covers drawing and color tools, mastering the essentials of animation, working with type, graphics, sound, video, and scripting using industry-standard animation software. Prerequisite: MUL-110 (with a grade of C or better).

--Transfers to CSU only

### **MUL 126** **3 units** **Time Based Media** **LEC 32-36/LAB 48-54**

This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. \*Cross-listed as ART-124. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUL 131** **3 units** **3D Animation** **LEC 48-54** **(formerly 3D Animation I)**

This course covers the process of 3D computer graphics. Issues related to modeling, material texture and animation are a particular focus. Cinematic staging and lighting are also covered topics. Still and animated imagery will be created using industry software. Prerequisite: None.

--Transfers to CSU only

### **MUL 133** **3 units** **Production Management - Entertainment** **LEC 48-54**

This conceptual and skills development course is designed to prepare the student to plan and manage projects, such as an advertising campaign, video, TV commercial and movie. They learn to schedule, budget, and breakdown the components of the campaign, based upon a breakdown of script and storyboard requirements, time and resources. Prerequisite: None.

--Transfers to CSU only

### **MUL 134** **3 units** **2D Animation** **LEC 48-54**

This beginning skills development course demonstrates the use of 2D animation techniques to produce works that exhibit the best principles of the entertainment industry. The course covers traditional

cel animation, beginning with pencil tests and moving to industry standard software. A variety of stop-motion techniques are also explored. Prerequisite: None.

--Not transferable

### **MUL 139** **3 units** **Advanced Animation** **LEC 48-54** **(formerly 3D Topic-Character)**

This course covers advanced 2D and 3D animation skills. The focus is on perfecting technique; improving quality and efficiency using industry standard software. Prerequisite: MUL-131 (with a grade of C or better) and MUL-134 (with a grade of C or better).

--Transfers to CSU only

### **MUL 140** **2 units** **Digital Art - Illustration** **LEC 16-18/LAB 48-54** **(formerly ART-140 Digital Illustration)**

Introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. \*Cross-listed as ART-130B. Prerequisite: ART-130A or MUL-110 (with a grade of C or better) or demonstrated ability.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **MUL 149** **1-4 units** **Occupational Internship:** **Paid 75-300/Unpaid 60-240** **Multimedia**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

### **MUL 214** **4 units** **Practical Production - Entertainment** **LEC 48-54/LAB 48-54**

This advanced course provides the student with real-world production and post-production experiences through the creation of a half-hour television show. Studio and location shooting, video editing and special effects are all activities performed. Throughout the course, the work environment varies from students as individuals, small production teams and the full ensemble. Prerequisite: Student resumes and portfolios are reviewed by 2 Lead Instructors to determine if student will be invited to enroll- a process similar to industry practice.

--Transfers to CSU only

### **MUL 218** **3 units** **Dynamic Web Design** **LEC 48-54** **(formerly Creating & Managing Dynamic Websites)**

This course provides students with advanced web authoring skills for designing, building and managing dynamic web sites. These skills include Web 2.0, ecommerce, and social networking design, search engine optimization techniques and usability studies. In addition,

students will modify templates, apply CSS, install interactive modules and components within a website, and explore and apply electronic marketing principles and theories. Prerequisite: None. Recommended Preparation: MUL-112.  
--Transfers to CSU only

**MUL 223** **3 units**  
**Video Production II** **LEC 48-54**

This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. \*Cross-listed as AUD-153. Prerequisite: AUD-152/MUL-123 (with a grade of C or better).  
--Transfers to both UC/CSU

**MUL 299** **1-3 units**  
**Special Projects: Multimedia** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Multimedia classes; a contract must be completed with the instructor prior to enrollment.  
--Transfers to CSU only

**Music**

**MUS 100** **3 units**  
**Introduction and Appreciation of Music** **LEC 48-54**

This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles and musical elements, as well as the history and aesthetics of music. Prerequisite: None.  
--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3A  
--CSU Area(s): C1

**MUS 100H** **3 units**  
**Honors Introduction and Appreciation of Music** **LEC 48-54**

This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles and musical elements, as well as the history and aesthetics of music. Prerequisite: Acceptance in the Honors Enrichment Program.  
--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3A  
--CSU Area(s): C1

**MUS 101** **3 units**  
**Music Fundamentals** **LEC 48-54**

This introductory course is designed for students who have no formal background in music, and for music students without formal theory training. Students will be introduced to the arrangement of the keyboard and staff, and will learn to read and write symbols of musical notation for pitches, rhythms, meters, key signatures, scales, intervals, and chords. Prerequisite: None.  
--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

**MUS 103** **3 units**  
**Music Theory I** **LEC 48-54**  
**(formerly Music Theory I--Diatonic Harmony)**

This course reviews pitch and rhythm notation, major and minor scales and key signatures, triads and V7 chords. Students will learn 18th century common practice techniques and principles including diatonic 4-part harmonic techniques, progressions, inversions and figured bass, voice leading, non-harmonics, introduction to the basic language of counterpoint, cadences, phrase structures, and elementary analysis. Prerequisite: None. Recommended Preparation: MUS-101 and concurrent enrollment in MUS-175 and concurrent enrollment in a performance ensemble course: MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214.  
--Transfers to both UC/CSU  
--CSU Area(s): C1

**MUS 104** **3 units**  
**Music Theory II** **LEC 48-54**  
**(formerly Music Theory II--18th and 19th Century Harmony)**

This course builds upon the material learned in MUS 103. Students will continue the study of four-part 18th century style writing and 19th century harmony. Harmonic content extends to chromaticism, modulation, secondary harmonies, Neapolitan 6th, and augmented 6th chords, and altered dominant chords. The course also covers harmonic techniques contemporary to the late 19th century. Prerequisite: MUS-103 (with a grade of C or better). Recommended Preparation: Concurrent enrollment in MUS-176 and concurrent enrollment in a performance ensemble course, MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214.  
--Transfers to both UC/CSU  
--CSU Area(s): C1

**MUS 106** **3 units**  
**History of Rock & Roll** **LEC 48-54**

This course is designed to assist students in developing historical understanding, appreciation, and respect for rock and roll and related derivative musical styles. The course focuses upon the evolutionary development of rock from the 1950s to today. The genres innovators will be discussed and analyzed. Moreover, students will be introduced to and gain an understanding of basic musical concepts through the rich history of this American born music. Prerequisite: None.  
--AA/AS General Education: AA/AS C or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 3A  
--CSU Area(s): C1

**MUS 107** **3 units**  
**Introduction and Appreciation of American Music** **LEC 48-54**

This course is a survey of American styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles. Prerequisite: None.  
--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3A  
--CSU Area(s): C1

## Course Descriptions

### **MUS 107H** **3 units** **Honors Introduction and Appreciation of** **LEC 48-54** **American Music**

This course is a survey of American styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles. Prerequisite: Acceptance into the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **MUS 108** **3 units** **History of Jazz and Blues** **LEC 48-54**

This course assists students in developing an appreciation and respect for jazz and blues music as original American art forms. The focus is on the evolutionary development of the music and artists responsible for its creation. Students will gain an understanding of basic musical concepts, as well as the rich history of a uniquely American music. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **MUS 108H** **3 units** **Honors History of Jazz and Blues** **LEC 48-54**

This course assists students in developing an appreciation and respect for jazz and blues music as original American art forms. The focus is on the evolutionary development of the music and artists responsible for its creation. Students will gain an understanding of basic musical concepts, as well as the rich history of a uniquely American music. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **MUS 109** **3 units** **World Music** **LEC 48-54**

This course explores the indigenous music of many cultures around the world. It is designed to assist students in developing an appreciation and respect for those cultures. The music of Africa, China, Japan, Central Asia, India, Indonesia, Latin America, the Middle East, Eastern and Western Europe, Native America, and the Caribbean are presented in conjunction with American folk traditions. Emphasis is placed on the development of skills needed to distinguish various musical styles and instrumentation. Prerequisite: None.

--AA/AS General Education: AA/AS C or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **MUS 111** **1 unit** **Beginning Piano** **LAB 48-54**

This course offers individual piano instruction to students who have no previous training. Students will develop techniques used to perform piano music, learn basic concepts of music theory, and learn to read music. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUS 112** **1 unit** **Intermediate Piano** **LAB 48-54**

This course is a continuation of beginning piano. It builds upon the techniques and knowledge of music theory obtained in beginning piano, and exposes the student to piano literature at the intermediate level. Prerequisite: MUS-111 (with a grade of C or better) or Instructor Consent.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUS 113** **3 units** **Children's Music** **LEC 48-54**

This course is designed to teach musical techniques valuable for use with children of pre-school through grade school ages. Included in the class will be notation, singing, music movement, and basic music skills.

\*Cross-listed as CDE-109. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C1

### **MUS 114** **2 units** **Jazz Improvisation** **LEC 16-18/LAB 48-54**

Develop skills in the art of improvisation in the jazz idiom. Students apply principles of jazz theory in real-time through classroom performance. The course concentrates on matching correct pitches and scales with chord progressions from standard jazz literature. Students learn to be creative and make appropriate stylistic choices by analyzing recordings of classic jazz solos. The art of jazz improvisation benefits musicians who perform in all genres, such as rock, pop, world music, and classical. Prerequisite: MUS-103 with a grade of C or better. Demonstrate proficiency on a musical instrument by audition or interview.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

### **MUS 115** **2 units** **Beginning Voice Class - Breath/Tone** **LEC 24-27/LAB 24-27**

This course is one part of a two-semester package of Beginning Voice Classes. The two may be taken in any order. This section focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in group and solo settings. Prerequisite: None.

--Transfers to both UC/CSU

### **MUS 116** **2 units** **Beginning Voice Class - Diction** **LEC 24-27/LAB 24-27** **and Expression**

This course is one part of a two-semester package of Beginning Voice Classes. The two may be taken in any order. This section focuses on diction, style, and expression. Students learn about the physiology of good singing and learn singing in large group and small group environments. Prerequisite: None.

--Transfers to both UC/CSU

### **MUS 118** **1 unit** **Applied Music I: Instrumental** **LAB 48-54**

This course is designed to provide individualized instruction to the instrumental musician, developing technique and musicality. This is a required course for any music major considering transferring to a four-year institution. May be taken 4 times for credit. Prerequisite:

None. Corequisite: MUS-101 or MUS-103 during the first semester of enrollment in MUS-118. Recommended Preparation: Concurrent enrollment in MUS-210, MUS-211, MUS-212 or MUS-214. Other Enrollment Criteria: Demonstrate proficiency on a musical instrument by audition and/or interview. Audition requirement may be fulfilled with enrollment in MUS-210, MUS-211, MUS-212 or MUS-214.

--Transfers to both UC/CSU

**MUS 125** **1 unit**  
**Guitar I** **LAB 48-54**

This course offers individual guitar instruction to students who have no previous training. The course covers a variety of musical styles, including folk, blues, pop, rock, and beginning classical guitar pieces. Students will learn useful techniques, and basic theory. Musical tablature, strumming and picking patterns to accompany voice are taught. Prerequisite: None. Recommended Preparation: MUS-101. Other Enrollment Criteria: The student must provide a classical or folk guitar for his or her own use during the first semester of this course.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**MUS 127** **1 unit**  
**Guitar II** **LAB 48-54**

This course builds on beginning guitar technique, developing students' skills to the intermediate level through individual instruction. Students will learn music from a variety of genres that reinforces various techniques and left hand positions. The student must provide a classical or folk guitar for his or her own use. Prerequisite: MUS-125 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**MUS 140** **3 units**  
**Beginning Studio Recording** **LEC 48-54**

This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. \*Cross-listed as AUD-140. Prerequisite: None.

--Transfers to CSU only

--CSU Area(s): C1

**MUS 141** **3 units**  
**Intermediate Studio Recording** **LEC 48-54**

This course offers instruction in multitrack recording techniques, equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. \*Cross-listed as AUD-141. Prerequisite: MUS/AUD-140 (with a grade of C or better).

--Transfers to CSU only

--CSU Area(s): C1

**MUS 142** **3 units**  
**Advanced Studio Recording I** **LEC 48-54**

This course is the study of techniques used for audio-for-video and film. Study will include: multi-track recording, mixing, Foley, signal processing and ADR. \*Cross-listed as AUD-142. Prerequisite: MUS/AUD-141 (with a grade of C or better).

--Transfers to CSU only

**MUS 143** **3 units**  
**Computer Audio Editing** **LEC 48-54**  
**(formerly Advanced Studio Recording II)**

This course offers students experience in digital editing using computers and software. The class includes digital recording techniques. \*Cross-listed as AUD-143. Prerequisite: AUD/MUS-140 (with a grade of C or better).

--Transfers to CSU only

**MUS 145** **3 units**  
**Midi & Computer Recording** **LEC 48-54**

This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. \*Cross-listed as AUD-145. Prerequisite: AUD/MUS-143 (with a grade of C or better).

--Transfers to CSU only

**MUS 146** **3 units**  
**Recording Music and Live Sound** **LEC 48-54**

This course offers instruction in microphone techniques for vocals, acoustic musical instruments and electronic musical instruments. Students will also receive instruction in advanced mixdown techniques and in the use of public address systems as applied to live sound (concert and theater) situations. \*Cross-listed as AUD-146. Prerequisite: MUS/AUD-141 (with a grade of C or better).

--Transfers to CSU only

**MUS 147** **3 units**  
**The Music & Audio Business** **LEC 48-54**

This course acquaints students with business practices in the music and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends. Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as AUD-147 and BADM-147. Prerequisite: None.

--Transfers to CSU only

**MUS 148** **3 units**  
**Radio Production** **LEC 48-54**

This course acquaints students with the major aspects of radio production. The course includes information regarding the studio and various types of hardware and software. \*Cross-listed as AUD-148. Prerequisite: AUD-141 or MUS-141 (with a grade of C or better).

--Transfers to CSU only

**MUS 150** **1 unit**  
**Intermediate Voice Class** **LAB 48-54**

This course builds on the foundational skills learned in the two Beginning Voice classes. The course emphasizes performance and application of the theories of good singing. Students select their own song materials and receive assigned songs from the instructor. Regular vocal solo performance and critique are major components of the course. Prerequisite: MUS-115 and MUS-116 (with a grade of C or better).

--Transfers to both UC/CSU

## Course Descriptions

### **MUS 151** **1 unit** **Applied Music: Voice I** **LAB 48-54** **(formerly Applied Music: Voice)**

This course consists of individualized study of the appropriate techniques and repertoire for the voice. The emphasis is on the progressive development of skills needed for performance. It prepares students for a performance exam for university entry and for public performance. Achievement is evaluated through a juried performance. May be taken 4 times for credit. Prerequisite: Demonstrated proficiency by audition and/or interview and Recommended Preparation: Concurrent enrollment in a vocal performance ensemble (MUS-205 or MUS-206), an appropriate music theory course (MUS-103, MUS-104, MUS 253 or MUS-254), an appropriate musicianship course (MUS-175, MUS-176, MUS-177 or MUS-178), and a piano course (MUS-111 or MUS-112).

--Transfers to both UC/CSU

### **MUS 175** **2 units** **Musicianship I** **LEC 24-27/LAB 24-27**

This course exercises sight reading and ear training. Students learn to write and sing melody, harmony, and rhythm. The course includes dictation of simple conjunct and disjunct diatonic melodies, primary harmonies, basic rhythms, and singing of diatonic melodies. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce vocal pitch. Prerequisite: MUS-101 (with a grade of C or better) or equivalent experience that includes reading and writing notes, key signatures and triads as well as rhythmic notation. Recommended Preparation: Concurrent enrollment in MUS-103.

--Transfers to both UC/CSU

### **MUS 176** **2 units** **Musicianship II** **LEC 24-27/LAB 24-27**

This course continues skills taught in Music 175 using more advanced diatonic and chromatic melodies, harmonies, and complex rhythms. Prerequisite: MUS-175 (with a grade of C or better). Recommended Preparation: Concurrent enrollment in MUS-104.

--Transfers to both UC/CSU

### **MUS 205** **1 unit** **College Singers** **LAB 48-54**

This course is a collegiate choral ensemble that rehearses and performs a variety of choral music styles and formats ranging from traditional Baroque and Classical through Twentieth Century in both concert and popular genres. The organization performs at concerts both on and off campus, and additionally provides opportunities for solo and small ensemble singing. May be taken 2 times for credit. Prerequisite: Demonstrate singing proficiency by audition and/or interview.

--Transfers to both UC/CSU

### **MUS 206** **1 unit** **Chamber Choir** **LAB 48-54**

The Chamber Choir provides a small group vocal performance experience for singers who have previous choral experience. Singers are expected learn quickly, and to be able to memorize music for performance. Music of all styles and practices is performed requiring a variety of vocal performance techniques. The Chamber Choir also may join with other college ensembles, both choral and instrumental for performances both on campus and off campus. May be taken 2 times for credit. Prerequisite: Audition conducted at first class meeting. Student must be able to match pitch and sing in tune.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUS 207** **3 units** **Techniques of Musical Theater** **LEC 48-54**

This course will introduce performance techniques in musical theater. While emphasizing the musical aspects, will also cover dramatic and movement techniques. Prerequisite: By audition.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUS 209** **1-3 units** **Musical Production** **LAB 48-162**

This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater. \*Cross-listed as DAN-209 and THA-209 Prerequisite: By audition and/or interview.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **MUS 210** **1 unit** **Jazz Ensemble I** **LAB 48-54** **(formerly MUS-202 Jazz Ensemble)**

This class is a performance ensemble that prepares students for jazz performance in the professional and university settings. Various styles of music performed may include swing, Latin jazz, bebop, jazz-funk fusion, avant garde, and other styles. The course reinforces all aspects of jazz performance including improvisation, sight reading, intonation, rhythmic interpretation, section and ensemble balances, and stylistic interpretation. The ensemble performs on campus and throughout the community as opportunities arise. May be taken 2 times for credit. Prerequisite: Demonstrate proficiency on a musical instrument by audition or interview.

--Transfers to both UC/CSU

### **MUS 211** **1 unit** **Jazz Ensemble II** **LAB 48-54**

This course is a continuation of Jazz Ensemble I and focuses on the practices and styles of the professional jazz musician. Jazz Ensemble II reinforces the main concepts discussed in Jazz Ensemble I and students are expected to demonstrate those skills at a higher level. Further, students will be expected to arrange, compose, and improvise in a wide variety of jazz styles. The ensemble performs on campus and throughout the surrounding area as opportunities arise. May be taken 2 times for credit. Prerequisite: Demonstrate proficiency on a musical instrument by audition and/or interview.

--Transfers to both UC/CSU

### **MUS 212** **1 unit** **Instrumental Chamber Music** **LAB 48-54**

This instrumental music group rehearses and performs selections from standard classical repertoire, as well as modern compositions. Musical instruments may include members of the brass, woodwind, string, percussion, and keyboard families. May be taken 4 times for credit. Prerequisite: None. Other Enrollment Criteria: Demonstrate proficiency on a musical instrument by audition and/or interview.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **MUS 214** **1 unit** **Guitar Ensemble** **LAB 48-54**

This course is a study of classical guitar technique and performance practice within an ensemble. Different genres of guitar related music will be explored through concerts, master classes, and workshops

designed to promote the awareness of the guitar through group participation. May be taken 4 times for credit. Prerequisite: MUS-125 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**MUS 253** **3 units**  
**Music Theory III** **LEC 48-54**  
**(formerly Music Theory III--**  
**Analysis And Chomatic Harmony)**

This course builds upon the material learned in MUS 104. It includes an introduction to techniques used in Impressionist and Modern art music. In addition, students analyze works by major composers in all style periods and write a simple Sonata Allegro composition for any instrument demonstrating understanding of the form. Prerequisite: MUS-104 (with a grade of C or better). Recommended Preparation: Concurrent enrollment in a performance ensemble course: MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214.

--Transfers to both UC/CSU

--CSU Area(s): C1

**MUS 299** **1-3 units**  
**Special Projects: Music** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Music classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Nursing**

**NURS 064R** **0.50-1 units**  
**Nursing Skills Laboratory-Remediation**

This course provides the student with an opportunity to enroll in the Nursing Skills Laboratory for remediation in the practice and mastery of skills necessary for safe patient care. Remediation activities will follow the student learning outcomes addressed in the course the student was enrolled in prior to dismissal from program. Approved as pass/no pass only. Prerequisite: Nursing (RN and LVN) Program Probationary. Requires Instructor Consent. Other Enrollment Criteria: Enrollment shall occur during the same semester that they were dismissed from the Associate Degree Nursing or Vocational Nursing Program.

--Not transferable

**NURS 084A** **0.50-2 units**  
**Nursing Skills Lab - Certified Nursing Assistant** **LAB 24-108**

This course provides the opportunity for students enrolled in skill-based certified nursing program to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Approved as pass/no pass only. Prerequisite: None. Corequisite: NURS-085, NURS-087, or enrollment in a phlebotomy program.

--Not transferable

**NURS 084C** **0.50-2 units**  
**Nursing Skills Lab - Registered Nurse** **LAB 24-108**

This course provides the opportunity for students enrolled in the skill based Registered Nursing courses to practice and master skills necessary for safe patient care. Materials used include practice medical supplies, equipment models, mannequins, multimedia computer based

instruction, and clinical supervision. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Offered as pass/no pass only. Prerequisite: None. Corequisite: Must be enrolled in the RN program.

--Not transferable

**NURS 085** **7.5 units**  
**Certified Nursing Assistant and** **LEC 80-90/LAB 120-135**  
**Home Health Aide**

This is a 200-hour course including lecture and clinical practice which prepares students to take the state certification as a Nursing Assistant and Certified Home Health Aide. Prerequisite: None. Corequisite: NURS-084A; Admission to the class is pending successful completion of Department of Justice fingerprint clearance, current level C CPR card, proof of negative TB skin test and a physician certificate of adequate physical health for enrollment.

--Not transferable

**NURS 087** **3 units**  
**CNA to Acute Care Nursing Aide** **LEC 24-27/LAB 72-81**

This course provides training in fundamental nursing skills and theory. The course is designed for the certified nurse assistant who desires to supplement training with emphasis in acute care. Prerequisite: CNA Certification.

--Not transferable

**NURS 100** **3 units**  
**Introduction to Anatomy and Physiology** **LEC 48-54**

This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. \*Cross-listed as ANAT-100. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

**NURS 182** **1 unit**  
**Dosage Calculations for Allied Health** **LEC 16-18**

This course is for students in Allied Health who will administer medications. Calculations are taught using one simple formula, desired over have (D/H). Prerequisite: None.

--Transfers to CSU only

**NURS 194** **3.5 units**  
**Pharmacology & Dosage Calculations for Nurses** **LEC 56-63**

This course provides nursing students with a methodical approach for calculating medication dosages, selecting and administering drugs, and monitoring the patient's response to drug therapy. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration and drug calculations. Drug information includes pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions, adverse side effects and drug interactions. Also includes patient variables (health status, life span/gender, diet, lifestyle/habits, environment, and culture in relationship to drug therapy). Prerequisite: Acceptance in the Associate

Degree Nursing Program.

--Transfers to CSU only

## Course Descriptions

### **NURS 212** **4 units**

**Foundations of Nursing** LEC 32-36/LAB 96-108

This course provides an introduction to nursing and the roles of the nurse, the nursing process, critical thinking, knowledge, and basic skills necessary to administer beginning level assessment and intervention/procedure for adults. The emphasis is on health promotion in wellness settings. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of health settings that focus on health maintenance and promotion. Prerequisite: Admission requirements to the RN program.

--Transfers to CSU only

### **NURS 214** **4 units**

**Introduction to Medical-Surgical Nursing I** LEC 32-36/LAB 96-108

This course introduces concepts/practices relating the non-critical young adult through geriatric adult in the medical/surgical environment. Utilizing the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age appropriate nursing interventions. Selected psychomotor skills associated with the basic needs, medication administration and intravenous therapy will be studied/practiced. This course introduces the first year nursing student to concepts and practices relating to the adult patient in the Medical/Surgical environment. Prerequisites: NURS-194 and NURS-212 (with a grade of C or better). Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 222** **3.5 units**

**Nursing Care of Children & Families** LEC 32-36/LAB 72-81

This course focuses on the integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis in on the concepts and skills related to age-appropriate family centered care. Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 224** **5 units**

**Beginning Medical-Surgical Nursing II5** LEC 40-45/LAB 120-13

This course develops the first year nursing student's knowledge and skills as they relate to the adult non-critical, moderately complex medical/surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. Prerequisite: NURS-214 (with a grade of C or better). Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 226** **3.5 units**

**Nursing of Childbearing & Families** LEC 32-36/LAB 72-81

This course will enable the student to obtain knowledge and skills necessary to provide safe, effective, culturally sensitive physiological and psychosocial care using the nursing process and family centered approach for childbearing clients and their families. Clinical experiences emphasizes refinement of critical thinking, decision making, psychomotor skills and management of care for evidence based practice in the roles of professional nursing. Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 232** **3 units**

**Role Transition** LEC 32-36/LAB 48-54

This course focuses on the theory and application of concepts of physical assessment, the nursing process, critical thinking, relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. This course will serve as a bridge for the LVN to the role of Associate Degree Nursing Student and for the advanced placement student transitioning from other Associate Degree Programs. Prerequisite: Admission criteria to the Associate Degree Nursing program. Other Enrollment Criteria: Licensed Vocational Nurse or advanced placement student. Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 234** **5 units**

**Intermediate Medical-Surgical Nursing III** LEC 40-45/LAB 120-135

This course will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes on care. Associated psychomotor skills will be integrated and practiced. Prerequisite: NURS-224 (with a grade of C or better). Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 236** **3 units**

**Mental Health Nursing** LEC 24-27/LAB 72-81

This course provides an introduction to Mental Health Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, biopsychosocial, rehabilitation and therapeutic use of self. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. Prerequisite: PSYC-101 (with a grade of C or better). Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 238** **2 units**

**Gerontology and Community Nursing** LEC 16-18/LAB 48-54

This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory is stressed with emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. Prerequisite: None. Corequisite: NURS-084C.

--Transfers to CSU only

### **NURS 244** **4 units**

**Advanced Medical-Surgical Nursing IV** LEC 32-36/LAB 96-108

This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice. Prerequisite: NURS-234 (with a grade of C or better). Corequisite: NURS-084C.

--Transfers to CSU only

**NURS 248** **2.5 units**  
**Preceptorship** **LAB 120-135**

This course provides the senior nursing student the opportunity to integrate and apply previously learned skills/knowledge in the role of graduate nurse and prepare for professional responsibilities in employment. The student will participate as a pre-licensed preceptee member of the healthcare team and assume responsibility for a group of clients under the direct supervision of a qualified registered nurse. Students use critical thinking skills in their role of advocate, leader, and manager of patient care. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: NURS-244 (with a grade of C or better).

--Transfers to CSU only

**NURS 299** **1-3 units**  
**Special Projects: Nursing** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Nursing classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Nutrition**

**NUTR 100** **3 units**  
**Family Nutrition** **LEC 48-54**

This course covers basic principles of nutrition. It includes the study of the essential nutrients, food labels and consumer protection laws, meal planning, dietary considerations for various stages of life, dietary recommendations for disease prevention, and weight control methods. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

**NUTR 100H** **3 units**  
**Honors Family Nutrition** **LEC 48-54**

This course covers basic principles of nutrition. It includes the study of the essential nutrients, food labels and consumer protection laws, meal planning, dietary considerations for various stages of life, dietary recommendations for disease prevention, and weight control methods. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

**NUTR 101** **3 units**  
**Nutrition and Foods** **LEC 48-54**

This course examines the science of nutrition. The course develops the student's understanding of macro and micro nutrients and the role they play in dietary intervention of various disease states. This course also explores the role of nutrition throughout the life span and the effects of exercise on overall wellness. Prerequisite: None.

--AA/AS General Education: AA/AS A or AA/AS E

--Transfers to CSU only

--CSU Area(s): E1

**NUTR 101H** **3 units**  
**Honors Nutrition and Foods** **LEC 48-54**

This course examines the science of nutrition. The course develops the student's understanding of macro and micro nutrients and the role they play in dietary intervention of various disease states. This course also explores the role of nutrition throughout the life span and the effects of exercise on overall wellness. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A or AA/AS E

--Not Transferable

**NUTR 299** **1-3 units**  
**Special Projects: Nutrition** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Nutrition classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Occupational Internship**

**OI 149** **1-4 units**  
**Occupational Internship:** **Paid 75-300/Unpaid 60-240**  
**General Work Experience**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**Philosophy**

**PHIL 101** **3 units**  
**Introduction to Philosophy I** **LEC 48-54**

This course is a general introduction to some of the central problems of philosophy. Students will study classical, medieval, modern and contemporary philosophers as a basis for the discussion of epistemology, metaphysics, logic, ethics and aesthetics. The ability to think reflectively and critically will be emphasized. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**PHIL 101H** **3 units**  
**Honors Introduction to Philosophy I** **LEC 48-54**

This course is a general introduction to some of the central problems of philosophy. Students will study classical, medieval, modern and contemporary philosophers as a basis for the discussion of epistemology, metaphysics, logic, ethics and aesthetics. The ability to think reflectively and critically will be emphasized. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2



## Course Descriptions

### **PHIL 103** **3 units**

#### **Logic**

**LEC 48-54**

This course emphasizes the study of formal deductive logic with minor treatment of inductive and informal logic. Students will study Aristotelian Logic, Modern Deductive Logic and Quantification. The focus will be on the analysis and critique of valid and invalid argument forms, soundness, rules of inference, logical puzzles, diagramming arguments and Venn diagrams. The course will stress the critical analysis of arguments and critical reasoning skills. Prerequisite: MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--CSU Area(s): A3

### **PHIL 103H** **3 units**

#### **Honors Logic**

**LEC 48-54**

This course emphasizes the study of formal deductive logic with minor treatment of inductive and informal logic. Students will study Aristotelian Logic, Modern Deductive Logic and Quantification. The focus will be on the analysis and critique of valid and invalid argument forms, soundness, rules of inference, logical puzzles, diagramming arguments and Venn diagrams. The course will stress the critical analysis of arguments and critical reasoning skills. Prerequisite: Acceptance in the Honors Enrichment Program and MATH-096 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--CSU Area(s): A3

### **PHIL 104** **3 units**

#### **World Religions**

**LEC 48-54**

This course is an introduction to the main religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Shinto, Islam, Judaism and Christianity. This course also offers an objective, critical study of the essential beliefs and practices of these religions. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 105** **3 units**

#### **Introduction to Ethics**

**LEC 48-54**

This course introduces the students to basic ethical writings from the ancients to the present. Studies include free will and determinism, good and evil, the concepts of right and wrong, whether morality is relative to different cultures, the limits of moral obligations to others, contemporary moral issues such as famine and the distribution of wealth and the application of moral values to our everyday life. Some of the philosophers studied are Plato, Immanuel Kant, David Hume, Friedrich Nietzsche, Jean Paul Sartre, Peter Singer, and James Rachels. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 105H** **3 units**

#### **Honors Introduction to Ethics**

**LEC 48-54**

This course introduces the students to basic ethical writings from the ancients to the present. Studies include free will and determinism, good and evil, the concepts of right and wrong, whether morality is relative to different cultures, the limits of moral obligations to others, contemporary moral issues such as famine and the distribution of

wealth and the application of moral values to our everyday life. Some of the philosophers studied are Plato, Immanuel Kant, David Hume, Friedrich Nietzsche, Jean Paul Sartre, Peter Singer, and James Rachels. Prerequisite: Acceptance into the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 109** **3 units**

#### **Ancient and Medieval Philosophy**

**LEC 48-54**

This course is a critical study of the origin and development of major philosophical views from the period of the ancient Greeks and Romans and continuing through the Middle Ages with special emphasis on the pre-Socratics, Plato, Aristotle, Epicurus, St. Augustine, Boethius, St. Anselm, St. Bonaventure and St. Thomas. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 110** **3 units**

#### **Renaissance and Modern Philosophy**

**LEC 48-54**

This course studies the philosophic systems and ideas from the renaissance through the modern period which have had a dominant impact on Western civilization with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant and Schopenhauer. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 111** **3 units**

#### **Contemporary Philosophy**

**LEC 48-54**

Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Bertrand Russell, Ludwig Wittgenstein, Jurgen Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **PHIL 111H** **3 units**

#### **Honors Contemporary Philosophy**

**LEC 48-54**

Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Bertrand Russell, Ludwig Wittgenstein, Jurgen

Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: Acceptance into the Honors Enrichment Program and eligibility for ENGL-

101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**PHIL 112** **4 units**  
**Critical Thinking and Composition** **LEC 64-72**  
**(formerly Methods of Argument)**

This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1B

--CSU Area(s): A3

**PHIL 112H** **4 units**  
**Honors Critical Thinking and Composition** **LEC 64-72**

This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C or AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1B

--CSU Area(s): A3

**PHIL 299** **1-3 units**  
**Special Projects: Philosophy** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Philosophy classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Photography

**PHOT 090** **1 unit**  
**Digital Imaging Studio Laboratory** **LAB 48-54**

This lab course makes the Digital “Light Room” and Digital imaging studio available to intermediate and advanced digital photography students. Students enroll in this lab to be eligible to reserve the Digital Studio to produce project work assigned throughout the photography program. The studio is available to students who have successfully completed the beginning photography course. Students enrolled in this lab must also be concurrently enrolled in the intermediate course or the advanced course. Prerequisite: PHOT-125 (with a grade of C or better). Corequisite: PHOT-224 or PHOT-225.

--Not transferable

**PHOT 091** **1 unit**  
**Professional Production Studio Laboratory** **LAB 48-54**

This advanced lab course makes the Digital “Light Room” and Digital imaging studio available to advanced digital photography students who have completed Digital Photography Production III and seek professional-level photographic challenges in the studio and on location. Students enroll in this course to be eligible to reserve the Digital Studio to produce project work assigned in this production lab. Prerequisite: PHOT-225 (with a grade of C or better).

--Not transferable

**PHOT 125** **3 units**  
**Digital Photography Production I** **LEC 48-54**

This course provides practical, technical, critical and creative instruction in digital photographic theory and workflow utilizing digital imaging software and capture equipment. It covers fundamental photographic principles, theory and exposure essentials, referencing the evolution of the photographic industry from traditional to digital tools. Coursework is project-based and immersive. Students will acquire skill sets pertaining to the digital paradigm that will allow them to master acquisition, manipulation, and digital output to current professional industry standards. Prerequisite: None. Recommended Preparation: MUL-110.

--Transfers to both UC/CSU

**PHOT 130** **3 units**  
**History of Still Photography** **LEC 48-54**

The History of Still Photography offers a comprehensive exploration of the historical progression of fixing a still image, that is to say writing with light. This course starts in ancient times with naturally occurring images, and moves through advances in optics and chemical processes. It then moves through the prolific period of traditional Black and White photography and then covers the birth and advancements of the digital light sensor and its possibilities for the future. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**PHOT 149** **1-4 units**  
**Occupational Internship:** **Paid 75-300/Unpaid 60-240**  
**Photography**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**PHOT 224** **3 units**  
**Digital Photography Production II** **LEC 48-54**

This course is designed to elevate the student to a professional level of digital photography production that includes the following advanced issues: compositing strategies and special effect techniques, workflow, composition, photomontage and retouch, as well as a variety of output formats. It is for the professional photographer who wishes to make the transition from traditional photography to the digital paradigm, as well as for the student wishing to transfer in the field of photography. Prerequisite: PHOT-125 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to CSU only

## Course Descriptions

### **PHOT 225** **3 units**

#### **Digital Photography Production III**

**LEC 48-54**

This course offers advanced photographic field and studio concentrations and is the capstone course in photography. These topics are designed to offer the advanced student intensive and extensive immersion in studio and location challenges and related techniques specifically tailored to their needs. The student will visit service bureaus, work in the studio, and on location under instructor and self-assignment. High quality digital output is integral to this course. Prerequisite: MUL-224/PHOT-224 (with a grade of C or better).

--Transfers to CSU only

### **PHOT 299** **1-3 units**

#### **Special Projects: Photography**

**IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: PHOT-124, PHOT-224, and PHOT-225 (with a grade of C or better). A contract must also be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Physical Education

### **PE 100** **3 units**

#### **Introduction to Physical Education**

**LEC 48-54**

This is an orientation course designed to survey the history, philosophy and related sport and fitness issues related to physical education. The responsibilities of the physical education instructor and sports coach will be investigated and the role of the physical educator within recreation, school and community health services will be researched and identified. Prerequisite: None. Recommended Preparation: READ-063.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 104** **2 units**

#### **Introduction to Athletic Techniques: Basketball**

**LEC 16-18/LAB 48-54**

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching basketball. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 106** **3 units**

#### **Officiate Basketball/Baseball**

**LEC 48-54**

Theory and practice combined in a study of the techniques and organization of sports and officiating are emphasized. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 108** **2 units**

#### **Athletic Techniques: Soccer**

**LEC 16-18/LAB 48-54**

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching soccer. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 110** **3 units**

#### **Prevention and Care of Athletic Injuries**

**LEC 48-54**

**(formerly Prevention and Care of Injuries)**

This course introduces the Athletic Training profession and the methods and techniques for the prevention and treatment of sports-related injuries through the study of human anatomy and function with particular respect to muscle and joint anatomy, biomechanics, exercise physiology and the care of sports-related injuries. This course focuses on injury prevention, evaluation, management, and rehabilitation, as well as professional development. Prerequisite: None.

--AA/AS General Education: AA/AS A or AA/AS E

--Transfers to both UC/CSU

### **PE 112** **1 unit**

#### **Body Conditioning**

**LAB 48-54**

This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and callisthenic exercises. Completing alternative exercises that match their need and ability levels will accommodate students with temporary or permanent physical limitations. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 112A** **1 unit**

#### **Beginning Step Aerobics**

**LAB 48-54**

This course is designed to provide the students the opportunity to learn basic step aerobics routines and training techniques used to achieve optimal fitness. The student will benefit from comprehensive weight training and cardiovascular endurance activities. Proper warm up and cool down, intensity monitoring, and fitness testing and evaluation for aerobic exercise will be included. The student will explore the health benefits of aerobic fitness to facilitate personal health and wellness. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 112H** **1 unit**

#### **Honors Body Conditioning**

**LAB 48-54**

This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and callisthenic exercises. Completing alternative exercises that match their need and ability levels will accommodate students with temporary or permanent physical limitations. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS E

--Transfers to CSU only

### **PE 113** **1 unit**

#### **Introduction to Jogging**

**LAB 48-54**

This course is designed to teach students the correct way to jog and experience the fitness activity of jogging. Included in this course is information on equipment, proper techniques of jogging, guidelines of jogging and how to develop a sound, personal jogging program. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PE 114A** **1 unit**  
**Strength Training: Circuit** **LAB 48-54**  
 Circuit weight training is a combination of high-intensity aerobics and resistance training designed to target fat loss, increase muscular strength and endurance, improve cardiovascular endurance and flexibility. Training techniques involve moving from one exercise to another, identifying and working different muscle groups while incorporating cardio stations and stretch stations with an understanding of the target heart rate training zone. Proper safety precautions will be introduced and implemented throughout this course. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 114B** **1 unit**  
**Strength Training: Free Weights** **LAB 48-54**  
 An introduction and review of equipment, safety techniques, correct exercise technique and the basic anatomy used for specific exercises. Proper diet and nutritional principles applicable to strength training will be introduced and applied to the individual needs of each student. This class will provide the opportunity to further develop strength, flexibility and cardiovascular fitness by developing an individualized program that will incorporate daily record keeping, evaluation and measurement to ensure success in meeting personalized objectives. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 114C** **1 unit**  
**Powerlifting** **LAB 48-54**  
 An introduction and review of basic weight training principles, the history of powerlifting, equipment, safety techniques, and the basic anatomy used for specific exercises. Students will be instructed in the proper protocols to successfully execute basic explosive and powerlifting exercises. Nutritional factors related to strength and fitness performance will be identified and applied to the individual needs of each student. Daily record keeping, evaluation and measurement will be implemented to ensure success in meeting personalized and course objectives. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 115** **3 units**  
**First Aid and CPR** **LEC 48-54**  
**(formerly First Aid)**  
 This course is designed to teach students basic first aid knowledge and techniques that apply to first on scene emergency situations. The course also prepares and certifies students to administer CPR (Cardiopulmonary Resuscitation) to adults, children and infants. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 116** **2 units**  
**Introduction to Athletic Techniques: Softball** **LEC 16-18/LAB 48-54**  
 Techniques, skills and theory with emphasis on the role of body fitness in softball. Critical analysis of athletics and coaching methods as they relate to softball. This course is designed for students who plan on actively playing or coaching softball. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 119** **1 unit**  
**Exercise Walking** **LAB 48-54**  
 This course will provide students the opportunity to participate using the number one exercise in the United States - Exercise walking. This course will produce improved aerobic capacities, health and fitness levels, and gain updated knowledge regarding health, fitness and nutrition. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 119B** **2 units**  
**Intermediate Fitness Walking** **LEC 16-18/LAB 48-54**  
 This course will provide students the opportunity to participate using the number-one exercise in the United States - exercise walking. This course will incorporate intermediate walking fitness skills that will improve aerobic capacities and strength endurance by using faster paced walking techniques. Other components include nutritional evaluation, target heart rate zones, flexibility and body fat composition. Prerequisite: None. Recommended Preparation: PE-119.  
 --AA/AS General Education: AA/AS E  
 --Not transferable

**PE 120** **1 unit**  
**Beginning Yoga** **LAB 48-54**  
 This class will introduce students to the fundamentals of yoga. Students will practice various poses (asanas) to develop balance, flexibility, and strength. Students will explore controlled breathing techniques to increase focus and concentration. Yoga will enable students to challenge both their body and mind. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 121** **3 units**  
**Techniques of Coaching** **LEC 32-36/LAB 48-54**  
 This course covers coaching techniques with emphasis on drill progression or teaching procedures. Students will have the opportunity to participate in the development of a grading plan and supervise students in classes. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 122** **2 units**  
**Introduction to Football** **LEC 16-18/LAB 48-54**  
 This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. Prerequisite: None.  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 123** **2 units**  
**Football II** **LEC 16-18/LAB 48-54**  
 This course provides instruction in the skills, techniques, strategy, etiquette, and rules football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. Prerequisite: PE-122 (with a grade of C or better).  
 --AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

## Course Descriptions

### **PE 124A** **3 units**

#### **Theory of Football-Offense** **LEC 48-54**

This course is an advanced course in classical offensive football theory emphasizing alignment, assignments, and techniques. Basic offensive football theory will be followed by advanced personnel theory, down and distance theory, and situational theory. Throughout the course, particular attention will be placed on offensive football strategy through video study and situational reaction simulation. Prerequisite: None. Recommended Preparation: PE-122.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 124B** **3 units**

#### **Theory of Football-Defense** **LEC 48-54**

This course is an advanced course in classical defensive football theory emphasizing alignment, assignments, and techniques. Basic defensive football theory will be followed by advanced personnel theory, down and distance theory, and situational theory. Throughout the course, particular attention will be placed on defensive football strategy through video study and situational reaction simulation. Prerequisite: None. Recommended Preparation: PE-122.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 125** **3 units**

#### **Strength and Conditioning** **LEC 16-18/LAB 96-108** **for Football**

This course is a high level strength and conditioning course which will aid in power, explosion, as well as injury prevention for football. Emphasis will be placed on Olympic lifting knowledge and technique. In addition, plyometric training will be utilized along with foot speed training, linear speed, and change of direction training. The Cycling concept will be utilized with the periodized training philosophy. Particular attention is placed on core strength and flexibility. Prerequisite: None. Recommended Preparation: PEIC-112.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 132** **1 unit**

#### **Beginning Tennis** **LAB 48-54**

#### **(formerly Individual and Group Sports: Tennis)**

This course introduces the official singles and doubles games at the beginning level. Introductory instruction and opportunities for students to develop and improve their skills in tennis and knowledge of stroke production, terminology, rules, etiquette, strategy, mental toughness and match play. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 133** **1 unit**

#### **Individual and Group Sports: Basketball** **LAB 48-54**

A co-educational introduction to the rules and techniques of basketball, taught in the context of an activity class. Prerequisite: None.

--Transfers to both UC/CSU

### **PE 134** **1 unit**

#### **Individual and Group Sports: Volleyball** **LAB 48-54**

A co-educational introduction to the rules and techniques of volleyball, taught in the context of an activity class. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 135** **1 unit**

#### **Intramural Volleyball** **LAB 48-54**

Co-educational power volleyball. Organized competition with drills used to enhance advanced playing skills. Prerequisite: Must demonstrate intermediate skill level.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 136** **1 unit**

#### **Individual and Group Sports: Golf** **LAB 48-54**

A co-educational introduction to the rules and techniques of golf, taught in the context of an activity class. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 137** **1 unit**

#### **Individual and Group Sports: Soccer** **LAB 48-54**

This is a co-educational soccer class designed to develop physical fitness, soccer skill performance, player confidence, rule interpretation, comprehension of strategy and field communication. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### **PE 158** **3 units**

#### **Pep Squad** **LEC 16-18/LAB 96-108** **(formerly PE-090)**

This course is designed to promote the advancement of skills in cheer technique, conditioning, jumping, stunting, and dance through training and experience, while developing leadership and cooperation, and improving school spirit. Students will explore practical and theoretical aspects of competitive and non-competitive cheer-leading, and acquire knowledge and practical understanding of the skills needed to perform. Safety precautions will be implemented throughout this course. Students repeating this course will improve skills through further instruction and practice. Prerequisite: By audition and interview, physician's clearance and completion of eligibility forms.

--AA/AS General Education: AA/AS E

--Transfers to CSU only

### **PE 160** **3 units**

#### **Introduction to Physical Training I** **LEC 16-18/LAB 96-108**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to CSU only

### **PE 161** **3 units**

#### **Physical Training II** **LEC 16-18/LAB 96-108**

This course is designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-160 (with a grade of C or better).

--AA/AS General Education: AA/AS E

--Transfers to CSU only

**PE 162** **3 units**  
**Physical Training III** **LEC 16-18/LAB 96-108**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity, such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-161 (with a grade of C or better).

--AA/AS General Education: AA/AS E  
 --Transfers to CSU only

**PE 299** **1-3 units**  
**Special Projects: Physical Education** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Physical Education classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Physical Education/  
 Intercollegiate**

**PEIC 110** **3 units**  
**Pre-Season Athletics** **LEC 16-18/LAB 96-108**

This course is designed for pre-season sports conditioning for intercollegiate athletes, including: strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit. Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 111** **2 units**  
**Introduction and Techniques of Golf** **LEC 16-18/LAB 48-54**

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching golf. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PEIC 112** **3 units**  
**Intensive Intercollegiate Athletics** **LEC 16-18/LAB 96-108**

**Preparation  
 (formerly PE-150 Intercollegiate Sports:  
 Conditioning And Strength Training)**

This course is designed for intensive intercollegiate athletics preparation including strength training, conditioning, and sport specific techniques necessary to compete in a competitive environment. In addition, this course will stress intensive cognitive preparation required to be successful in intercollegiate athletics including rules and strategies as well as psychological and emotional preparation for the rigors of intercollegiate competition. This intensive course is orientated towards

individual physical and mental development as well as the growth of team. May be taken 4 times for credit. Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an instructor interview.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PEIC 114** **3 units**  
**Off-Season Athletics** **LEC 16-18/LAB 96-108**

This course is intended for off-season sports conditioning, including: strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit. Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E  
 --Transfers to CSU only

**PE 139** **2 units**  
**Intercollegiate Sports: Soccer (Women)** **LAB 96-108**

Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 140** **3 units**  
**Intercollegiate Sports: Football (Men)** **LAB 144-162**

This advanced course is for students who have had significant training in football and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition. Students will participate in college sponsored athletic competitions throughout the course. Enrollment does not automatically use a semester of eligibility. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 141** **3 units**  
**Intercollegiate Sports: Basketball (Men)** **LAB 144-162**

This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

**PE 142** **2 units**  
**Intercollegiate Sports: Volleyball (Women)** **LAB 96-108**

Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E  
 --Transfers to both UC/CSU

## Course Descriptions

### PE 143 3 units

**Intercollegiate Sports: Basketball (Women)** LAB 144-162

This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### PE 144 3 units

**Intercollegiate Sports: Baseball (Men)** LAB 144-162

This advanced course is for students who have had significant training in baseball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of baseball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### PE 145 3 units

**Intercollegiate Sports: Tennis (Men)** LAB 144-162

This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### PE 146 3 units

**Intercollegiate Sports: Tennis (Women)** LAB 144-162

This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### PE 147 2 units

**Intercollegiate Sports: Golf** LAB 96-108

Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

### PE 148 3 units

**Intercollegiate Sports: Softball (Women)** LAB 144-162

This advanced course in softball is designed for students with significant training in softball to participate in NCAA Fastpitch Softball. Season of competition begins in January and ends in May. Course includes rigorously intense preparation in fitness and the development and perfecting of softball skills and techniques. Enrollment in the class only counts towards one year of athletic eligibility if one enters an official game. Redshirt players may be part of the team, but not compete in games. May be taken 4 times for credit. Prerequisite: None.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

## Physics

### PHY 100 3 units

**Conceptual Physics** LEC 48-54

This course provides a conceptual introduction to the basic physics of everyday life. Topics include mechanics, heat, electricity and magnetism, optics and sound, and other modern physics topics. The course is designed for liberal art majors and medical technicians. Prerequisite: None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

### PHY 101 4 units

**Basic Physics: Energy and Motion** LEC 48-54/LAB 48-54

This course provides a non-calculus based introduction to the basic physics of motion and thermodynamics. It covers the general principles of mechanics, heat and fluid dynamics. The course is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. Prerequisite: MATH-105 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### PHY 102 4 units

**Basic Electricity and Modern Physics** LEC 48-54/LAB 48-54

This course is the study of the principles of electricity and magnetism, the properties of light, the theory of relativity and nuclear physics. It is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. Prerequisite: PHY-101 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### PHY 201 4 units

**Mechanics and Wave Motion** LEC 48-54/LAB 48-54

This course is a calculus based study of statics and dynamics of particles, solid bodies, along with fluid mechanics and wave motion. It is designed primarily for students who plan to major in physics, engineering, chemistry, mathematics or life sciences. It is also designed for pre-medical students. Prerequisite: MATH-211 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

**PHY 202** **4 units****Electricity and Magnetism** **LEC 48-54/LAB 48-54**

Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss' law; capacitance; magnetic fields; Ampere's law; Faraday's law and induction; electromagnetic oscillations; dc and ac current; and circuits. Prerequisite: PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

**PHY 202H** **4 units****Honors Electricity and Magnetism** **LEC 48-54/LAB 48-54**

Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss' law; capacitance; magnetic fields; Ampere's law; Faraday's law and induction; electromagnetic oscillations; dc and ac current; and circuits. Prerequisite: Acceptance in the Honors Enrichment Program; PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

**PHY 203** **4 units****Optics and Modern Physics** **LEC 48-54/LAB 48-54**

This course is a calculus based study of optics, and modern physics. Subjects covered include Geometrical and Physical Optics, Special Relativity, Quantum Physics, Atomic Physics, Nuclear Physics and Particle Physics. Prerequisite: PHY-202 (with a grade of C or better).

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

**PHY 299** **1-3 units****Special Projects: Physics** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Physics classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Political Science****PS 101** **3 units****Introduction to American Government and Politics** **LEC 48-54**

An introduction to the politics, principles, theories and practices of the governments of the United States and California. It meets the state requirement in American political institutions. This course, in combination with any U. S. History course, will meet all state requirements in American history. Prerequisite: None.

--AA/AS General Education: AA/AS B1 or AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

**PS 101H** **3 units****Honors Introduction to American Government** **LEC 48-54**

An introduction to the politics, principles, theories and practices of the governments of the United States and California. It meets the state requirement in American political institutions. This course, in combination with any U. S. History course, will meet all state requirements in American history. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B1 or AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

**PS 102** **3 units****Comparative Politics and Government** **LEC 48-54**

A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history, and economics to political development; an examination of the role of political socialization, political culture, and political ideology in political development; a discussion of intra-national conflicts; and the problems of developing-world nation building. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

**PS 102H** **3 units****Honors Comparative Politics and Government** **LEC 48-54**

A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history, and economics to political development; an examination of the role of political socialization, political culture, and political ideology in political development; a discussion of intra-national conflicts; and the problems of developing-world nation building. Prerequisite: Acceptance in the Honors Enrichment Program and PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

**PS 103** **3 units****Ethnic Politics in America** **LEC 48-54**

The course will examine the role of ethnic minorities in the political process and their relationship to and role in government and include a discussion of ethnic empowerment, major ethnic based political and community organizations, the philosophies of major ethnic group leaders, and current political issues and trends as they impact ethnic groups and their future. The ethnic groups to be reviewed will include Blacks, Latinos, Asians, and Native Americans. Their experience will be compared and contrasted to that of European immigrant ethnic groups. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4C, 4H

--CSU Area(s): D3, D8



## Course Descriptions

### **PS 103H** **3 units** **Honors Ethnic Politics in America** **LEC 48-54**

The course will examine the role of ethnic minorities in the political process and their relationship to and role in government and include a discussion of ethnic empowerment, major ethnic based political and community organizations, the philosophies of major ethnic group leaders, and current political issues and trends as they impact ethnic groups and their future. The ethnic groups to be reviewed will include Blacks, Latinos, Asians, and Native Americans. Their experience will be compared and contrasted to that of European immigrant ethnic groups. Prerequisite: PS-101 (with a grade of C or better) and acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 4C, 4H  
--CSU Area(s): D3, D8

### **PS 104** **3 units** **Current Political Issues and Trends** **LEC 48-54**

This course is a discussion of current national, political, and social trends and issues with an emphasis on their historical, social, philosophical and cultural foundations and their present and future impact. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

### **PS 104H** **3 units** **Honors Current Political Issues and Trends** **LEC 48-54**

This course is a discussion of current national, political, and social trends and issues with an emphasis on their historical, social, philosophical and cultural foundations and their present and future impact. Prerequisite: Acceptance in the Honors Enrichment Program; PS-101 or HIST-111 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--CSU Area(s): D8

### **PS 105** **3 units** **Introduction to Political Theory** **LEC 48-54**

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

### **PS 105H** **3 units** **Honors Introduction to Political Theory** **LEC 48-54**

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence

political thinking and institutions today. Prerequisite: Acceptance in the Honors Enrichment Program and PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

### **PS 106** **3 units** **Introduction to International Relations** **LEC 48-54**

This course introduces students to the major theoretical explanations of conflict, cooperation, economic growth and re-distribution in international affairs, and explores important historical and contemporary debates in international politics. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

### **PS 106H** **3 units** **Honors Introduction to International Relations** **LEC 48-54**

This course introduces students to the major theoretical explanations of conflict, cooperation, economic growth and re-distribution in international affairs, and explores important historical and contemporary debates in international politics. Prerequisite: Acceptance into the Honors enrichment Program; PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Not transferable

### **PS 120** **3 units** **California Government** **LEC 48-54**

This course is an introduction to the principles, theories, and practices of California politics and government. Special emphasis will be given to the impact of state and local government on the individual in public and private life, as well as the impact citizens may have on state and local governments through political activism, political parties, interest groups, campaigns, and elections. Prerequisite: PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

### **PS 120H** **3 units** **Honors California Government** **LEC 48-54**

This course is an introduction to the principles, theories, and practices of California politics and government. Special emphasis will be given to the impact of state and local government on the individual in public and private life, as well as the impact citizens may have on state and local governments through political activism, political parties, interest groups, campaigns, and elections. Prerequisite: Acceptance in the Honors Enrichment Program and PS-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2  
--Transfers to both UC/CSU  
--IGETC Area(s): 4H  
--CSU Area(s): D8

**PS 149** **1-4 units**  
**Occupational Internship:** **Paid 75-300/Unpaid 60-240**  
**Political Science**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**PS 299** **1-3 units**  
**Special Projects: Political Science** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Political Science classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Psychology**

**PSYC 101** **3 units**  
**Introduction to Psychology** **LEC 48-54**

This course is designed to introduce students to the themes of psychology - the scientific study of behavior and mental processes. Contemporary theories and research methods will be explored. Topics will include learning, memory, cognition, brain physiology, and psychopathology. Prerequisite: None. Recommended Preparation: ENGL-098 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9, E1

**PSYC 101H** **3 units**  
**Honors Introduction to Psychology** **LEC 48-54**

This course is designed to introduce students to the themes of psychology - the scientific study of behavior and mental processes. Contemporary theories and research methods will be explored. Topics will include learning, memory, cognition, brain physiology, and psychopathology. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

**PSYC 102** **3 units**  
**Personal Growth** **LEC 48-54**

The major points of view in psychology will be presented as pathways toward personal growth. The course will explore psychological health and mental illness from different perspectives. Psychological principles that can be useful to the individual in achieving personal growth will be emphasized. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9, E1

**PSYC 103** **3 units**  
**Human Development** **LEC 48-54**

This course is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9, E1

**PSYC 103H** **3 units**  
**Honors Human Development** **LEC 48-54**

This course is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9, E1

**PSYC 104** **3 units**  
**Psychology of Gender** **LEC 48-54**

This course is designed to introduce students to traditional and contemporary psychological theories and research regarding gender impact on women's and men's thought processes, behaviors, and emotions. The course evaluates gender in different social and individual contexts. Some of the topics covered in this course are gender role development, stereotypes, sex differences in cognitive ability, aggression, mental health, and family roles. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4D, 4I

--CSU Area(s): D4, D9, E1

**PSYC 104H** **3 units**  
**Honors Psychology of Gender** **LEC 48-54**

This course is designed to introduce students to traditional and contemporary psychological theories and research regarding gender impact on women's and men's thought processes, behaviors, and emotions. The course evaluates gender in different social and individual contexts. Some of the topics covered in this course are gender role development, stereotypes, sex differences in cognitive ability, aggression, mental health, and family roles. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4A, 4I

--CSU Area(s): D4, D9, E1

## Course Descriptions

### **PSYC 105** **3 units**

#### **Social Psychology**

**LEC 48-54**

Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. \*Cross-listed as SOCI-105. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I, 4J

--CSU Area(s): D0, D9

### **PSYC 105H** **3 units**

#### **Honors Social Psychology**

**LEC 48-54**

Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. \*Cross-listed as SOCI-105H. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I, 4J

--CSU Area(s): D9, D0

### **PSYC 106** **3 units**

#### **Psychology of Personality**

**LEC 48-54**

This course is an introduction to the major theories of personality and the contribution of these theories to self understanding. The theories will be presented as they relate to the formation and development of personality, the learning of personality, human motivation and ideal models of human living. Prerequisite: PSYC-101 or PSYC-102 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9, E1

### **PSYC 107** **3 units**

#### **Psychobiology**

**LEC 48-54**

This course is an exploration of the biological basis of psychology and its effects of cognition, emotions, and experience. Study is made of sensation, perception, emotion, clinical symptoms of abnormal behavior, sleep, learning, and drug effects. Prerequisite: PSYC-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

### **PSYC 107H** **3 units**

#### **Honors Psychobiology**

**LEC 48-54**

This course is an exploration of the biological basis of psychology and its effects of cognition, emotions, and experience. Study is made of sensation, perception, emotion, clinical symptoms of abnormal behavior, sleep, learning, and drug effects. Prerequisite: Acceptance

in the Honors Enrichment Program and PSYC-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

### **PSYC 108** **3 units**

#### **Abnormal Psychology**

**LEC 48-54**

This course examines psychological disorders, including schizophrenia, anxiety disorders, mood disorders, and personality disorders. The course will focus on types of abnormal disorders, causes, and treatments. Prerequisite: None. Recommended Preparation: ENGL:101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

### **PSYC 108H** **3 units**

#### **Honors Abnormal Psychology**

**LEC 48-54**

This course examines psychological disorders, including schizophrenia, anxiety disorders, mood disorders, and personality disorders. The course will focus on types of abnormal disorders, causes, and treatments. Prerequisite: Acceptance into the Honors Enrichment Program. Recommended Preparation: ENGL:101.

--AA/AS General Education: AA/AS B2

--Not transferable

### **PSYC 110** **3 units**

#### **Introduction to Counseling**

**LEC 48-54**

An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to provide a good foundation for counseling. \*Cross-listed as ADS-110. Prerequisite: PSYC-101 (with a grade of C or better).

--Transfers to CSU only

### **PSYC 112** **3 units**

#### **Gender and Social Interaction**

**LEC 48-54**

This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the construction of gender roles and interpersonal communications, interactions, and relationships. Structural aspects include analyses of the economic and political aspects of gender, the representation of gender in the media, differential access issues, and the effects on individuals\_ opportunity. \*Cross-listed as SOCI-112. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4D

--CSU Area(s): D4, D7, E1

**PSYC 115** **3 units**  
**Individual, Family and Group Counseling** **LEC 48-54**  
 This course provides an in-depth study of theories and practices of individual, group, and family counseling, emphasizing learning and practical skills of counseling. Theories and models for family therapy, theories of stages of group development, techniques for family therapy, and the roles of the facilitator/counselor will be discussed. The student will learn how counselors help clients mobilize his/her problems and/or modify attitudes and values that block the recovery process. \*Cross-listed as ADS-115. Prerequisite: ADS-110 or PSYC-110 (with a grade of C or better).  
 --Transfers to CSU only

**PSYC 120** **3 units**  
**Personal and Professional Growth** **LEC 48-54**  
 This course covers the importance of personal and professional growth for the counselor, certification requirements, professional associations, as well as programs to aid the recovering counselor and counselor burn-out. Basic skills necessary for the effective counselor will be covered such as reading and writing skills, oral communication skills, investigative skills and case writing skills with practical exercises given. Personal skills include assertiveness, problem solving and decision making. Personal assessment will include looking at personal values and attitudes on special issues and the motives and values for selecting counseling as a profession. Prerequisite: ADS-110 or PSYC-110 (with a grade of C or better).  
 --Transfers to CSU only

**PSYC 125** **3 units**  
**Psychology of Aging** **LEC 48-54**  
 Describes and explains the evolution of adult behavior over the life span. This course includes the study of the nature and changes of aging, related to capacity skills, feelings, emotions, and social behavior. It covers the interrelations of psychological and social aspects of the aging process, with emphasis on the adaptation of the aging individual to society. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 4I  
 --CSU Area(s): D9, E1

**PSYC 299** **1-3 units**  
**Special Projects: Psychology** **IS 16-54**  
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Psychology classes; a contract must be completed with the instructor prior to enrollment.  
 --Transfers to CSU only

**Public Administration**

**PA 101** **3 units**  
**Introduction to Public Administration** **LEC 48-54**  
 An introduction to the purposes, methods, and characteristics of public management, including organization of public services, roles and relationships of public administrators, accountability and the achievement of public goals. Prerequisite: None.  
 --Transfers to CSU only

**PA 149** **1-4 units**  
**Occupational Internship: Public Administration** **Paid 75-300/Unpaid 60-240**  
 The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.  
 --Transfers to CSU only

**Reading**

**READ 063** **4 units**  
**Reading Fundamentals** **LEC 48-54/LAB 48-54**  
**(formerly ENGL-063)**  
 This class offers instruction in the fundamentals of reading. Students' vocabulary and comprehension are assessed, and individual vocabulary programs are assigned. The sequence of skills covered in lecture includes main idea, patterns of organization, fact and opinion, inferences, visual aids for reading, and other developmental strategies to enhance reading success. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: None.  
 --Not transferable

**READ 064** **4 units**  
**Intermediate Reading** **LEC 48-54/LAB 48-54**  
**(formerly ENGL-064)**  
 This course is designed to develop effective reading and clear thinking skills. Students' vocabulary and comprehension are assessed, and individual programs are assigned. The sequence of skills covered in lecture includes vocabulary in context, main idea, inferential reading, cause and effect, fact and opinion, and others. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: READ-063 (with a grade of C or better) or placement test eligibility.  
 --Not transferable

**READ 098** **3 units**  
**College Reading** **LEC 48-54**  
 This course is designed for students who have a vocabulary base for college-level reading but need improved analytical reading and critical thinking skills. This course focuses on improving comprehension, critical thinking skills with application in the interpretation, analysis, criticism and advocacy of ideas encountered in academic readings. Students read college-level selections from different disciplines and content areas, applying critical analysis to argument validation, tone, source evaluation, patterns of organization, fact and opinion, inferences, and others. Prerequisite: READ-064 (with a grade of C or better) and ENGL-062 or placement test eligibility. Recommended Preparation: ENGL-098.  
 --Not transferable

## Course Descriptions

### Real Estate

#### **RE 140** **3 units** **Real Estate Principles** **LEC 48-54**

This course covers the basic laws and principles of California real estate. It provides the basic background and terminology necessary to understand property ownership, contracts, agency, listings, real estate financing, deeds, liens, escrows and title insurance, land descriptions, real estate mathematics, real estate licensing and state regulations. Prerequisite: None.

--Transfers to CSU only

#### **RE 141** **3 units** **Real Estate Practice** **LEC 48-54**

This course provides an analysis of real estate business as conducted in California stressing the practical application of real estate knowledge. Ideal for future or licensed real estate professionals. Topics include establishing the real estate office, prospecting, advertising, selling, listings, financing, escrow procedures, taxes, business opportunities, property management, and ethics. Prerequisite/Corequisite: RE-140 (with a grade of C or better) or Real Estate License.

--Transfers to CSU only

#### **RE 142** **3 units** **Legal Aspects of Real Estate** **LEC 48-54**

This course provides a broad survey of the legal system in the United States with special emphasis on California Real Estate Law. It provides insight into those areas which are most important in avoiding legal difficulties which can arise in connection with real estate transactions. Special emphasis is given to aspects of California Real Estate Law necessary to prepare students for the State Real Estate Licensing Exam. Prerequisite/Corequisite: RE-140 (with a grade of C or better) or Real Estate License.

--Transfers to CSU only

#### **RE 143** **3 units** **Real Estate Finance** **LEC 48-54**

This course provides an analysis of real estate financing. Topics covered include financing instruments, sources of financing, loan origination and servicing, and the role of federal and state governments. Prerequisite: None. Recommended Preparation: RE-140 or Real Estate License.

--Transfers to CSU only

#### **RE 144** **3.5 units** **Basic Appraisal Principles and Procedures** **LEC 56-63**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. Emphasis is on residential real estate and covers basic real estate appraisal principles and procedures. It meets the license requirements for all levels of appraisal licensure and is required for the trainee, residential, certified residential, and certified general licenses. This course qualifies with the California Department of Real Estate as a statutory/pre-license course for the salesperson and broker education requirements. Prerequisite: None.

--Transfers to CSU only

#### **RE 145** **3 units** **Real Estate Economics** **LEC 48-54**

This course is a practical study of the economic aspects of real estate and land use designed to provide a grasp of the dynamic factors which create real estate values and establish trends in real estate markets. Successful completion of this course qualifies the student to take the California real estate broker's examination and qualifies for the third

course requirement to apply for the California real estate salesperson's examination. Prerequisite: RE-140 or RE-141 (with a grade of C or better) or Real Estate License.

--Transfers to CSU only

#### **RE 146** **3 units** **Mortgage Loan Brokering and Lending** **LEC 48-54** **(formerly Real Estate Mortgage)**

This course will provide students with a broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokering and lending in the state of California. Students will learn lending laws, regulations, disclosures, and the lending process. Prerequisite: None.

--Transfers to CSU only

#### **RE 149** **1-4 units** **Occupational Internship:** **Paid 75-300/Unpaid 60-240** **Real Estate**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

#### **RE 150** **3 units** **Escrow I** **LEC 48-54**

An applied study of use and operation of the escrow function in real estate transactions, including the study of preparation of escrow instructions and similar documents, computation of pro-rations of real property taxes, insurance premiums, interests and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. Prerequisite: RE-140 (with a grade of C or better).

--Transfers to CSU only

#### **RE 154** **3 units** **Property Management** **LEC 48-54**

This course emphasizes best practices in property management for residential, commercial, office, and industrial real estate. The principles of management, fair housing, ethics, and leasing are examined. Successful completion of this course qualifies the student to take the California real estate salesperson or broker's examination. Prerequisite: None.

--Transfers to CSU only

#### **RE 155** **3.5 units** **Residential Real Estate Appraisal** **LEC 56-63**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It emphasizes residential market analysis, highest and best use, site valuation, cost approach and income approach. Single-family homes, 1-4 units, condos, mobile homes and manufactured homes are also part of the curriculum. License requirements for all levels of appraisal licensure are met by this course. Prerequisite: None.

--Transfers to CSU only

**RE 156** **1 unit**  
**Residential Appraisal Report Writing** **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It emphasizes residential report writing and case studies and includes writing and reasoning skills, common writing problems, and appraisal form reports. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee, residential and certified residential license. Prerequisite: None.  
 --Transfers to CSU only

**RE 157** **1 unit**  
**Uniform Standards of Professional Appraisal Practice (USPAP)** **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for state licensing and certification. This course includes the national examination as required by the AQB. Completion of this course and successful completion of the three-hour national examination (the course final examination) are required by the California Office of Real Estate Appraisers (OREA) for initial trainee licensure. Prerequisite: None.  
 --Transfers to CSU only

**RE 158** **1 unit**  
**Appraisal Statistics, Modeling and Finance** **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential & Certified General License. The California Office of Real Estate Appraisers (OREA) requires completion of this course for the Certified Residential and Certified General licensure. Prerequisites: None  
 --Transfers to CSU only

**RE 159** **1 unit**  
**Advanced Residential Applications and Case Studies** **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential License. The California Office of Real Estate Appraisers (OREA) requires completion of advanced residential applications and case studies for Certified Residential licensure. Prerequisite: None  
 --Transfers to CSU only

**RE 299** **1-3 units**  
**Special Projects: Real Estate** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Real Estate classes; a contract must be completed with the instructor prior to enrollment.  
 --Transfers to CSU only

**Sociology**

**SOCI 095** **1 unit**  
**Survey of Human Services** **LEC 16-18**

This survey course provides an overview of the field of Human Services and an outline of the Human Services Certificate program including program expectations, prospects for employment, California state legal requirements and restrictions, examination of service populations and their challenges as they relate to the field of Human Services. Offered as pass/no pass only. Prerequisite: None.  
 --Not transferable

**SOCI 101** **3 units**  
**Principles of Sociology** **LEC 48-54**

This course is the scientific study of human society and behavior in social settings. It surveys the basic characteristics and dynamics of society and culture from the sociological perspective. Topics for this course include culture, socialization and personality development, social interaction, deviance, group dynamics, social structure, social institutions, inequality, social change and collective behavior. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 4J  
 --CSU Area(s): D0

**SOCI 101H** **3 units**  
**Honors Principles of Sociology** **LEC 48-54**

This course is the scientific study of human society and behavior in social settings. It surveys the basic characteristics and dynamics of society and culture from the sociological perspective. Topics for this course include culture, socialization and personality development, social interaction, deviance, group dynamics, social structure, social institutions, inequality, social change and collective behavior. Prerequisite: Acceptance in the Honors Enrichment Program.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 4J  
 --CSU Area(s): D0

**SOCI 102** **3 units**  
**Contemporary Social Problems** **LEC 48-54**

In this course, students will be introduced to major sociological theories (i.e. structural-functionalist, conflict, and social-interactionist theories), concepts, and other sociological perspectives useful to the study of contemporary social problems. Special emphasis will be placed upon the identification, description, and evaluation of emerging social and chronic social problems. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 4J  
 --CSU Area(s): D0, E1

**SOCI 103** **3 units**  
**Marriage and the Family** **LEC 48-54**

This course is an analysis and exploration of the contemporary American family and intimate relationships with comparisons of family structures in the US and abroad. This course will examine the research data, practices used and methods of developing intimate relationships in the social atmosphere. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --CSU Area(s): D0, E1

**SOCI 105** **3 units**  
**Social Psychology** **LEC 48-54**

Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. \*Cross-listed as PSYC-105. Prerequisite: None.  
 --AA/AS General Education: AA/AS B2  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 4I, 4J  
 --CSU Area(s): D0, D9

## Course Descriptions

### **SOCI 105H** **3 units** **Honors Social Psychology** **LEC 48-54**

Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. \*Cross-listed as PSYC-105H. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I, 4J

--CSU Area(s): D9, D0

### **SOCI 106** **3 units** **Intercultural Relations** **LEC 48-54**

The study, functions, and consequences of culture in inter- and intra-group relations among various racial/ethnic, sex/gender, social class, religious, ability, and nationality groups in the United States and selected other countries around the world. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0

### **SOCI 108** **3 units** **Human Sexuality** **LEC 48-54**

This course helps students better understand human sexuality in relation to oneself and society in general. To achieve this, a multi-disciplinary approach will be taken with perspectives in sociology, medical/biology, psychology, and anthropology, giving students an opportunity to learn basic academic requirements as well as making decisions concerning their personal sexual lives. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--CSU Area(s): D0, E1

### **SOCI 110** **3 units** **Media and Society** **LEC 48-54**

This course explores the sociological evolution of contemporary television, film, and publishing industries, as well as the virtual communities of the Internet and the World Wide Web. Exploring the effects and consequences of media in society, and a particular emphasis will be placed on the representations of various cultures and subcultures in the U.S. and abroad. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0

### **SOCI 112** **3 units** **Gender and Social Interaction** **LEC 48-54**

This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the construction of gender roles and interpersonal communications, interactions, and relationships. Structural aspects include analyses of the economic and political aspects of gender, the representation of gender in the media, differential access issues, and the effects on individuals' opportunity. \*Cross-listed as PSYC-112. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4D

--CSU Area(s): D4, D7, E1

### **SOCI 115** **3 units** **Contemporary Chicano in Society** **LEC 48-54**

This course explores the micro-sociological and institutional aspects of contemporary Chicanos/as in the U.S., particularly in California from the 1930s to present. Topics include an exploration of identity formation, gender roles, and interactions within the Chicano/a community. Structural aspects include an analysis of differential access to politics, education, healthcare and the economy, the representation of Chicanos/as in the media, and the effects on Chicanos/as' life chances. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0, D3

### **SOCI 124** **3 units** **Foundations of Social Research Methodology** **LEC 48-54**

This course is an introduction to sociological research. It will provide students with an in depth analysis of both qualitative and quantitative social research methods. Students will have the opportunity to design, conduct and analyze an experimental research. Prerequisite: SOCI-101 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

### **SOCI 125** **3 units** **Crime and Society** **LEC 48-54**

This course examines crime in American society with an emphasis on diversity, including an analysis of how race/ethnicity, sex/gender, social class, and sexual orientation affect the interpretation of criminal laws, sentencing, and prevention. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0

### **SOCI 130** **3 units** **Sociology of Aging** **LEC 48-54**

Presents social, economic and political factors, related to the aged in their changing family and social roles. Includes demographics, aging and adaptation, needs, resources and social support systems. Prerequisite: None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0

### **SOCI 140** **3 units** **Introduction to Applied Human Services** **LEC 48-54**

This course is an introduction to the sociological explanations of employment and workforce development from an applied human services perspective. It provides an overview of major theories on socio-cultural evolution of work, problems in the workplace, the changing world of work and how it impacts the individual. This course includes topics related to the historical perspectives of career development theory, and the role of para-professionals. Focus is on assisting special populations. Prerequisite: None. Corequisite: SOCI-095.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**SOCI 141** **3 units**  
**Case Services and Advocacy in Human Services** **LEC 48-54**

This course provides an overview and foundation in case management and advocacy in applied Human Services professions. Essential case management and advocacy skills are studied including: screening, intake, resource identification, comprehensive needs assessment, and service coordination. The legal and ethical elements of case management are studied including: documentation, legal rights and responsibility, and confidentiality. Advocacy is studied both on an individual client centered advocacy and on a system and community advocacy level. Prerequisite: None. Corequisite: SOCI-095.

--Transfers to CSU only

**SOCI 150** **3 units**  
**Introductory Field Work in Human Services** **LEC 48-54**

This course in the Human Services certificate program provides field experience at approved community based organizations, health centers, or social service agencies. Under supervision, students have an opportunity to practice sociological theories, techniques and job skills including, screening, intake, program orientations, supervised advisements, referrals and resource recommendations. Broad practical experience is gained in areas of interview, assessment, client communication, case management, documentation, confidentiality and scheduling. Emphasis is on professionalism, legal mandates, reporting and confidentiality. Prerequisite: SOCI-140 or SOCI-141 (with a grade of C or better). Corequisite: SOCI-095.

--Transfers to CSU only

**SOCI 299** **1-3 units**  
**Special Projects: Sociology** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Sociology classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Teaching Assistant**

**TA 100** **2 units**  
**Introduction to Tutoring Across Disciplines** **LEC 48-54**

This course is an introduction to the basic principles of tutorial theory and practice. It covers tutorial ethics and philosophy, the steps of the tutorial cycle, the basics of tutorial communication, the development of effective study behaviors, and strategies for tutoring students with differing learning styles and special needs. The course is designed to prepare students to work as professional tutors with students at all educational levels and across disciplines both individually and in groups. Prerequisite: Interview with Learning Center faculty. Other Enrollment Criteria: Students need to have completed or be simultaneously enrolled in MATH-096 and/or ENGL-101 or receive equivalent testing scores if they wish to be eligible for an interview.

--Transfers to CSU only

**TA 149** **1-4 units**  
**Occupational Internship: Teaching Assistant** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are

included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**TA 299** **1-3 units**  
**Special Projects: Teaching Assistant** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Teaching Assistant classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**Theater Arts**

**THA 101** **3 units**  
**Introduction to Theater** **LEC 48-54**

This course emphasizes the value and importance of theater as a fine art and a metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**THA 101H** **3 units**  
**Honors Introduction to Theater** **LEC 48-54**

This course emphasizes the value and importance of theater as a fine art and a metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**THA 102** **3 units**  
**Theater History** **LEC 48-54**

This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwrighting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. \*Cross-listed as HIST-154. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2



## Course Descriptions

### **THA 105** **3 units** **Voice and Diction** **LEC 48-54** **(formerly Voice for the Actor)**

This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. \*Cross-listed as COMM-105. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU

### **THA 108** **3 units** **Improvisation for Dance and Theater** **LEC 48-54**

This course explores unscripted theater using techniques found in viewpoints, action theater, mask work, contact improvisation, theater games, and dance. Students will develop as whole performers through learning intuitive response techniques in all performance situations. \*Cross-listed as DAN-108. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): E1

### **THA 109** **3 units** **Movement for Actors** **LEC 48-54**

This course focuses on the development of an articulate body with dynamic and expressive range. Students explore and identify their individual movement habits and preferences to develop the organic characterization and authentic intention required in acting, using a variety of methods and techniques. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 110** **3 units** **Fundamentals of Acting** **LEC 48-54**

Through lectures, class discussion, improvisation, and practical exercises, the student will learn about the actor's craft. Students will create characters in the rehearsal and performance of monologues and scenework. Warm-up techniques, audition practices, theater etiquette, safety, and the acting profession are emphasized. Students will develop critical analyses of live and video taped performance, in relation to the art and craft of acting. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 111** **3 units** **Intermediate Acting** **LEC 48-54**

This course offers a continuing study of acting technique for the serious theatre student preparing for advanced work at the university or professional levels. Emphasis is placed on developing multi-dimensional characters, objectives, playable actions, believability and the working rehearsal process in both scene and solo study. Particular attention is paid to audition preparation, resume, and portfolio development. Prerequisite: THA-110 (with a grade of C or better).

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 112** **3 units** **Acting for Film and Television** **LEC 48-54**

This is a course in the fundamentals of acting in front of the camera for film and television. Students learn elements of concentration and character creation (in out-of-context shooting), to work with a studio production team, script/rehearsal procedures, and scene preparation for film. Various studies in television acting may include TV dramas, sitcoms, soap operas, news and commercials. Prerequisite: THA-110 (with a grade of C or better).

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 113** **3 units** **Oral Interpretation of Literature** **LEC 48-54**

This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. \*Cross-listed as COMM-113. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 117** **3 units** **Stagecraft** **LEC 32-36/LAB 48-54**

This is a course in the fundamentals of scenic design and its construction. Students will be taught the safe operation of hand and power tools, as well as choosing the correct construction materials for completing a scenic design. Students will be given instruction in the separate parts and working elements of a typical theatre. Students may have the opportunity to construct, paint sets and set up lighting and sound equipment for MSJC Performing Arts productions. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--CSU Area(s): C1

### **THA 118** **3 units** **Stage Management** **LEC 48-54** **(formerly Theater Production)**

This course presents the basic skills of stage management, which involves organizing and producing dramatic and musical plays. Through the study of stage managing, backstage operations, technical crews and equipment, budget, and house managing, the students identify the techniques necessary to stage manage and run a theatre with the greatest effectiveness. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU

### **THA 120** **3 units** **Lighting** **LEC 32-36/LAB 48-54**

Students will learn the basic concepts of stage lighting. Study includes the operation of lighting equipment and control systems, theory of lighting design, color media, rigging and planning, light plots, and technical rehearsal and performance procedures. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU

**THA 121** **3 units**  
**Costume Construction** **LEC 32-36/LAB 48-54**  
**(formerly Costume)**

This course will introduce the students to all aspects of costume construction including sewing, fabric modification, garment alteration and the relationship between fibers and fabrics. Study of historical costume silhouette, costume organization, wardrobe maintenance, and theatrical production provide the student with a broad base of knowledge of costuming. Prerequisite: None.

--Transfers to both UC/CSU

**THA 122** **3 units**  
**Stage Makeup** **LEC 16-18/LAB 96-108**

This is an introduction to the basic techniques and materials of stage makeup. Demonstration of techniques will culminate in hands-on assignments. Students will learn application, medium choices, color mixing, realistic and corrective functions, basic prosthetics and the history and aesthetics of makeup design for a specific play. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**THA 123** **3 units**  
**Introduction to Scene Design** **LEC 32-36/LAB 48-54**  
**(formerly Models and Rendering)**

This course introduces the students to the basic techniques and materials used in perspective watercolor renderings and scale models for scenic representation of designs for theatrical productions. Students will create water-color renderings and three dimensional models through interpretation of ground plans, elevations, and construction plots. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**THA 124** **3 units**  
**Scenic Painting** **LEC 32-36/LAB 48-54**

This course is an introduction to the basic techniques and materials used in the painting of scenery for the stage. Demonstration of techniques will culminate in hands-on assignments that make extensive use of these materials to achieve a scenic effect. Students will learn color mixing, base, lay-out, lay-in, detail and the use of standard brushes and tools. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**THA 127** **3 units**  
**Reader's Theater** **LEC 48-54**

This course focuses on the theories and techniques of oral performance of literature and drama through solo, small group, and ensemble speaking. Students study script preparation/adaptation, staging/directing techniques, and vocal skills. This course culminates in public performance. \*Cross-listed as COMM-129. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

**THA 132** **3 units**  
**Acting for the Classical Theater** **LEC 32-36/LAB 48-54**

This course is an introduction to the challenge of acting for the classical theater. Students will study the technique/skills required for performing such period styles as Greek Tragedy, Shakespeare, Commedia Dell'Arte and Restoration. Involves close reading and study of text for meaning.

Students will prepare scenes and monologues to be performed for class discussion and analysis. Prerequisite: THA-110 (with a grade of C or better). Recommended Preparation: THA-111 and ENGL-203.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

**THA 135** **3 units**  
**Introduction to Film** **LEC 48-54**

This is an introductory course in film aesthetics and theory which focuses on the art, technology, and business of filmmaking. Elements of film production (mise-en-scene, cinematography, composition, lighting and sound) are explored for the purpose of film analysis. Analyses of filmic texts-both narrative and non-narrative structures - are approached to develop the students - perception, appreciation and analytical skills in film studies. Hollywood models of marketing and distribution, as well as independent filmmaking approaches are studied. Prerequisite: None. Recommended Preparation: ENGL-062.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C1

**THA 136** **3 units**  
**Cultural History of American Motion Pictures** **LEC 32-36/LAB 48-54**

In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films, and the relationship between politics and American motion pictures. \*Cross-listed as HIST-136. Prerequisite: None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2

**THA 137** **3 units**  
**Introduction to World Cinema** **LEC 32-36/LAB 48-54**

This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. \*Cross-listed as HUM-137. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**THA 150** **3 units**  
**Survey of Drama** **LEC 48-54**

This course studies a variety of dramatic literature spanning Greek drama to contemporary plays; issues of genre, staging and technique are discussed in connection with a representative sample of plays from across several literary cultures and historical periods. \*Cross-listed as ENGL-200. Prerequisite: None. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

## Course Descriptions

### **THA 155** **3 units** **Musical Theater History** **LEC 48-54**

This course is the study of the evolution of the American theatrical art form from its European beginnings in nineteenth-century genres such as opera-comique, opérette, pantos, and vaudeville. The course surveys American Musical Theater from 1850 to the present day in social, economic, and cultural contexts. Prerequisite: None. Recommended Preparation: ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

### **THA 160** **3 units** **Dramatic Writing for Stage and Screen** **LEC 48-54**

Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing. \*Cross-listed as ENGL-160. Prerequisite: ENGL-101 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to CSU only

### **THA 200** **3 units** **Actor's Workshop** **LEC 48-54**

This advanced course is for students, with significant actor training and/or theatre experience, who wish to improve their acting and performance skills. The primary focus is on ensemble acting, textual analysis, with concentration on in-depth study of subject material, intensity of action, freedom of emotional context, and clarity of expression. Classroom exercises and scene studies will culminate in public workshop performance. Prerequisite: By audition and/or interview. Recommended Preparation: THA 110 and THA 111, and/or equivalent experience.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **THA 201** **3 units** **Rehearsal and Performance** **LAB 144-162**

This course is a laboratory designed to give the student a variety of experiences in acting and production. The student will work on presenting plays through rehearsal techniques that build skills in all areas of theater, including involvement in production, acting, and artistic teams. This course culminates in public performance. Prerequisite: By audition and/or interview.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **THA 205** **3 units** **Summer Repertory Theater** **LAB 144-162**

This is a summer course designed to produce and to present plays as part of a summer theater festival. Students are given opportunities to act, stage manage work crew and participate in all phases of creating plays and musicals for the public. Prerequisite: THA-110 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **THA 209** **1-3 units** **Musical Production** **LAB 48-162**

This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater. \*Cross-listed as DAN-209 and MUS-209. Prerequisite: By audition and/or interview.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **THA 210** **3 units** **Fundamentals of Directing** **LEC 32-36/LAB 48-54** **(formerly THA-119)**

This is an introductory course in the theory, process, and development of directorial skills for the stage. Primary focus is placed on the director's work with textual analysis, research, interpretation, collaboration and communication. Students will research, cast, rehearse, and present a piece for public performance. Prerequisite: THA-101 and THA-110 (with a grade of C or better).

--Transfers to both UC/CSU

--CSU Area(s): C1

### **THA 299** **1-3 units** **Special Projects: Theater Arts** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Theater Arts classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Turf & Landscape Management

### **HORT 101** **3 units** **Horticulture Science** **LEC 48-54** **(formerly AGTM-101)**

This course introduces the horticulture industry, using videos, text, field trips, and guest lecture. Topics include fundamental skills used in the horticulture industry, cultivation of plant varieties, methods, knowledge, and techniques used in commercial and residential landscaping, golf course management, plant nurseries, and maintenance for urban gardeners. This is a core course in the Golf Course/Turf Management Certification Program. Prerequisite: None.

--Transfers to CSU only

### **HORT 102** **3 units** **Introduction to Turfgrass Management** **LEC 48-54** **(formerly AGTM-102)**

This course is designed for students pursuing the golf course management certificate as well as green industry professionals wishing to upgrade their skills. It is a core course in the Golf Course/Turf Management Program. This course presents basic methods and materials used in the maintenance of turf grass. Topics include major factors in turf grass management including turf grass establishment, weed identification and control, turf grass pests, fertilization, irrigation, mowing procedures and scheduling. Prerequisite: None.

--Transfers to CSU only

**HORT 103 3 units**

**Advanced Turfgrass Management LEC 40-45/LAB 24-27**  
(formerly AGTM-103)

This course is designed to give the student advanced study in the specialization of both golf courses and athletic fields management. Topics include advanced methods used in the maintenance of turf grass for golf courses and sports fields and large turf areas. It examines construction, budgeting, staffing, and equipment. This is an advanced course in the new Golf Course Management Program. Prerequisite: HORT-102 (with a grade of C or better).

--Transfers to CSU only

**HORT 104 3 units**

**Soil Science and Management LEC 32-36/LAB 48-54**  
(formerly AGTM-104)

This course is designed to present principles of soil and water conservation, land use, soil fertility and the physical and chemical relationships that govern soil reactions and interactions. Emphasis is given to management of various soil types; pH, salinity, texture, organic matter, and control. The lab will cover applied procedures, testing, land surveying, and nutritional management of landscape and horticultural settings. This Soil Science and Management course is a core course in the Golf Course/Turf Management Program. Prerequisite: None. Recommended Preparation: HORT 101.

--Transfers to CSU only

**HORT 105 3 units**

**Golf Course/Landscape Irrigation LEC 48-54**  
(formerly AGTM-105)

This course is an introduction to fundamental irrigation principles and practices for golf courses and other landscape management projects. The student will learn to read and interpret an irrigation blue print, calculate evapo-transpiration rate, perform a water audit, design an irrigation schedule, program an irrigation controller and troubleshoot and repair basic irrigation problems. Prerequisite: None.

--Transfers to CSU only

**HORT 106 3 units**

**Pesticide Law & Regulations - Turf & Landscape LEC 48-54**  
(formerly AGTM-106)

This course includes pesticide, safety and enforcement regulations pertaining to the turf and landscape manager. Presentation of the California Code Sections and study material prepare students for the Department of Pesticide Regulations Laws & Regulations exams. Prerequisite: None.

--Transfers to CSU only

**HORT 107 3 units**

**Arboriculture LEC 32-36/LAB 48-54**  
(formerly AGTM-107)

This course includes care and management of ornamental trees, pruning techniques, fruit tree care, bracing, cabling, and pest control. Also included are safe practices in the use of equipment, including the use of ropes, chippers, boom trucks, chain saws, and identification and evaluation of common trees. This course prepares students for the tree worker and arborist certification exams. This course is an elective course in the Golf Course/Turf Management Program. Prerequisite: None.

--Transfers to CSU only

**HORT 109 3 units**

**Landscape Design LEC 48-54**  
(formerly AGTM-109)

This course introduces the history and fundamentals of landscape design. The student will learn site evaluation, design methods, elements of texture, form and color, selection of landscape material and the functional and aesthetic use of plants. Prerequisite: None.

--Transfers to CSU only

**HORT 110 3 units**

**Laws and Regulations an Integrated Pest Management Approach LEC 48-54**  
(formerly AGTM-110)

This course focuses on laws and regulations as applied to common agricultural pests in Southern California and analyzes physical, biological and chemical pest control principles and practices. Prerequisite: None.

--Transfers to CSU only

**HORT 120 3 units**

**Sales and Marketing in Hospitality LEC 48-54**  
(formerly AGTM-120)

This course examines how effective marketing plans are conceived, designed and implemented. The course emphasizes sales and marketing as it applies to a variety of resort, restaurant, and related hospitality service industry products. The focus includes related sales and promotional strategies, merchandising, public relations and advertising. \*Cross-listed as BADM-120. Prerequisite: None.

--Transfers to CSU only

**HORT 122 3 units**

**Resort Food & Beverage Operation LEC 48-54**  
(formerly AGTM-122)

This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a resort environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation. \*Cross-listed as BADM-122. Prerequisite: None.

--Transfers to CSU only

**HORT 149 1-4 units**

**Occupational Internship: Paid 75-300/Unpaid 60-240**  
**Turf and Landscape Management**  
(formerly AGTM-149)

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

## Course Descriptions

### **HORT 299** **0.50-3 units**

**Special Projects: Turf and Landscape Management** **IS 8-54**  
(formerly AGTM-299)

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Turf and Landscape Management classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Viticulture, Enology & Winery

### **VEW 100** **3 units**

**Introduction to Viticulture** **LEC 48-54**

An introduction to viticulture; historical perspective of grape cultivation for table grapes, wine and raisins; grape varieties and species; botany, anatomy, propagation, climate, cultivation, vineyard management, plant-soil-water relations, irrigation, fertilization and pruning; weed, disease and pest control; establishment, training and pruning grapevines; harvest and post-harvest operations. Prerequisite: None.

--Transfers to both UC/CSU

### **VEW 102** **3 units**

**Introduction to Enology** **LEC 48-54**

This course serves as an introduction to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; legal compliance. Students must be 21 years or older to participate in wine tasting. Prerequisite: None.

--Transfers to CSU only

### **VEW 106** **3 units**

**Hospitality in the Winemaking Industry** **LEC 48-54**

This course is an introduction to hospitality in the winemaking industry. Topics include tasting room and customer service skills, marketing, sales, staff development, events program coordination, food and beverage coordination, hospitality and alcoholic beverage law, tasting room design and organization, culinary arts, wine club development and management. The basic concepts of enology and viticulture will also be covered. Prerequisite: None.

--Transfers to CSU only

### **VEW 108** **3 units**

**Introduction to Winery Business Principles** **LEC 48-54**

This course is an introduction to the business of winemaking. Topics include marketing, basic accounting, media relations, product management, inventory control, state and federal compliance licensing, industry trends, distribution channels, wine club development and management, human resources and ALC management, state and federal taxation, insurance, vintage forecasting, and industry contracts. Prerequisite: None.

--Transfers to CSU only

### **VEW 149** **1-4 units**

**Occupational Internship: Viticulture, Enology, and Winemaking** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program

of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

## Water Technology

### **WATR 100** **1 unit**

**Introduction to Water/Wastewater Operations** **LEC 16-18**

This course introduces water and wastewater operations and the basic skills and knowledge needed to advance in this industry. The course will provide an overview of water and wastewater treatment processes, distribution systems as well as terminology and equipment used in the wastewater and water industries. Regulations, licensing and the certification process will be discussed as a part of this course. Prerequisite: None.

--Transfers to CSU only

### **WATR 102** **2 units**

**Basic Waterworks Mathematics** **LEC 32-36**

This course is an introduction to the mathematics used in water and wastewater industries. Students will learn the basic formulas and functions needed to calculate: area, volume, chemical dosage and other related problems. The course is intended to prepare the student for further water and wastewater courses. Prerequisite: None.

--Not transferable

### **WATR 103** **3 units**

**Water Treatment Plant Operations I & II** **LEC 48-54**

This is a comprehensive course designed to teach the student the principles of water treatment plant operations. The course will cover sources of water, the treatment process, plant operations, safety, water quality regulations and waterworks Math. The course is designed to prepare the student to take the State of California, Water Treatment Operator exam for grades I&II (T-1&T-2). Prerequisite: None. Recommended Preparation: WATR-102.

--Transfers to CSU only

### **WATR 105** **3 units**

**Water Treatment Plant Operations III, IV & V** **LEC 48-54**

The course covers sources of water, the water treatment process, water treatment plant operations, safety, water quality regulations and waterworks math. This course is designed for individuals seeking employment or already employed in the water industry. It covers the Water Treatment Plant Operator's job-related knowledge identified by the California Department of Public Health examination developers as essential for minimally competent Water Treatment Plant Operator II, IV or V (T-3, T-4, or T-5). Prerequisite: WATR-103 (with a grade of C or better) or State of California T-2 Certificate in Water Treatment. Recommended Preparation:

WATR-102.

--Transfers to CSU only

### **WATR 107** **3 units**

**Water Distribution I & II** **LEC 48-54**

The course covers the sources of water, principles of design, installation, operation and maintenance of pipes, pumps, valves, meters, and other related hydraulic units. Operation and maintenance safety

considerations are emphasized. The course is designed to prepare the student to take the State of California Water Distribution Operator exam. Prerequisite: None. Recommended Preparation: WATR-102.

--Transfers to CSU only

**WATR 109** **3 units**  
**Water Distribution III, IV & V** **LEC 48-54**

This is a comprehensive course that teaches the students the advanced principles of the operation and maintenance of a water distribution system. The course covers the sources of water, principles of design, installation, operation and maintenance of pipes, pumps, valves, meters, and other related hydraulic units. Prerequisite: WATR-107 (with a grade of C or better) or a D-2 state certificate in water distribution.

--Transfers to CSU only

**WATR 120** **3 units**  
**Wastewater Treatment Plant Operations I & II** **LEC 48-54**

This course is an introduction to wastewater treatment. Students will explore the scope, limits, and methods of wastewater treatment processes through readings, discussions, analysis, and laboratory study. This course is designed for individuals seeking employment or already employed in the wastewater field. It covers the wastewater operator's job-related knowledge identified by the CSWRB examination developers as essential for a minimally competent Grade I or Grade II Wastewater Treatment Plant Operator. Prerequisite: None. Recommended Preparation: WATR-102.

--Transfers to CSU only

**WATR 122** **3 units**  
**Wastewater Plant Operations III, IV & V** **LEC 48-54**

This Course explores the scope, limits, and methods of secondary and advanced treatment, solids handling, disinfection, and the reclamation of wastewater, through readings, discussions, analysis, and laboratory study. This course is designed for individuals seeking employment or already employed in the wastewater field. It covers the wastewater operator's job-related knowledge identified by the California State Water Resources Control Board examination developers as essential for a minimally competent Wastewater Treatment Plant Operator Grade III or above. Prerequisite: WATR-120 (with a grade of C or better) or CWSRB Certification.

--Transfers to CSU only

**WATR 125** **3 units**  
**Laboratory Procedures for Water and Wastewater** **LEC 48-54**

This course prepares students to safely perform laboratory tests and analyze and interpret test data relating to water/wastewater treatment plants. Topics include: Basic chemistry and related mathematical analyses involved in the operation of water/wastewater treatment plants; tests necessary to maintain process control of wastewater treatment plants and to monitor sewage and industrial wastes prior to disposal; and, proper methods for collecting and handling samples. Prerequisite: None. Recommended Preparation: MATH-090, WATR-102 or WATR-103, WATR-107, or WATR-120.

--Transfers to CSU only

**WATR 130** **3 units**  
**Environmental Laws and Regulations** **LEC 48-54**

This course provides an overview of federal, state, and local laws pertaining to environmental protection and pollution prevention relating to water quality, air quality, solid waste, and cross media contamination. Prerequisite: None.

--Transfers to CSU only

**WATR 140** **3 units**  
**Wells, Pumps and Motors** **LEC 48-54**

This course will provide students with a basic knowledge of domestic water wells, water booster pumps, pump theory, electric motor theory and design. Water well design regulations and abandonment will be discussed as well as maintenance procedures in the field and in the shop. The class will cover the various types of pumps used in the water industry and discuss the various uses and maintenance issues for each style of pump. Prerequisite: None.

--Transfers to CSU only

**WATR 149** **1-4 units**  
**Occupational Internship: Water Technologies** **Paid 75-300/Unpaid 60-240**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.

--Transfers to CSU only

**WATR 299** **1-3 units**  
**Special Projects: Water Technology** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Water Technology classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**World Languages**

**CHIN 101** **5 units**  
**Elementary Chinese I** **LEC 80-90**

This beginning course concentrates on developing basic skills in listening, pronunciation, oral practice, and basic grammar of Mandarin Chinese at the beginning level. This course includes discussions of Chinese culture and daily life. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

**CHIN 102** **5 units**  
**Elementary Chinese II** **LEC 80-90**

This course is a continuation of skills learned in Chinese 101. Students will become more proficient in the use of Mandarin Chinese through reading, writing, listening and speaking. Chinese 102 concentrates on more advance grammar and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-101 (with a grade of C or better) or two years of high school Chinese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

## Course Descriptions

### **CHIN 201** **4 units** **Intermediate Chinese I** **LEC 64-72**

This course is a continuation of skills learned in Chinese 102. Students will become more proficient in the use of Mandarin Chinese through reading, writing, listening and speaking. Chinese 201 concentrates on more advanced grammar, dialectal variations and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-102 (with a grade of C or better) or four years of high school Chinese.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

### **CHIN 202** **4 units** **Intermediate Chinese II** **LEC 64-72**

This course is a continuation of skills learned in Chinese 201. Students will become more proficient in the use of Mandarin Chinese through reading, writing, listening and speaking. Chinese 202 concentrates on advanced grammar, dialectal variations, reading comprehension and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-201 (with a grade of C or better) or AP exam with a passing score.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B  
--CSU Area(s): C2

### **FREN 101** **5 units** **Elementary French I** **LEC 80-90**

This course introduces students to French language and culture. Students will learn basic grammar and vocabulary while studying pronunciation rules through oral and written practice. Students will also study basic aspects of French culture and civilization. Prerequisite: None. Recommended Preparation: College level reading skills shown by assessment test results or completion of ENGL-064 with a grade of C or higher.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 6A  
--CSU Area(s): C2

### **FREN 102** **5 units** **Elementary French II** **LEC 80-90**

A continuation of FREN-101, this course introduces students to more grammar and vocabulary, with an emphasis on oral and written communication. Students will also study francophone culture and civilization in more depth. Prerequisite: FREN-101 (with a grade of C or better) or two years of high school French.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B, 6A  
--CSU Area(s): C2

### **FREN 201** **4 units** **Intermediate French I** **LEC 64-72**

A continuation of FREN-102, this course introduces more advanced grammar and vocabulary, with more emphasis on oral and written communication in response to level-appropriate readings in francophone culture and civilization. Formal compositional strategies are introduced. Prerequisite: FREN-102 (with a grade of C or better) or three years high school French.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU  
--IGETC Area(s): 3B, 6A  
--CSU Area(s): C2

### **FREN 202** **4 units** **Intermediate French II** **LEC 64-72**

A continuation of FREN-201, this course emphasizes advanced grammar and vocabulary, with major emphasis on effective oral communication at a high-intermediate level. Formal composition in response to more advanced readings in francophone culture and civilization is stressed. Prerequisite: FREN-201 (with a grade of C or better) or four years of high school French.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 3B, 6A  
--CSU Area(s): C2

### **FREN 299** **1-3 units** **Special Projects: French** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous French classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### **ITAL 101** **5 units** **Elementary Italian I** **LEC 80-90**

This beginning course concentrates on pronunciation, oral practice, basic grammar of the Italian language and study of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. Prerequisite: None.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 6A  
--CSU Area(s): C2

### **ITAL 101H** **5 units** **Honors Elementary Italian I** **LEC 80-90**

This beginning course concentrates on pronunciation, oral practice, basic grammar of the Italian language and study of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C  
--Transfers to both UC/CSU  
--IGETC Area(s): 6A  
--CSU Area(s): C2

### **ITAL 102** **5 units** **Elementary Italian II** **LEC 80-90**

This course is a continuation of skills learned in Italian 101. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, proper uses of object pronouns and past verbal tenses. Prerequisite: ITAL-101 (with a grade of C or better) or two years of high school Italian.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2

**ITAL 102H** **5 units**  
**Honors Elementary Italian II** **LEC 80-90**

This course is a continuation of skills learned in Italian 101. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, proper uses of object pronouns and past verbal tenses. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-101 (with a grade of C or better) or two years of high school Italian.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2

**ITAL 201** **4 units**  
**Intermediate Italian I** **LEC 64-72**

This course is a continuation of skills learned in Italian 102. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, subjunctive tense and reading and writing. Prerequisite: ITAL-102 (with a grade of C or better) or four years of high school Italian.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2

**ITAL 201H** **4 units**  
**Honors Intermediate Italian I** **LEC 64-72**

This course is a continuation of skills learned in Italian 102. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, subjunctive tense and reading and writing. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-102 (with a grade of C or better) or four years of high school Italian.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2

**ITAL 202** **4 units**  
**Intermediate Italian II** **LEC 64-72**

This course is a continuation of skills learned in Italian 201. Students will become more proficient in the use of the Italian language through reading comprehension, writing, and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis placed on reading and writing. Prerequisite: ITAL-201 (with a grade of C or better) or AP Italian.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2

**ITAL 202H** **4 units**  
**Honors Intermediate Italian II** **LEC 64-72**

This course is a continuation of skills learned in Italian 201. Students will become more proficient in the use of the Italian language through reading comprehension, writing, and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis placed on reading and writing. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-201 (with a grade of C or better) or AP Italian.

--AA/AS General Education: AA/AS C  
 --Transfers to CSU only  
 --CSU Area(s): C2

**PORT 101** **5 units**  
**Elementary Portuguese I** **LEC 80-90**

This beginning course concentrates on the basic skills of listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: None.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 6A  
 --CSU Area(s): C2

**PORT 101H** **5 units**  
**Honors Elementary Portuguese I** **LEC 80-90**

This beginning course concentrates on the basic skills of listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 6A  
 --CSU Area(s): C2

**PORT 102** **5 units**  
**Elementary Portuguese II** **LEC 80-90**

This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese.

--AA/AS General Education: AA/AS C  
 --Transfers to both UC/CSU  
 --IGETC Area(s): 3B, 6A  
 --CSU Area(s): C2



## Course Descriptions

### **PORT 102H** **5 units** **Honors Elementary Portuguese II** **LEC 80-90**

This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **PORT 201** **4 units** **Intermediate Portuguese I** **LEC 64-72**

This course presents a continuation of the skills in PORT-102. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-102 (with a grade of C or better) or three years of high school Portuguese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **PORT 201H** **4 units** **Honors Intermediate Portuguese I** **LEC 64-72**

This course presents a continuation of the skills in PORT-102. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-102 (with a grade of C or better) or three years of high school Portuguese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **PORT 202** **4 units** **Intermediate Portuguese II** **LEC 64-72**

This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of more advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-201 (with a grade of C or better) or four years of high school Portuguese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **PORT 202H** **4 units** **Honors Intermediate Portuguese II** **LEC 64-72**

This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of more advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-

Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-201 (with a grade of C or better) or four years of high school Portuguese.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **SPAN 101** **5 units** **Elementary Spanish I** **LEC 80-90**

This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language and study of the 21 Spanish speaking countries, culture and civilization. Prerequisite: None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

### **SPAN 101A** **2 units** **Introduction to Spanish 101** **LEC 32-36**

This beginning course is designed for students that have no previous studies of Spanish. This course is equivalent to the first half of SPAN 101. The course emphasizes on pronunciation, oral practice, basic grammar of the Spanish language and study of Hispanic culture and civilization. Prerequisite: None. Other enrollment criteria: Must enroll in SPAN-101B after successfully completing SPAN-101A.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

### **SPAN 101B** **3 units** **Introduction to Spanish 101 (Continuation)** **LEC 48-54**

This beginning course is the continuation of Spanish 101A. It is designed for students that have no previous studies of Spanish. This course is equivalent to the second half of SPAN-101. The course emphasizes on pronunciation, oral practice, basic grammar of the Spanish language and study of Hispanic culture and civilization. Prerequisite: SPAN-101A (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

### **SPAN 101H** **5 units** **Honors Elementary Spanish I** **LEC 80-90**

This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language and study of the 21 Spanish speaking countries, culture and civilization. Prerequisite: Acceptance into the Honors Enrichment Program.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

### **SPAN 102** **5 units** **Elementary Spanish II** **LEC 80-90**

This course is a continuation of skills learned in Spanish 101. Students will become more proficient in the use of the Spanish language through reading, writing, listening and speaking. Student will gain more knowledge of the culture and civilization of the 21 Spanish speaking countries. Proper uses of object pronouns and past tenses will be emphasized. Prerequisite: SPAN-101 (with a grade of C or better) or two years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 102H** **5 units**  
**Honors Elementary Spanish II** **LEC 80-90**

This course is a continuation of skills learned in Spanish 101. Students will become more proficient in the use of the Spanish language through reading, writing, listening and speaking. Student will gain more knowledge of the culture and civilization of the 21 Spanish speaking countries. Proper uses of object pronouns and past tenses will be emphasized. Prerequisite: Acceptance into the Honors Enrichment Program and SPAN-101 (with a grade of C or better) or two years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 103** **5 units**  
**Elementary Spanish for Spanish Speakers** **LEC 80-90**

This beginning course corresponding to Spanish 101 is designed for students already able to understand and speak the language as used in everyday situations. Emphasis is on listening, speaking, reading, writing and special problems with structures and vocabulary. Prerequisite: None.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 6A
- CSU Area(s): C2

**SPAN 104** **5 units**  
**Elementary Spanish for Spanish Speakers II** **LEC 80-90**

A continuation of Spanish 103, this course is designed for Spanish speakers. It introduces more advanced grammar and vocabulary, and it provides the opportunity for further development of reading comprehension and oral communication, with more emphasis in writing proficiency and diction. Compositional strategies are presented throughout the course, as well as level-appropriate readings in Spanish culture and civilization. Prerequisite: SPAN-103 (with a grade of C or better) or two years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 201** **4 units**  
**Intermediate Spanish I** **LEC 64-72**

A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. Prerequisite: SPAN-102 (with a grade of C or better) or three years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 201H** **4 units**  
**Honors Intermediate Spanish I** **LEC 64-72**

A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-102 (with a grade of C or better) or three years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 202** **4 units**  
**Intermediate Spanish II** **LEC 64-72**

This course is a continuation of skills learned in Spanish 201. This course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. Prerequisite: SPAN-201 (with a grade of C or better) or four years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 202H** **4 units**  
**Honors Intermediate Spanish II** **LEC 64-72**

This course is a continuation of skills learned in Spanish 201. This course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-201 (with a grade of C or better) or four years of high school Spanish.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- CSU Area(s): C2

**SPAN 210** **3 units**  
**Spanish Grammar I** **LEC 48-54**

This course is designed for students wishing to further develop their knowledge of Spanish grammar through a linguistic perspective. It focuses on the rules of Spanish grammar and explains syntax and its components, especially those that are traditionally difficult for students of Spanish. This course is strongly recommended for students pursuing a major or minor in Spanish. Prerequisite: SPAN-202 (with a grade of C or better) or Native Speaker currently enrolled in SPAN-202.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU

**SPAN 211** **3 units**  
**Spanish Grammar II** **LEC 48-54**

This course is a continuation of Spanish 210 and is designed for students wishing to further develop their knowledge of Spanish grammar through a linguistic perspective. It focuses on the rules of Spanish grammar and explains syntax and its components, especially those that are traditionally difficult for students of Spanish. This course is strongly recommended for students pursuing a major or minor in Spanish. Prerequisite: SPAN-210 (with a grade of C or better).

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU

## Course Descriptions

### **SPAN 230** **3 units**

#### **Spanish Composition I**

**LEC 48-54**

This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: SPAN-104 or SPAN-201 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **SPAN 230H** **3 units**

#### **Honors Spanish Composition I**

**LEC 48-54**

This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-104 or SPAN-201 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **SPAN 231** **3 units**

#### **Spanish Composition II**

**LEC 48-54**

This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: SPAN-230 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

### **SPAN 231H** **3 units**

#### **Honors Spanish Composition II**

**LEC 48-54**

This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-230 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **SPAN 240** **3 units**

#### **Spanish through Film**

**LEC 48-54**

This course is designed to expand the study of written and spoken Spanish through discussion and written analysis of selected Spanish films. Prerequisite: SPAN-201 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **SPAN 251** **3 units**

#### **Intermediate Spanish Conversation I**

**LEC 48-54**

This course is designed for those students who have taken Spanish 102 and want to further develop their communicative skills for everyday contact with Spanish speaking people. The course emphasizes pronunciation, oral practice, and reviews the fundamentals of grammar and vocabulary. The study of Hispanic culture and civilization will be covered throughout all readings and assignments. Prerequisite: SPAN-102 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### **SPAN 252** **3 units**

#### **Intermediate Spanish Conversation II**

**LEC 48-54**

This course is a continuation of Spanish 251 and is designed for those students who have taken Spanish 201 and want to further develop their communicative skills for everyday contact with Spanish speaking people. The course emphasizes on pronunciation, oral practice, and the study of Hispanic culture and civilization. The course will also review the fundamentals of grammar and introduce new vocabulary. Prerequisite: SPAN-201 (with a grade of C or better).

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

### **SPAN 299** **1-3 units**

#### **Special Projects: Spanish**

**IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. \*NOTE: TBA (to be arranged) hours are included in the total hours listed above. Prerequisite: Previous Spanish classes; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## Non-Credit - Other

### LL-001X

#### Supervised Tutoring

This course provides tutoring and/or mediated instruction in multi-disciplinary areas designed to meet individual student needs in designated disciplines. Educational experiences may include scheduled tutoring appointments, walk-in tutoring, study groups, group tutoring, computer-based learning, supplemental instruction, academic/study skills development and assessment, and other activities designed to give students academic support in a variety of learning center settings.



### **Continuing Education**

#### **Basic Skills**

##### **ESL-001X English as a Second Language**

The English as a Second Language program offers the non-English speaking and the limited English speaking adult an opportunity to learn listening, speaking, reading and writing skills. Emphasis is placed on helping students develop communicative competence essential for adult living in an English language setting.

##### **ESL-004X ESL Beginning Literacy**

The course is designed for the student who cannot read or write in English. The learner may also have limited oral proficiency in English. The student may not read or write in his/her native language. Emphasis is on developing the student's ability to recognize and form letters and to interpret and write words within the context of listening and comprehending messages in the new language. Language functions and structures are integrated in competency-based integrated-skills instruction.

##### **ESL-005X Beginning Low**

The course is designed for the learner who has the ability to write letters and numbers but otherwise has minimum exposure to English. Emphasis is on developing the student's ability to listen to and understand messages. Language structures and functions are integrated with these topics: Survival skills, identification and address, comprehension of directions for survival and learning. There is little emphasis on grammatical accuracy at this level.

##### **ESL-006X ESL Beginning High**

This course is designed for the student with some English fluency. Emphasis is on developing the student's ability to listen and understand messages while encouraging increased language production. The emphasis of instruction is on increasing fluency and overall communication instructor-assisted self-correction by the student.

##### **ESL-007X ESL Intermediate Low**

The course is designed for the learner who has tested well enough to have a basic knowledge of survival English. Emphasis is on developing fluency, both orally and in writing. Language functions and structures are incorporated with an integrated skills approach. Possible content topics are: culture, history, vocations, general interest, contemporary problems, current events, and basic education.

##### **ESL-008X ESL Intermediate High**

Limited English proficient adults receive age-appropriate instruction leading to a mastery of capacities deemed necessary to function effectively in society. Emphasis is on developing oral and written fluency. Language functions and structures are integrated with vocational, academic, civic, and general interest topics which are selected according to the goals and interests of the students.

##### **ESL-009X ESL Advanced Low**

The course is designed for the second language student who has a well-developed knowledge and use of the English language. Emphasis is on developing oral and written fluency. Language structures and functions are incorporated in an integrated skills format. Content topics are general interest, contemporary problems, culture, vocations, history, gender, social change, language experience, and basic education.

##### **ESL-010X ESL Advanced High**

The course is designed for the second language learner who has a developed knowledge of English. Emphasis is on developing oral and written fluency. Language functions and structures are incorporated into an integrated skills approach. Content can include general interest, culture, cross-cultural comparisons, social conflict, language experience, vocations, contemporary problems and events, and basic education.

##### **ESL-011X ESL College Connection**

The course is designed to provide advanced non-credit ESL learners with the opportunity to improve their overall language proficiency by using English to study cultural issues, to explore learning styles and strategies, and to complete individual and small group project work. Cultural issues will be explored through a workshop-based writing component. Get ready for the transition to College credit classes with this NEW CLASS.

##### **ESL-012X ESL Multi-Level/Low/ Multi Discipline I**

This ESL course is an individual or small-group based program that offers students ESL literacy, ESL Beginning Low, ESL Beginning High course content, as needed by the class. Course content and objectives conform to the individual course outlines, as deemed appropriate by the course instructor. This communication-based/competency-based program is a learner-centered approach that targets instruction to identified student needs, goals and interests. Students develop their listening, speaking, reading, and writing skills as they achieve life-skill and personal development competencies.

##### **ESL-013X ESL Multi-Level/High Multi Discipline II**

This ESL course is an individual or small-group based program that offers students ESL Intermediate Low, ESL Intermediate High, ESL Advanced Low course content, as needed by the class. Course content and objectives conform to the individual course outlines, as deemed appropriate by the course instructor. This communication-based/competency-based program is a learner-centered approach that targets instruction to identified student needs, goals, and interests. Students develop their listening, speaking, reading, and writing skills as they achieve life-skill and personal development competencies.

##### **ABE-001X Adult Basic Education**

This course consists of individualized and group instruction in basic reading, arithmetic fundamentals, and oral and written communication.

##### **GED-001X General Educational Development (GED)**

This course will prepare students to take the GED test, a battery of five comprehensive examinations. Students will be given a practice test to determine which subject areas they need to develop.

##### **CTZN-001X Citizenship**

This course is designed to prepare the foreign born applicant for United States citizenship.

**ABE-004X Light Duty Service Technician**

This course offers exposure to career options in the Automotive Technology industry. Topics include: Lube & Oil, Brakes & Tires and basic Tune-Ups. Students will learn shop safety and environmental precautions. Students will gain insight and an opportunity to set short term goals with this first step on the Automotive Technology career ladder. Students will, enhance workplace skills, and prepare for future career choices.

**CEP-001X Career Enhancement Skills**

Participants clarify employment needs, establish short/ long term career goals, develop action plans and job search skills necessary to achieve goals for career success. Career planning skills, goal setting, resume development, job search, interview techniques and employee success techniques are reinforced by work-based activities and group sessions which build work-success skills such as problem solving, teamwork, communication, and integrating life skills.

**COMP-001X Computer Skills for Business**

This course will provide students with an overview of the basic computer functions used in a business setting. Topics include using the internet to search for information, completing online forms, sending email, creating folders and saving documents. The course uses state of the art software and web based programs.



### Older Adult Program

#### **ART-001X Watercolor**

Intermediate and advanced. Course will include a review of painting and sketching techniques. In each class the students will learn new techniques of watercolor-step by step. The instructor will critique and help each student with his/her work individually.

#### **ART-002X Ceramics**

An introduction to working with clay, emphasizing basic hand building, surface treatments, and finished glaze. The use of the potter's wheel will also be introduced, with concentration on centering and basic thrown shapes.

#### **ECON-012X Machine Quilting**

The student will prepare and construct a basic item by piecing different fabrics and designing the pieces into a pleasant design. Student will finish the entire piece during the length of the class.

#### **ENGL-001X Creative Writing for the Older Adult**

This is a beginning to intermediate creative writing class. The course will present the student with the opportunity to express ideas in prose and poetry form. Participants contribute their own knowledge, experience, understanding and support for one another in critique sessions.

### Chorale Groups

#### **Mt. San Jacinto College Inland Chorale**

An advanced choral group dedicated to the performance of quality music in a professional and entertaining manner

#### **Hemet Harmonizers Barbershop Harmony**

This group is devoted to singing barbershop harmony. The class includes vocal production and proper use of the voice in barbershop harmony.

#### **MUS-001X Community Concert Band**

A performing organization for advanced instrument students interested in playing big band jazz. By audition on a space available basis. The student will improve sight reading skills, increase knowledge of selected musical styles, improve concepts of phrasing. Concerts will be held. NOTE: Students will have the opportunity to participate with one of several performance groups.

#### **MUS-002X Golden Eagle Orchestra**

This course is designed for all men and women who like to sign in harmony and enjoy the fellowship of each other's company. The students will sing in four-part harmony with soprano, alto, tenor and bass voices. No previous choral or voice training is required but is helpful if you can read music and understand four-voice work. Basic voice and instruction is given. NOTE: Students will have the opportunity to participate with one of several performance groups.

#### **MUS-003X Hemet Harmonizers**

Rehearsal and performance of choral literature for advanced students interested in singing a variety of choral styles. By audition on a space availability basis. NOTE: Students will have the opportunity to participate with one of several performance groups.

### Bands

#### **Valley Winds Band**

The Valley Winds is a community band open to any wind or percussion instrument. This is a relaxed and fun group.

#### **Community Concert Band**

Open to wind and percussion players, this band explores the best in concert band literature. Musicians are exposed to a variety of musical styles and develop good ensemble playing by focusing on intonation, balance, and rhythmic relationships

#### **Mt. San Jacinto College Symphony**

Rehearsal and performance of orchestral literature. The student will improve sight reading skills, increase knowledge of selected musical styles and improve concepts of phrasing.

#### **Golden Eagle Jazz Ensemble**

A performing organization for advanced instrument students interested in playing Big Band music.

**Noncredit Older Adult Music courses (MUS – 001X, MUS – 002X and MUS-003X) include opportunities to participate in performances each semester.**

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As of 04/08/13

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San Jacinto Campus . . . . . Carlos Tovares

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Programs, San Jacinto Campus . . . . . Vacant
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- Dean of Instruction, Library  
& Technology . . . . . Patricia James
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- Associate Dean of Instruction, Academic Programs,  
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- Director of Child Development &  
Education Centers . . . . . Barbara Carmody

**Vice President, Student Services . . . . . William Vincent**

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- Dean of Student Services  
Counseling. . . . . Tom Spillman
- Dean of Student Services  
Outreach/Matriculation & Student  
Development . . . . . JoAnna Quejada
- Dean of Student Services  
Athletics/Student Discipline. . . . . Patrick Springer
- Associate Dean, Enrollment Services,  
International Student Program, EOPS/CARE,  
Upward Bound/TRIO Programs. . . . . Susan Loomis
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- Director of Disabled Students Programs  
& Services . . . . . Vacant
- Director of Enrollment Services,  
San Jacinto Campus . . . . . Cheri Naish
- Director of EOPS & CARE . . . . . Ketmani Kouanchao
- Interim Director of Financial Aid . . . . . Vacant
- Director of Talent Search Grant Programs . . . Robert Hill
- Director of Upward Bound Program . . . Marisa Mendoza

**Superintendent/President Emeritus**

- Dr. Milo P. Johnson**
- Dr. Richard J. Giese**

As of 04/23/13



### ACADEMIC TITLES AT MSJC

Academic titles are determined by an Academic Rank Committee using the following standards:

The title Instructor is given to Full-Time non tenure-track employees.

The title Assistant Professor is awarded to tenure-track Full-Time Faculty in their first through fourth years of employment.

The title Associate Professor is awarded to tenured Full-Time Faculty who are in their fifth or later year of service.

The title Professor is given to tenured Full-Time Faculty who have demonstrated eminence and service meeting the standards set by the Academic Rank Committee.

### 2013-2014 Full-Time Faculty and Administrators

#### **AGUILAR, SHELLEY**

Associate Professor, Biology  
A.A., San Bernardino Valley College  
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## District Personnel

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M.S., California State University at Hayward

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## Symbols

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# MT. SAN JACINTO COLLEGE

San Jacinto – Menifee – San Gorgonio Pass – Temecula



MT. SAN JACINTO COLLEGE

1499 N. State Street  
San Jacinto, CA 92583

## College Catalog 2013 – 2014

[www.msjc.edu](http://www.msjc.edu)



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