

# Mt. San Jacinto College Catalog 2008-2009

## Addendum

[www.msjc.edu](http://www.msjc.edu)



Effective Fall 2008-Summer 2009

### San Jacinto Campus

1499 N. State Street, San Jacinto, CA 92583  
(951) 487-MSJC (6752)  
TDD (951) 654-2098

### Menifee Valley Campus

28237 La Piedra Road, Menifee, CA 92584  
(951) 672-MSJC (6752)  
TDD (951) 672-9357

*Corrections made to the following pages:*

82, 86, 90-95, 134, 137, 139-140, 153, and 157.

## Instructional Programs

program and for students wanting to work in nursing as they step through the latter progression of C.N.A. to L.V.N. to R.N. programs. The C.N.A. program also offers a NURS-087 course that provides further training for the C.N.A. who desires to work in an acute care hospital.

**Medical Assistant** - This program prepares the student for employment as a certified medical assistant to work in a medical office or clinic. The program is designed to prepare the student to aid the physician in administrative (front office) and clinical (back office) procedures and practices.

### DISTINCTIVE FEATURES

Short-term classes can provide interested students the opportunity to experience the field of allied health services and decide if this is best for them without long-term commitments. The career-ladder approach to education enables students to set short-term attainable goals which can be met prior to proceeding to the next career goal. As each goal is attained, students can decide whether to work at that level or to proceed to the next educational goal. In this approach, credit may be given for previous experience. This allows students to progress at their own speed, and to even take remedial course work, if necessary.

### CAREER OPPORTUNITIES

Emergency Medical Technician (EMT) \* Certified Medical Assistant (CMA) \* Health Care Technician \* Certified Nurse Assistant (CNA) \* Certified Home Health Aide (CHHA)

### 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

### DEGREE

The Certificate/Associate of 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 Assisting 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 Assisting

Recommended coursework (60 units) for students wanting to earn their Associate Degree in Medical Assisting as well as the Certificate in Medical Assisting (see a counselor to make your education plan):

#### Required Courses (24 units)

##### (Suggested 1st Semester)

NURS-100	Introduction to Anatomy & Physiology	3 units
AH-095	Medical Terminology	3 units
OTEC-144	Keyboarding and Document Formatting	3 units
AH-072	Medical Assistant: Administrative Procedures	3 units
COMM-103	Interpersonal Communication (D2)	3 units

##### (Suggested 2nd Semester)

AH-073	Medical Assistant: Clinical Procedures	4 units
AH-078	Medical Assistant: Computerized Office Professional	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit
PSYC-103	Human Development (B2)	3 units
NUTR-101	Nutrition (A)	3 units

##### (Suggested 3rd Semester)

PE-115	First Aid (E)	3 units
AH-122	Medical Ethics	3 units
AH-149	Occupational Internship	4 units
PS-101	Political Science (B1)	3 units

##### (Suggested 4th Semester)

The following courses are suggested as co-courses for the Medical Assisting 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 Certificate in Medical Assisting from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.

### CERTIFICATES

#### Certificate in Medical Assisting (24 units)

##### Required Courses (24 units)

##### (Suggested 1st Semester)

AH-072	Medical Assistant: Administrative	3 units
AH-095	Medical Terminology	3 units
OTEC-144	Keyboarding and Document Formatting	3 units
NURS-100	Introduction to Anatomy & Physiology for Allied Health	3 units

##### (Suggested 2nd Semester)

AH-073	Medical Assistant: Clinical Procedures	4 units
AH-078	Medical Assistant: Computerized Office Professional	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit
AH-149	Occupational Internship	4 units

Students successfully completing the above coursework will earn a Certificate in Medical Assisting from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.

## Instructional Programs

and elective courses along with the Mt. San Jacinto Transfer Emphasis General Education Requirements Option B or C patterns.

### Required Core Courses (16 units)

ART-102	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 unit
ART-130B/MUL-140	Digital Art - Illustration	2 units

### Art Electives (6 units)

ART-101	Art History: Prehistoric through Medieval Art	3 units
ART-105	History of Graphic Design	3 units
ART-109	Drawing II	3 units
ART-122	3D Design	3 units
ART-125	Typography I	3 units
ART-249	Portfolio and Professional Development	3 units

## EMPLOYMENT CONCENTRATIONS

### 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-299P	Special Projects - Portfolio Preparation	1 unit
ART-249	Portfolio and Professional Development	3 units
(ART-299P or ART 249 - can not use both towards this concentration)		

## Astronomy

Degree(s)  
None

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

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### PROGRAM DESCRIPTION

Astronomy course offerings are limited to a general survey introductory course (101) for physical science majors or students looking for interesting alternatives to fulfill General Education requirements. Astronomy is the study of the principles and development of the solar system and the galaxies.

### 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

### DEGREE

An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.

## Instructional Programs

Concepts and actual experience in biology courses provide the knowledge and ability that is essential for those interested in agriculture, biology, botany, microbiology-bacteriology, genetics, molecular biology, zoology, entomology, fish and wildlife biology, ecology, plant breeding, animal and plant physiology, medical technology in public and private institutions and laboratories, bacteriological applications to industry, medical and pharmaceutical sales, prerequisites for allied health programs, undergraduate preparation for medicine, dentistry, physical therapy, veterinarian medicine, landscape design, graduate programs leading to research and teaching science from first grade to the university. The area of natural resource management includes game warden, Bureau of Land Management, wildfire control, wilderness rescue, fisheries, forestry, park ranger, wildlife and land management and environmental biologist.

## 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable and required for Science majors.

## DEGREE

An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.

# Business

## PROGRAMS OVERVIEW

### Degree(s)

#### Business Administration

A.S. in Business Administration <sup>4388</sup> AS.BADM

(with General Education Requirements Option A)

#### Office Administration

A.S. in Office Administration <sup>8675</sup> AS.BUS.OADM/Tech <sup>8676</sup> AS.BUS.OATP

(with General Education Requirements Option A)

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### Certificate(s)

#### Business Administration

Certificate in Business Administration <sup>4388</sup> CT.BADM/Tech

Certificate in Small Business Operations <sup>4389</sup> CT.BUS.SBO/Tech

#### Office Administration

Certificate in Business, Clerical <sup>4392</sup> CT.BUS.CLER/Tech <sup>16038</sup> CT.BUS.CLER.TP

Certificate in Business, Office Administration Technician <sup>8675</sup> CT.BUS.OADM/Tech <sup>8676</sup> CT.BUS.OATP

Certificate in Microsoft Applications Specialist <sup>10769</sup> CT.BUS.MCA/Tech <sup>8678</sup> CT.BUS.MAS.TP

### Employment Concentration Certificate(s)

#### Business Administration

Accounting and Tax Preparation Concentration <sup>99999</sup> ECC.BUS.ACCT.TAX

Management Communications Concentration <sup>99999</sup> ECC.BUS.MC

Resort Operations Concentration <sup>99999</sup> ECC.BUS.RESOPS

#### Office Administration

Accounting Applications Concentration <sup>99999</sup> ECC.BUS.AA

Office Communications Concentration <sup>99999</sup> ECC.BUS.OC

Office Technologies Concentration <sup>99999</sup> ECC.BUS.OT

Virtual Office Professional Concentration <sup>99999</sup> ECC.BUS.VOIPC

## BUSINESS ADMINISTRATION

This field deals with the realm of commercial transactions involved in the American economic System. An Associate degree program, two certificate programs, and two employment concentration certificates are available.

## OFFICE ADMINISTRATION

This field deals with the realm of the modern office. An Associate degree program, three certificate programs, and three employment concentrations are available. See the following pages for details.

# Business

## BUSINESS ADMINISTRATION

### Degree(s)

A.S. in Business Administration <sup>4388 AS.BADM</sup>  
(with General Education Requirements Option A)

### Certificate(s)

Certificate in Business Administration <sup>4388 CT.BADM/Tech</sup>  
Certificate in Small Business Operations <sup>4389 CT.BUS.SBO/Tech</sup>

### Employment Concentration Certificate(s)

Accounting and Tax Preparation Concentration <sup>99999 ECC.BUS.ACCT.TAX</sup>  
Management Communications Concentration <sup>99999 ECC.BUS.MC</sup>  
Resort Operations Concentration <sup>99999 ECC.BUS.RESOPS</sup>  
Virtual Office Professional Concentration <sup>99999 ECC.BUS.VOPC</sup>

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Donna Holts (951) 639-5521

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## PROGRAM DESCRIPTION

Business Administration studies introduce the student to the world of commercial transactions, which occur in the distribution of resources in our American economic system. These courses offer students opportunities to acquire practical skills, technical knowledge and experience, and improved conceptual abilities and theory in the areas of Accounting, Business Law, Finance, Marketing and Management. A core concentration in this area, in conjunction with the MSJC General Education Option A requirements, leads to a major in Business Administration. There are also certificate programs in Accounting and Tax Preparation, Business Administration and Small Business Operations.

## DISTINCTIVE FEATURES

### There are two areas of focus:

1. Business Administration - Provides a theoretical overview and approach to the business world.
2. Small Business Operations - The certificate program provides a focus on practical small business operation skills and techniques.

## CAREER OPPORTUNITIES

Accounting \* Promotion \* Sales \* Finance \* Public Administration \* Health Administration \* Inspection \* Purchasing Marketing \* Transportation Administration \* Utilities Administration

## 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable. The American Assembly of Collegiate Schools of Business (AACSB), a national business/management program accrediting agency, stipulates that lower division course work is preparatory to a bachelor's degree. Thus, this program is designed to provide a basic overview of the area.

## 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 of Science degree in Business Administration.

### Business Administration Major (18 units)

#### Required Courses (6 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ECON-201	Principles of Macroeconomics	3 units

#### Additional Required Courses (9 units from this list)

BADM-103	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
MGT-205	Principles of Marketing Management	3 units

#### Electives (3 units from this list)

ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-125	Managerial Accounting - Principles of Accounting II	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
BADM-098A	Developing 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

## Instructional Programs

BADM-104/ENGL-104	Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
ECON-202	Principles of Microeconomics	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
BADM-103	Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
MGT-103	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

##### Elective Courses (Take 6 units from this list)

ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-125	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
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
MGT-132	Labor Management Relations	3 units
MGT-133	Productivity Management	3 units
MGT-134	Communications in the Organization	3 units
MGT-137	Human Relations at Work	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
BADM-150	Small Business Entrepreneurship	3 units
BADM-201	Legal Environment of Business	3 units
ECON-201	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
ACCT-126	Beginning Computer Accounting	3 units
BADM-157	Principles of Salesmanship	3 units
BADM-170	Introduction to International Business	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
ECON-202	Principles of Microeconomics	3 units
MGT-103	Introduction to Management	3 units
MGT-132	Labor Management Relations	3 units
MGT-134	Communications in the Organization	3 units
MGT-137	Human Relations at Work	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 and Tax Preparation Concentration (16 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-125	Managerial Accounting – Principles of Accounting II	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
or		
CAPP-125C	Excel For Business and Accounting	3 units
or		
CAPP-125C1	Excel 1-Basics for Business and Accounting	1 unit
and		
CAPP-125C2	Excel 2-For Business Users	1 unit
and		
CAPP-125C3	Excel 3-For Accounting Users	1 unit
(the preceding three one-unit classes are equivalent to CAPP-125C)		
ECON-202	Principles of Microeconomics	3 units

#### Management Communications Concentration (9 units)

BADM-104/ENGL-104	Business Communications	3 units
CAPP-121D	Using Microsoft Word 2007 – Level 1	3 units
MGT-103	Introduction to Management	3 units

#### Resort Operations Concentration (10 units)

HORT-120/BADM-120	Sales and Marketing in Hospitality	3 units
HORT-121/BADM-121	Sanitation and Safety in Resort Management	2 units
HORT-122/BADM-122	Resort Food & Beverage Operations	3 units
HORT-123/BADM-123	Menu Planning in Resort Operations	2 units

#### Virtual Office Professional Concentration (17 units)

OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units
ACCT-075	Bookkeeping	3 units
BADM-104/ENGL-104	Business Communications	3 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
CAPP-120D	Using Microsoft Office 2007 – Level 1	3 units

# Business

## OFFICE ADMINISTRATION

**Degree(s)**

A.S. in Office Administration <sup>8675 AS.BUS.OADM/Tech 8676 AS.BUS.OATP</sup>  
(with General Education Requirements Option A)

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-624-5561

**Certificate(s)**

Certificate in Business, Clerical <sup>4392 CT.BUS.CLER/Tech 16038 CT.BUS.CLER.TP</sup>

Ron Bowman (951) 487-3520  
*rbowman@msjc.edu*

Certificate in Business, Office Administration Technician

Belinda Heiden-Scott (951) 487-3521  
*bscott@msjc.edu*

<sup>8675 CT.BUS.OADM/Tech 8676 CT.BUS.OATP</sup>

Certificate in Microsoft Applications Specialist <sup>10769 CT.BUS.MCA/Tech 8678 CT.BUS.MAS.TP</sup>

Menifee Valley Campus  
(951) 672-MSJC (6752)

Employment Concentration Certificate(s)

Accounting Applications Concentration <sup>99999 ECC.BUS.AA</sup>

1-800-452-3335

Office Communications Concentration <sup>99999 ECC.BUS.OC</sup>

David Candelaria (951) 639-5522

Office Technologies Concentration <sup>99999 ECC.BUS.OT</sup>

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## PROGRAM DESCRIPTION

This program provides for 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 positions available in the job market.

## CAREER OPPORTUNITIES

Administrative Assistant \* Executive Secretary \*  
Administrative Manager \* Secretary \* Bookkeeper \*  
Receptionist \* Word Processor \* Records Manager \*  
Computer Applications Specialist \* Medical Office Assistant  
(see Allied Health program)

## 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

## 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 of Science degree in Office Administration. Office Administration students are required to take BADM-104 - Business Communications - 3 units to

meet the English requirement and MATH-090 or higher - 4 units to meet the math requirement for the Associate of Science degree.

### A.S. in Office Administration (18 units)

#### Required Courses (6 units)

OTEC-178	Office Procedures	3 units
CAPP-121D	Using Microsoft Word 2007 – Level I	3 units

#### Elective Courses (12 units)

ACCT-075	Bookkeeping	3 units
ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-125	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-098A	Developing 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-149	Occupational Internship: Business	1-4 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-201	Legal Environment of Business	3 units
CAPP-120D	Using Microsoft Office 2007 – Level 1	3 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
or CAPP-125C	Excel For Business and Accounting	3 units
or CAPP-125C1 and CAPP-125C2	Excel 1-Basics for Business and Accounting	1 unit
and CAPP-125C3	Excel 2-For Business Users	1 unit
(the preceding three one-unit classes are equivalent to CAPP-125C)	Excel 3-For Accounting Users	1 unit
CAPP-123D	Using Microsoft Access 2007 – Level 1	3 units

## Instructional Programs

CAPP-124D	Using Microsoft PowerPoint 2007 – Level 1	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-140D	Using Microsoft Office 2007 – Level 2	3 units
CAPP-141D	Using Microsoft Word 2007 – Level 2	3 units
CAPP-152	Using Acrobat – Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units
MGT-103	Introduction to Management	3 units
OTEC-145	Keyboarding and Document Formatting II	3 units

### CERTIFICATES

Certificates remain valid for two years after issuance. Students enrolled in any computer applications or accounting courses are encouraged to concurrently enroll in the relevant laboratory practicum course, CAPP-056 or ACCT-057, for one-half unit additional credit. An instructor is provided in the computer laboratory to assist students with assignments and tests. The practicum reviews and reinforces course theory, and provides additional practice for students desiring to increase their productivity using computer applications.

#### Certificate in Business, Clerical (25 units)

##### Required Courses (16 units)

BADM-104/ENGL-104	Business Communications	3 units
CAPP-120D	Using Microsoft Office 2007 – Level 1	3 units
CAPP-121D	Using Microsoft Word 2007 – Level 1	3 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
or		
CAPP-125C	Excel For Business and Accounting	3 units
or		
CAPP-125C1	Excel 1-Basics for Business and Accounting	1 unit
and		
CAPP-125C2	Excel 2-For Business Users	1 unit
and		
CAPP-125C3	Excel 3-For Accounting Users	1 unit
(the preceding three one-unit classes are equivalent to CAPP-125C)		
MATH-090	Elementary Algebra (or higher)	4 units

##### Elective Courses (9 units)

ACCT-075	Bookkeeping	3 units
BADM-098A	Developing 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
CAPP-123D	Using Microsoft Access 2007 – Level 1	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-141D	Using Microsoft Word 2007 – Level 2	3 units
CAPP-152	Using Acrobat – Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units
OTEC-095/ENGL-095	Business English	3 units
OTEC-145	Keyboarding and Document Formatting II	3 units
OTEC-178	Office Procedures	3 units

#### Certificate in Business, Office Administration Technician (25 units)

##### Required Courses (16 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
BADM-103	Introduction to Business	3 units
BADM-104/ENGL-104	Business Communications	3 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
or		
CAPP-125C	Excel For Business and Accounting	3 units
or		
CAPP-125C1	Excel 1-Basics for Business and Accounting	1 unit
and		

CAPP-125C2	Excel 2-For Business Users	1 unit
and		
CAPP-125C3	Excel 3-For Accounting Users	1 unit
(the preceding three one-unit classes are equivalent to CAPP-125C)		
MATH-090	Elementary Algebra (or higher)	4 units

##### Elective Courses (9 units)

ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-126	Beginning Computer Accounting	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
BADM-098A	Developing 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
CAPP-120D	Using Microsoft Office 2007 – Level 1	3 units
CAPP-121D	Using Microsoft Word 2007 – Level 1	3 units
CAPP-123D	Using Microsoft Access 2007 – Level 1	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-152	Using Acrobat – Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units

#### Certificate in Microsoft Applications Specialist (18 units)

##### Required Courses (18 units)

CAPP-121D	Using Microsoft Word 2007 – Level 1	3 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
CAPP-123D	Using Microsoft Access 2007 – Level 1	3 units
CAPP-124D	Using Microsoft PowerPoint 2007 – Level 1	3 units
CAPP-141D	Using Microsoft Word 2007 – Level 2	3 units
OTEC-144	Keyboarding and Document Formatting	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 both in the Business Department and Counseling office) after completion of all classes in order to receive certificate.

#### Accounting Applications Concentration (9 units)

ACCT-075	Bookkeeping	3 units
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-126	Beginning Computer Accounting	3 units

#### Office Communications Concentration (9 units)

BADM-104/ENGL-104	Business Communications	3 units
CAPP-121D	Using Microsoft Word 2007 – Level 2	3 units
OTEC-095/ENGL-095	Business English	3 units

#### Office Technologies Concentration (9 units)

CAPP-121D	Using Microsoft Word 2007 – Level 1	3 units
CAPP-122D	Using Microsoft Excel 2007 – Level 1	3 units
OTEC-144	Keyboarding & Document Formatting	3 units



## TECH PREP OPTION

The Office Administration Tech Prep Major is for students enrolling at Mt. San Jacinto College as an extension of their high school/ROP education. After the completion of 12 or more semester units at Mt. San Jacinto College and a grade point average of "C" or better, certain courses at the high school/ROP level may be articulated for up to 12 units of college credit through the Tech Prep Program. (See your high school/ROP counselor or a Mt. San Jacinto College counselor for further information). The Tech Prep option is available for the Office Administration degree and all Business/Office Administration certificates.

# Chemistry

Degree(s)  
None

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-624-5561

David Bookin (951) 487-3740  
*dbookin@msjc.edu*

Menifee Valley Campus  
(951) 672-MSJC (6752)  
1-800-452-3335

John Schuler (951) 639-5740  
*jschuler@msjc.edu*

## PROGRAM DESCRIPTION

MSJC's chemistry program offers 1) a two-semester inorganic chemistry track for freshman level science majors, 2) a two-semester organic chemistry track for sophomore level science majors, and 3) a one-semester introduction for the non-major or nursing student. Chemistry is the science that investigates the composition and properties of substances and elementary forms of matter. It is the central science for many fields of study and is the largest field of employment in the physical sciences, with 75% of all chemists employed in private industry.

## DISTINCTIVE FEATURES

A well-equipped lab offers students the environment for gaining first-hand knowledge by applying principles exposed in lecture.

## CAREER OPPORTUNITIES

Analytical Chemist \* Microbiologist \* Inorganic Chemist \* Soil Scientist \* Air Quality Control \* Petroleum Chemist \* Food Chemist \* Water Quality \* Oceanographer

\* Biochemist \* Medicinal Chemist \* Computer Applications \* Sugar Chemist Specialist \* Physical Chemist \* Pharmacologist \* Forensic Scientist \* Agricultural Chemist \* Pharmaceutical Chemist \* Energy Resource Specialist \* Technical Sales Representative \* Control Organometallic Chemist \* Technical Information Specialist \* Teacher (High School and College) \* Professional Schools (medicine, dentistry, pharmacy, law, business)

## 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

## DEGREE

An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.

## Instructional Programs

MUL-129	Writing for Interactive Media Design	3 units
MUL-131	3D Animation I	3 units
MUL-137	3D Animation II	3 units
MUL-139	3D Topic-Character	3 units
ART-130B/MUL-140	Digital Art - Illustration	2 units
MUL-141	3D Topic-Effects	3 units
MUL-143	3D Topic-Rendering	3 units
MUL-149	Occupational Internship: Multimedia	3 units
MUL-150	Portfolio Preparation	3 units
MUL-158/CSIS-116C	Internet Scripting with JavaScript	3 units
MUL-218	Dynamic Web Page Design	3 units
MUL-224/PHOT-224	Digital Photography Production II	3 units
MUL-225/PHOT-225	Digital Photography Production III	3 units
MUL-245	3D Topic-Modeling	3 units
MUL-299	Special Projects: Multimedia	3 units
MUS-145/AUD-145	MIDI Recording & Computer Recording	3 units
THA-135	Introduction to Film	3 units
CSIS-115A	HTML Programming – Level 1	3 units
ART-108	Beginning Drawing	3 units
ART-130A	Digital Art - Imaging	2 units

## EMPLOYMENT CONCENTRATIONS

Employment Concentration Skills Certifications are local certifications issued by the College. Each certification of skill sets is organized around one specific area of multimedia occupations. We currently enjoy a surge of employer requests for web designers. Our Internship Program has employed approximately 80 students in the last two years and continues to be an integral part of our program.

### Animation Concentration (12 units)

Emphasis is on the diverse skills required of individuals who create 3D animation for entertainment, promotion, or visualization. Job Opportunities: 3D Animation Specialist for Special Effects, Gaming and the Web industries.

#### Required Courses (6 units)

MUL-131	3D Animation I	3 units
MUL-137	3D Animation II	3 units

#### Elective Courses (6 units)

MUL-139	3D Topic-Character	3 units
MUL-141	3D Topic-Effects	3 units
MUL-143	3D Topic-Rendering	3 units
MUL-245	3D Topic-Modeling	3 units

### Imaging Concentration (13-14 units)

Emphasis is on Graphic Design for display media (computer, video, Internet). Job Opportunities: Photo and Image preparation for CD and DVD production, Graphic artist for Web Design.

#### Required Courses (14 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
MUL-124/PHOT 125	Digital Photography Production I	3 units
MUL-140/ART-130B	Digital Art - Illustration	2 units
MUL-224/PHOT-224	Digital Photography Production II	3 units

### Production Management (15 units)

Emphasis is on the diverse skills required of those who assist in managing production, scheduling and budgeting of multimedia products. Job Opportunities: Production Assistant.

#### Required Courses (9 units)

MUL-127	Production Development	3 units
MUL-114	Production Management	3 units
BADM-104/ENGL-104	Business Communications	3 units

#### Elective Courses (6 units)

(Choose two classes from one of the three areas):

#### Entertainment

THA-135	Introduction to Film	3 units
AUD-152/MUL-123	Digital Video Production I	3 units

#### Promotion

ART-123	Graphic Design I	3 units
MUL-112	Interactive Media Design I	3 units
PHOT-118/ART-128	Beginning Photography	3 units

or

MUL-124/PHOT-125	Digital Photography Production I	3 units
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#### Visualization

ENVS-100	Humans and Scientific Inquiry	3 units
GEOG-115	Introduction to Geographic Info Systems	3 units

### Videography Concentration (15 units)

Emphasis is on digital video production and editing. Job Opportunities: Video design, animation production for the Internet, video and animation production for the entertainment industry. A two semester plan for this concentration would start with ART-120 and MUL-110 followed by MUL-123 and MUL-223.

#### Required Courses (15 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
AUD-152/MUL-123	Digital Video Production I	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-223/AUD153	Video Production II	3 units

### Web Design Concentration (15 units)

Emphasis is on content preparation for the Internet. Job Opportunities: Web Designer, Instructional Designer, Information Architect. A cumulative GPA of 2.0 or higher is required for these courses.

#### Required Courses (15 units)

MUL-110	Introduction to Multimedia	3 units
MUL-112	Interactive Media Design I	3 units
MUL-125	Scripting for Multimedia	3 units
MUL-158/CSIS-116C	Internet Scripting with JavaScript	3 units
MUL-218	Designing and Managing Dynamic Websites	3 units

MUL-112 is a prerequisite for MUL-125. MUL-125 and MUL-158 may be taken together. This is a three-semester program.

**DEGREE**

In addition to completing all of the MSJC General Education Option A requirements, students should take at least 21 units from the following list to obtain an Associate of 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	1-4 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	1 unit
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	1 unit
MUS-203	Concert Band	1 unit
MUS-204	Musical Theater Workshop	1-3 units
MUS-205	College Singers	1 unit

**Area B:**

THA-105/COMM-105	Voice and Diction	3 units
THA-109	Beginning 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	1 unit
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	American, Popular Dance on Stage, Screen and Television	3 units
DAN-204	Musical Theater Dance Techniques	3 units

## 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 review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

## 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  
CPR Healthcare Provider Card  
High School graduate (or equivalency)

#### Prerequisites:

ANAT-101	Human Anatomy & Physiology I (A)	5 units
ANAT-102	Human Anatomy & Physiology II (A)	5 units
BIOL-125	Microbiology (A)	5 units
MATH-096	Intermediate Algebra (G)	5 units
ENGL-101	Freshman Composition (D1)	4 units

#### Semester One:

NURS-212	Foundations of Nursing	4 units
NURS-194	Pharmacology & Dosage Calculations for Nurses	3.5 units

NURS-214	Introduction to Medical-Surgical Nursing	4 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5 unit

#### Semester Two:

NURS-224	Beginning Medical-Surgical Nursing II	5 units
NURS-226	Nursing of Childbearing & Families	3.5 units
NURS-222	Nursing Care of Children & Families	3.5 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5 unit

#### Semester Three:

NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-238	Gerontology and Community Nursing	2 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5 unit

#### Semester Four:

NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-248	Perceptorship (5 wks) ( <i>pending approval</i> )	2.5 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5 units

#### Additional Associate Degree and Requirements:

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))

The following courses will satisfy both requirements:

ASL-110, DAN-100, 201  
ENGL-205, 240, 250, 260, 270, 280  
HIST-103, 104, 106, 107, 108, 114, 115, 136, 151, 158, 160  
MUS-107, 108, 109  
SPAN-270  
THA-136

Note: Graduates from the A.D.N. Program meet the requirement of Physical Education and Healthful Living.

### 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 of 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 of 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  
CPR Healthcare Provider Card  
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
ENGL-101	Freshman Composition	4 units
MATH-096	Intermediate Algebra	5 units
NURS-232	Role Transition	3 units
PSYC-101	Introduction to Psychology	3 units

LVN, licensed in California or proof of LVN program graduate awaiting licensure.

#### 3rd Semester:

NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5-2.0 units
NURS-238	Gerontology & Community Nursing	2 units

#### 4th Semester:

NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5-2.0 units
NURS-248	Perceptorship ( <i>pending approval</i> )	2.5 units

#### Additional Associate Degree and Requirements:

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))

The following courses will satisfy both requirements:

ASL-110, DAN-100, 201  
ENGL-205, 240, 250, 260, 270, 280  
HIST-103, 104, 106, 107, 108, 114, 115, 136, 151, 158, 160  
MUS-107, 108, 109  
SPAN-270  
THA-136

Note: Graduates from the A.D.N. Program meet the requirement of Physical Education and Healthful Living.

## Instructional Programs

### 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  
CPR Healthcare Provider Card  
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-101	Human Anatomy & Physiology I	3 units
ANAT-102	Human Anatomy & Physiology II	3 units
BIOL-125	Microbiology	4 units
NURS-232	Role Transition	3 units

LVN, validly licensed in California or proof of LVN program graduate waiting to write the state NCLEX-VN exam

**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-234	Intermediate Medical-Surgical Nursing IV	5 units
NURS-236	Mental Health Nursing	3 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5-2.0 unit
NURS-238	Geneology & Community Nursing	2 units

##### 4th Semester:

NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-084C	Nursing Skills Lab: Registered Nurse	0.5-2.0 units
NURS-248	Perceptorship ( <i>pending approval</i> )	2.5 units

## Instructional Programs

BIOL-148*	Field Studies of Tropical Ecology of Costa Rica	4 units	GEOL-107	Geologic Field Studies	1 unit
BIOL-150*	General Biology I	5 units	GEOL-109	Geology of National Parks	3 units
BIOL-151*	General Biology II	5 units	GEOL-110*	Oceanography	4 units
CHEM-100*	Introduction to Chemistry	4 units	GEOL-111+	Planetary Astronomy	3 units
CHEM-101*	General Chemistry I	5 units	GEOL-112	California Geology	3 units
CHEM-102*	General Chemistry II	5 units	NURS-100+	Introduction to Anatomy and Physiology	3 units
CHEM-112*	Organic Chemistry I	5 units	NUTR-101	Nutrition and Foods	3 units
CHEM-113*	Organic Chemistry II	5 units	PHY-100	Conceptual Physics	3 units
ENVS-100	Humans and Scientific Inquiry	3 units	PHY-101*	Basic Physics: Energy and Motion	4 units
ENVS-101	Environmental Science	3 units	PHY-102*	Basic Electricity and Modern Physics	4 units
ENVS-102*	Environmental Science Laboratory	1 unit	PHY-201*	Mechanics and Wave Motion	4 units
ENVS-110*	Natural Resources	4 units	PHY-202*	Electricity and Magnetism	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+	Introduction to Cartography	3 units			
GEOL-100*	Physical Geology	4 units			
GEOL-103	Environmental Geology	3 units			
GEOL-105	Historical Geology	4 units			

\* Indicates science lab classes.

NOTE: Honors sections of a course may be used in lieu of the regular approved course. 149 and 299 courses may be counted to meet the program of study unit requirement.

## Social/Behavioral Sciences

Degree(s)	San Jacinto Campus
A.A. in Social/Behavioral Sciences <sup>4430 AA.SOCB</sup>	(951) 487-MSJC (6752)
(with General Education Requirements Option A)	1-800-624-5561
Certificate(s)	Counseling (951) 487-3255
None	
Employment Concentration Certificate(s)	Menifee Valley Campus
None	(951) 672-MSJC (6752)
	1-800-452-3335
	Counseling (951) 639-5255

### PROGRAM DESCRIPTION

The Associate of Art degree in Social / Behavioral Science is an interdisciplinary group major incorporating specific coursework along with satisfactory completion of at least 60 degree-applicable semester units. A grade point average of 2.0 or higher on a four-point scale. Satisfactory completion of at least 24 units of General Education Requirements Option A and satisfactory completion of at least 12 units at MSJC for residency is required.

### 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 – 102, 111  
 Anthropology – 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 116, 121+, 125, 215  
 Child Development and Education – 110, 125, 134, 140, 141, 147

Communication – 108, 110  
 Dance – 100+  
 Economics – 071, 072, 201, 202  
 Education – 135, 136, 138, 142, 160  
 Geography – 102, 108, 111  
 Gerontology – 103+, 110, 125+, 130+  
 Guidance – 100, 116, 120  
 Health Science – 121, 123  
 History – 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 119, 120, 121+, 124, 125, 126, 127, 136+, 140, 141, 142, 150, 151+, 155, 160  
 Legal – 100, 103+  
 Nutrition - 100  
 Political Science – 101, 102, 103, 104, 120,  
 Psychology – 101, 102, 103, 104, 105+, 106, 107, 108, 112+, 125+  
 Sociology – 101, 102, 103, 105+, 106, 108, 110, 112+, 115, 125, 129, 130+  
 Student Government Association – 101, 102  
 Theater Arts – 136+

+ Indicates cross-listed classes.

NOTE: Honors sections of a course may be used in lieu of the regular approved course. 149 and 299 courses may be counted to meet the program of study unit requirement.

**CERTIFICATES****Certificate In Technical Theater (18 units)****Core Courses (12 units)**

THA-117	Stagecraft	3 units
THA-120	Lighting	3 units
THA-121	Costume	3 units
MUS-140/AUD-140	Beginning Studio Recording	3 units

**Elective Courses (any 6 units)**

THA-118	Theater Production	3 units
THA-122	Stage Makeup	3 units
THA-123	Models and Rendering	3 units
THA-124	Scenic Painting	3 units

**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	1-4 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	1 unit
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	1 unit
MUS-203	Concert Band	1 unit
MUS-204	Musical Theater Workshop	1-3 units
MUS-205	College Singers	1 unit

**Area B:**

THA-105/COMM-105	Voice and Diction	3 units
THA-109	Beginning 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	1 unit
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	American, Popular Dance on Stage, Screen and Television	3 units
DAN-204	Musical Theater Dance Techniques	3 units

