Welcome to MSJC!

A message from the President…

Choosing the right college is one of the biggest steps you'll take in achieving your personal goals. At Mt. San Jacinto College, we take pride in providing the support, the curriculum, and the services you'll need in taking the right step toward accomplishing your educational goals.

MSJC offers outstanding academic programs that produce students who transfer successfully to the finest four-year colleges and universities. State-of-the-art technical programs prepare students for the jobs of tomorrow. Employers report that MSJC students are extremely well prepared. MSJC focuses on student success!

You'll benefit from a faculty dedicated to the success of each student, and staff members who are here to help you register for classes, apply for financial aid, and receive tutorial assistance.

Mt. San Jacinto College has a reputation as an educational leader and will provide you the best in academic excellence and service. MSJC is the right step toward your brighter future.

Mark J. Zacovic, Ph.D.
Superintendent/President
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 education 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, student services, 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.

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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. Inquires 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.

GIRONDE DE NO DISCRIMINACIÓN

El Distrito del Colegio de la Comunidad Mt. San Jacinto no descrimina 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 Educativa de 1972, Titulo VII Dictamen de los Derechos Civiles de 1964 y 1972, y el Dictamen de Rehabilitación de 1973, secciones 503 y 504. Información concerniente a la aplicación de dichos reglamento deberá ser dirigida al Oficial de Acción Afirmativa, 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 Incapacitados. El distrito exorta la integración de estudiantes incapacitados a clases regulares, y el colegio ofrece servicios de apoyo para hacer la educación accessible. Información concerniente a este programa puede ser obtenida del Coordinator(a) de Programas y Servicios para Estudiantes Incapacitados.

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

If you have questions, please contact the appropriate site:

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.
About the College

Location

Mt. San Jacinto Community College District covers 1,700 square miles in central and southwestern Riverside County, 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 to include the communities of Banning, Beaumont, Idyllwild, San Jacinto, Hemet, Perris, Sun City, Lake Elsinore, Canyon Lake, Murrieta, Menifee, Temecula, Aguanga and Anza. Economic activity includes a varied agricultural industry, light manufacturing, tourism and a thriving service sector meeting 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 and 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, strategically located to serve the growing communities along the Interstate 215/Interstate 15 corridors. Total enrollment in credit, non-credit and community-services classes exceeds 19,000 students.

History

The Mt. San Jacinto Community College District was formed in 1962 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 111 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 more than 7,000 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. The San Jacinto Campus has been master-planned and essentially will be rebuilt over the next 15 to 20 years to accommodate 12,000 to 15,000 students. In the fall of 1993, the Alice P. Cutting Business & Technology Center opened to students with new laboratories for Business, Computer Information Science, 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 master plan for the Menifee Valley Campus will ultimately provide for 15,000 to 20,000 students. A new learning resource center on this campus opened during the Spring 2006. The construction of two new childcare centers in 2002 paved the way for a major expansion of the Child Development and Teacher Training Center at MSJC.

Commitment to Quality

As part of a single college, multi-campus district, Mt. San Jacinto College faculty and staff from both campuses 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.
General Information

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, 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. Except as noted otherwise, changes from the previous catalog become effective with the Summer 2006 session. Individuals with questions related to current programs, courses, policies and procedures should contact the Office of Student Services or the Office of Instruction.

MISSION STATEMENT

The mission of Mt. San Jacinto College is to provide quality, educationally enriching experiences, programs and opportunities designed to empower students to serve as productive citizens in a dynamic and complex world.

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 service: 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 president and faculty of the college, is authorized to confer the Associate of Arts, Associate in Science and Associate in Science - Nursing degrees and vocational certificates in several specific occupational fields.

COMMUNITY EDUCATION

Mt. San Jacinto College's Community Education program provides two types of offerings: Community service classes and activities and non-credit adult education courses.

MSJC's community service 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. The program is not funded by taxpayers' dollars.

The second component of the Community Education Program is non-credit adult education. One objective of adult education in California is to provide citizens of every age and educational level continuing opportunities for lifelong learning. Non-credit courses help to meet this objective by offering subjects approved and funded by the state. Because of the state's financial support, students do not pay a fee to take non-credit courses. English as a Second Language, GED preparation, high school diploma, and classes especially designed for senior adults are some of the courses offered through the non-credit program.

College credit is not given for community services 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 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. As the San Jacinto/Temecula Valley's population experiences immense growth and the state budget for the College is continually cut back, the need for expanded facilities and programs continues to grow.

Since the Foundation was formed, over $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 from donors throughout the college district. Individuals interested in learning more about the Foundation or making a donation may contact the Foundation Office at the San Jacinto Campus.
Residents of California who have graduated from high school, passed the California High School Proficiency examination, or are 18 years or older and can benefit from instruction may attend Mt. San Jacinto College. Out-of-state residents and citizens of other countries here on student visas may also attend Mt. San Jacinto College, subject to regulations that can be obtained from the Enrollment Services Office. These students will be required to pay nonresident tuition fees.

### Admission Information

#### ADMISSIONS

Policy on Open Enrollment

Unless specifically exempted by statute, every course, course section or class for which average daily attendance 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 Section 51823 of the Community College Administrative Code.

### Assessment Testing

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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
- 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/matricout/index.htm](http://www.msjc.edu/matricout/index.htm).

**Admission Application**

New and returning students who have not attended MSJC for more than one calendar year must complete an application for admission, which will provide the college with demographic information about students. 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 “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 in case you would 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 (see Matriculation brochure in Counseling).

Assessment tests can be taken anytime during the center’s hours of operation. After you have completed your assessment, the scores will be entered into the computer and you will be given dates for orientation. At the orientation session, you will receive your assessment scores and be given an interpretation. Orientation is required.

**Special Needs**

The Assessment Centers on the Menifee 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 on your campus prior to your assessment appointment.

**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 college procedures, course scheduling, academic expectations, college services, college regulations, rights and responsibilities, and other appropriate college matters on a timely basis;
- 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 summer, fall and spring terms.

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 – Continuing students with 90 units or less (descending order)
- Priority 4 – New and returning matriculated students. This includes concurrently enrolled high school students.
- Priority 5 – Continuing students with more than 90 units (ascending order)
- Priority 6 – Exempt non-matriculated 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 and clicking on my.msjc.edu.

Wait List Option

Some classes will have a wait list option. For these specific courses, once the class fills to its maximum capacity, this option will allow you to add your name to a priority listing. This option will not be available seven days prior to the term.

If space becomes available in that class before instruction begins, you will automatically be enrolled in the course and have four days to pay the enrollment fee. If you fail to pay the fee within the designated period, you will be automatically deleted from the class. In addition, we will attempt to send an email and/or a telephone call letting you know that you have been enrolled in the class that you have wait listed.

You cannot wait list for a class for which you have not met the prerequisite and/or corequisite.

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
- CTEP
- CELSA (for ESL Students)

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 or corequisite 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” 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 an official copy of the transcript be sent to Mt. San Jacinto College;
- Complete a “Request for Transcript 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 NC, you will be dropped from the course. A refund will be issued once the course is dropped.
Admission Information

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 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) within the specified deadlines. See current schedule “Important Dates.” (Deadlines may vary from department to department.)

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.

Recommended Preparation

When a course has a recommended preparation, students are recommended to have completed certain preparations prior to enrolling in the course. Recommended preparation is a recommendation, but not a required condition of enrollment into the course. Students will not be blocked from enrolling in the course if they do not have the recommended preparation. However, having the recommended preparation prior to enrollment is a student’s best opportunity for success in the course.

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 “nonresident.” If students are classified as California residents, they will be admitted to the college without paying nonresident tuition. Students classified as nonresidents will be required to pay nonresident tuition 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 “nonresident” 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.

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.
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.
Admission Information

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 nonresidents 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 nonresident 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 as a nonresident, 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 student who had not been an adult for more than one year prior to the resident determination date may add pre-18-years-of-age residence, if any, to post-18-years-of-age residence to obtain the durational requirement.

- 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.

• 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 nonresident 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.

Residence Change

A change of address should be reported immediately to the Enrollment Services Office.

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 eleven and twelve 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 11-12 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 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.
- 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 9th 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 8th grader. Even straight A’s in 8th 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 students enrolled at Mt. San Jacinto College while concurrently enrolled in grade 12 or lower are exempt from enrollment fees (effective Summer 1996). When appropriate, students are required to pay nonresident, ASB, student representation, parking and/or materials 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.

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 nonresident tuition upon acceptance of the international student.

International students will be required to pay the prevailing nonresident tuition fee, California enrollment fees and any other appropriate fees, unless economic hardship is determined. Economic hardship includes the financial circumstances of a person who is a victim of persecution or discrimination in the foreign country in which the applicant is a citizen and resident, or who is a recipient of TANF, SSI, or general assistance.

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 of Arts degree or the Associate of 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.

Summer Session Maximum Units

Because a full course of study is compressed into six or eight weeks, the college has established eight units as the maximum a student can carry during the summer session.
Cross enrollment is an opportunity for students of the California Community Colleges, the California State University, and the University of California to cross-enroll without formal admission or payment of additional fees for a maximum of one course per academic term at a campus of either of the other systems. This policy would enable campuses of those institutions to become more accessible, become more responsive to student needs, to make cross-enrollment procedures simpler and less time consuming, and to begin to develop a new model of a college or university for the 21st century.

**Qualification Requirements for Cross-Enrollment Programs**

A student is qualified to participate in the program if he or she is enrolled in any campus of the California Community Colleges, the California State University, or the University of California (host campus) and meets the following requirements:

a. The student has completed at least one term at the home campus (MSJC) as a matriculated student and is taking at least six units at the home campus during the current term.

b. The student has attained a grade point average of 2.0 (grade of C) for work completed.

c. The student has paid appropriate tuition or fees, or both, required by the home campus for the academic term in which the student seeks to cross-enroll.

d. The student has the appropriate academic preparation, as determined by the host campus, consistent with the standard applied to currently enrolled students, to enroll in the course in which the student seeks to enroll.

Mt. San Jacinto College publishes class schedules for both the regular academic program and community education for each semester. Schedules are available in the Enrollment Services Office on both campuses, the Temecula Valley Center, as well as at public libraries and other locations throughout the district. Class schedules are also published on the web at: [www.msjc.edu](http://www.msjc.edu).

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.

**FasTrac, Late Start, Online, Short-Term, and Off-Cycle Offerings**

The college provides a wide variety of specially scheduled courses such as FasTrac, Late Start, 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.
ENROLLMENT FEES

Resident Tuition
(Each semester)
Each unit ........................................................... $26

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, 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.

Nonresident Tuition
Each unit ........................................................... $160
California enrollment fee................................. $26
Total ................................................................. $186

A nonresident 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 nonresident tuition if the student’s parents or legal guardian are a resident of another state. The only exceptions to this requirement are certain international students, military personnel and the dependents of military personnel. The Board of Governors of the California Community College system sets nonresident tuition. See the current class schedule for the current nonresident tuition fee.

*All fees subject to change – see current class schedule.

**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.

Other Fees*

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity/ASB Discount Card (optional)</td>
<td>$7</td>
</tr>
<tr>
<td>**Parking Fee fall/spring</td>
<td>$30</td>
</tr>
<tr>
<td>**Parking Fee summer</td>
<td>$15</td>
</tr>
<tr>
<td>(or $1 a day from the meter at the San Jacinto and Menifee Valley Campuses only)</td>
<td></td>
</tr>
<tr>
<td>*Fee for Replacement Parking Permit</td>
<td>$10</td>
</tr>
<tr>
<td>Student Representation Fee (optional)</td>
<td>$1</td>
</tr>
<tr>
<td>Help-A-Student Fund (optional)</td>
<td>$2</td>
</tr>
</tbody>
</table>

Material fees as listed in the current schedule

Pay Fees

You may pay your fees using a credit card on the Web (my.msjc.edu) or in person at the Cashier's Office using a credit card, personal check or cash.
California Nonresident Tuition Exemption
For Eligible California High School Graduates (The law passed by the Legislature in 2001 as “AB 540”)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident 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.

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.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”

AB 540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

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 check with the Enrollment Services Office for the specific deadline date for refund(s). Refunds for your parking fee must be requested through the Enrollment Services Office and a processing fee may be assessed. This 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 Associated Student Body discount sticker, validation sticker, student representative fee and student I.D. card replacement 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 and do not drop and the instructor does not drop you, you will be held responsible for fees, grades, etc.

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

Nonresidents: 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. Nonresident 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.

Student Activity Discount Card

The card 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 helps students by giving them discounts on purchases in the bookstore and cafeteria, free admission to all athletic events and many performing arts events.

Outstanding Obligations

If you have outstanding fees/obligations owed to the district, the college will withhold your grades, 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 bookstore.

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.

One Stop Eagle Shop Bookstore hours are Monday through Thursday, 7:45 a.m. to 7:00 p.m., and Friday from 7:45 a.m. to 12:00 p.m. and are closed for all school holidays. The bookstores offer extended hours the first week 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, bus passes, greeting cards, emblematic items, candy, soda, snacks, and graduation regalia. Scantron vending machines are located in the Student Centers on each campus.
Textbook Refund Policy

Refunds for books purchased for the regular semesters (fall and spring) are available five (5) business days from the start of class. Books purchased after the first five (5) days of class are not returnable. Registration and Program Change Forms (drop slips) may be required. Books purchased for cancelled class 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.

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 bought. The wholesaler may buy various other titled books at wholesale prices. The bookstore cannot guarantee the buy-back of any book. Books determined to be water-damaged or in a condition unacceptable for resale will not be bought.
**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.

- 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.


**Annual Notification**

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the schedule of classes and 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 given 15 days or less 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.
Records

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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>Enrollment Services</td>
<td>Director of Enrollment Services</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Enrollment Services</td>
<td>Director of Enrollment Services</td>
</tr>
<tr>
<td>Cumulative Records</td>
<td>Enrollment Services</td>
<td>Director of Enrollment Services</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Business Services</td>
<td>Dean of Business Services</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Student Services</td>
<td>Vice President of Student Services</td>
</tr>
</tbody>
</table>

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:

College officials who have a legitimate educational interest in the records. 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.
- A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
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.

1. To officials of another school or college, upon request, in which a student seeks or intends to enroll.
2. 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.
3. 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.
4. To organizations conducting certain studies for, or on behalf of the college.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.
7. To appropriate parties in a health or safety emergency.

**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 governing board 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 corrected or removed.

**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.
General Regulations

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 (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, in the individual course requirements, 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, because 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 and filed with the Enrollment Services Office.
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. The Web address is www.msjc.edu (click on my.msjc.edu). The college does not mail grades.

In the absence of mistake, 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.

Evaluation grades are averaged on the basis of the point equivalencies to determine a student's grade-point-average. (Note: The symbol “CR” 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:

<table>
<thead>
<tr>
<th>Evaluative Grade</th>
<th>Symbols Definition</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR*</td>
<td>Credit (not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NC**</td>
<td>No Credit (not counted in GPA)</td>
<td></td>
</tr>
</tbody>
</table>

*CR grades reflect at least satisfactory performance. Units are awarded.
**NC grades reflect less than satisfactory or failing performance. No units are awarded.

Non-Evaluative Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

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 nondegree 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)

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>PSY 100</td>
</tr>
<tr>
<td>MATH 112</td>
</tr>
<tr>
<td>BIOL 110</td>
</tr>
<tr>
<td>PE 112</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Divide the 40 grade points by the 16 semester hours attempted for a semester grade-point average of 2.50.
General Regulations

During graduation evaluation, the same process using all grades received for all degree applicable courses and all grades accepted from other colleges and universities determines the cumulative grade-point average for students earning the Associate of Arts or Associate of 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 grades 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. Students receiving a grade of “RD” will not receive a grade report, but may obtain information about their final grade on the Web at www.msjc.edu (click on my.msjc.edu), or by coming to the Enrollment Services counter on either campus. Picture identification is required in order to receive any grade information in person.

W  Withdrawal: The “W” symbol shall be used to denote withdrawal from a class. Withdrawal from a class or classes shall be authorized through the last day of the 13th week of instruction. During a six-week summer session, the final withdrawal date shall be the second day of the 5th week of instruction. The academic record of a student who remains in class beyond this time must reflect an evaluative symbol.

No notation “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. The census date in summer session and/or short-term classes is 30% of the course. If a student withdraws from a class between the census date and the fourteenth week of an 18-week semester, a “W” grade will be assigned. If a student withdraws from a class between the census date and thirteenth week of a 17-week semester, a “W” grade will be assigned. If a student drops between 30% and 75% of a summer or short-term course, a “W” grade will be assigned.

Withdrawal between the first census date and the last day of the 14th week of instruction or 75% of a term, whichever is less, shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade-point averages, but excessive “Ws” shall be used as factors 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. After completion of the form, attaching documentation to support request, and signature from the instructor(s), the form in its entirety is to be submitted to Enrollment Services for the Director to review. Extenuating circumstances may be severe illness, hospitalization, employment relocation, severe illness or 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.

Credit/No Credit

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

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

Although “credit/no credit” 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 “CR” has been earned. Units earned on a “credit/no credit” basis shall not be used to calculate grade-point averages. However, units attempted for which “NC” 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 credit/no credit 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, 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” and “NC” 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 loan in accordance with the demonstrated aptitudes and achievements.

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

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” or “NC” 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 who is on academic probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 2.0 (C) in all units attempted in each of three consecutive semesters of the student’s enrollment which were graded on the basis of the grading scale. Semesters shall be considered consecutive based on the student’s enrollment pattern.

Students who are on academic dismissal, whose cumulative grade point average as described above is below 2.0 but at or above 1.75 or earn a semester grade point average of 2.0 or better, shall not be dismissed as long as this minimum semester grade-point average is maintained.

A student who has been placed on progress probation shall be subject to dismissal if entries of “W,” “I” or “NC” have reached or exceeded fifty percent (50%) of the student’s total enrollment for three (3) consecutive semesters.

Academic Renewal

Students who are dismissed for academic and/or progress reasons, where a substandard cumulative grade point average is at or below 1.75, shall not be permitted to enroll for one semester. Following a semester dismissal, a student whose cumulative grade point average is at least 1.75 may return to college on a probationary status without petition. Students whose grade point average, as described above, is below 1.75, must petition for readmission based upon evidence that the impediments that caused previous failure have been removed.

Students may petition the Academic Standards Committee to remove dismissal when the student can demonstrate that continued enrollment is warranted.

Academic Renewal Regulations

Academic renewal pertains to the alleviation of a student’s previously recorded substandard academic performance, which is not reflective of a student’s academic ability.

Academic renewal may be accomplished by petition of a student or former student. The student may petition to have units and credits for all courses taken during one semester of college attendance eliminated from the computation of the total grade-point average.

Under extenuating circumstances a second semester, consecutive with the first semester petitioned, may be considered, with the same regulations. Extenuating circumstances include situations beyond the control of the student, such as illness, as documented by a doctor.

The person petitioning must have completed at least the equivalent of one semester of college work (12 units) at Mt. San Jacinto College with a grade-point average of 2.0 (C) subsequent to the semester being petitioned. The semester(s) under consideration must have been completed at least one calendar year prior to the time of the petition.

The semester(s) under consideration must have been at Mt. San Jacinto College and all courses considered under the petition must have been taken at Mt. San Jacinto College. No student may petition under these regulations more than one time.
Action taken under this regulation will not remove the courses, grades or any other information from the official transcript. The grade notation of the number “4” (representing academic renewal) will be annotated next to each course affected in such a manner that all work will remain legible, thereby ensuring a true and complete academic history.

Courses affected by approval of the petition may be repeated under regulations of Repetition of Courses at Mt. San Jacinto College, except in those instances where a course at a higher level is being taken or has been completed by the student.

No part of the regulations and procedures shall conflict with (a) Education Code, section 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

A student may repeat any course taken in an accredited college or university for the following reasons only:

• The student is repeating the course to alleviate substandard work, which has been recorded on the student’s record. The term “substandard” shall be defined as course work for which the grading symbol “D,” “F” or “NC” has been recorded; or

• The district finds that the student’s previous semester grades are, at least in part, the result of extenuating circumstances beyond control of the student; or

• The district has determined that a student may repeat a course because there has been a significant lapse of time since the student previously took the course. This applies only when substandard work has not been recorded. If approved, the units, grade and grade points will not be computed in a grade point average, annotating a true and complete academic record.

Special circumstances will be considered for course repetition in courses that a grade of “C” or better was earned when the student needs to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated any number of times whether or not a substandard grade is earned and each grade will be computed in the student’s grade point average.

Course repetition requires prior written permission. Forms may be obtained in the Enrollment Services Office.

Procedures for Repetition of Substandard Work

Students may petition for approval to repeat up to two times in which substandard grades (less than C) were awarded.

Students may repeat the same course only once without a petition.

Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

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.

Time Conflicts

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

Students who are not interested in earning credits can 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 late registration period.
- 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 go to www.msjc.edu (click on my.msjc.edu). A student may add a class through the first two weeks of the semester for full-term classes. Students may not drop a class beyond 75% of the course length. Please refer to schedule of classes or contact the Enrollment Services Office for specific dates.

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 (refer to the current schedule). Rush transcripts and/or enrollment verifications are available for an additional service fee (refer to current schedule). Rush requests are normally processed while you wait, or mailed within 24 hours of receipt of written request. 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.

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 Associate Dean of Athletics for conference regulations.

• Eligibility to participate in student government requires enrollment in 6 or more units during the semester of participation. Contact the Associated Student Body 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.

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 area newspapers for publication. 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. Nonresidents are required to pay for these additional units as nonresident 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.

2. 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 credit/no credit units may be used toward the 18 A.A./A.S. degree unit requirements.
## General Regulations

### CLEP Examination Mt. San Jacinto College

**Approved Equivalents**

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Course Equivalent</th>
<th>Minimum Score</th>
<th>Units Awarded</th>
<th>AA/AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td>Math 105</td>
<td>50</td>
<td>4</td>
<td>G</td>
</tr>
<tr>
<td>American Government</td>
<td>Political Science 101</td>
<td>50</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 115 (no lab)</td>
<td>50</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry</td>
<td>Math 211</td>
<td>50</td>
<td>5</td>
<td>G</td>
</tr>
<tr>
<td>Chemistry</td>
<td>General Physical Science</td>
<td>50</td>
<td>6</td>
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<td>English Composition</td>
<td>English 101</td>
<td>50</td>
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<td>English 230 &amp; 231</td>
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<td>French 101</td>
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<td>Geology</td>
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<tr>
<td>History of the U.S. I: Early Colonization to 1877</td>
<td>History 111</td>
<td>50</td>
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<tr>
<td>History of the U.S. II: 1865 to the Present</td>
<td>History 112</td>
<td>50</td>
<td>3</td>
<td>B1 or B2</td>
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<td>Human Growth &amp; Development</td>
<td>Psychology 103</td>
<td>50</td>
<td>3</td>
<td>B2</td>
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<tr>
<td>Principles of Macro Economics</td>
<td>Economics 201</td>
<td>50</td>
<td>3</td>
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<td>Principles of Marketing</td>
<td>Business Administration 205</td>
<td>50</td>
<td>3</td>
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<td>Math 90</td>
<td>50</td>
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<tr>
<td>Principles of Micro Economics</td>
<td>Economics 202</td>
<td>50</td>
<td>3</td>
<td>B2</td>
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<tr>
<td>Introduction to Psychology (with essay component)</td>
<td>Psychology 101</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Introduction to Sociology</td>
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<td>3</td>
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<td>Spanish 101, 102, 201, 202</td>
<td>50</td>
<td>18</td>
<td>C</td>
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<tr>
<td>Spanish Language</td>
<td>Spanish 101, 102</td>
<td>45-49</td>
<td>10</td>
<td>C</td>
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<td>Statistics</td>
<td>Math 140</td>
<td>50</td>
<td>3</td>
<td>G</td>
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</table>

**NOTE:** A maximum of 12 semester units of CLEP examinations may be used to meet MSJC’s AA/AS local degrees and certificates. Other examinations will be counted as elective units. Check with your transfer institution for correct CLEP transfer information. The University of California system will not accept any CLEP exams and each California State University will determine how CLEP exams are accepted. Effective July 1, 2001 uniform credit-granting score of 50 across all subjects in Level 1 exams represent the performance of students who earn a grade of “C” in the corresponding course. Level 2 exams represent the performance of students who earn a grade of “C” in the corresponding course.
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 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.

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.

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
### Mt. San Jacinto College

#### Advanced Placement Examination Equivalents

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Course Equivalent</th>
<th>Minimum Score</th>
<th>AA/AS GE Area</th>
<th>MSJC GE Units</th>
<th>CSU GE Area</th>
<th>CSU Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
<th>UC Elective Units</th>
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<td>Drawing Portfolio</td>
<td>Art 108 – Beginning Drawing</td>
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<td>C</td>
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<td>2-D Design Portfolio</td>
<td>Art 120 – Design I</td>
<td>3, 4 or 5</td>
<td>C</td>
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<td>3-D Design Portfolio</td>
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<td>ART 101 – Art History: Prehistoric Through Medieval Art</td>
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<td>ART 102 – Art History: Renaissance to 20th Century Art</td>
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<td>CHEM 102 – General Chemistry II (lab credit included)</td>
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<td>5+5</td>
<td>B1+ B3</td>
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<td>CSIS 113B – Java Programming – Level 1</td>
<td>3, 4 or 5</td>
<td>D2</td>
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<td>3, 4 or 5</td>
<td>B2</td>
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<td>D2</td>
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<td>D2</td>
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<td>4</td>
<td>A2</td>
<td>3</td>
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<td>B1 or E</td>
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<td>B1 or B2</td>
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<td>D8</td>
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<td>D8</td>
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<td>C2 or D6</td>
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<td>World History</td>
<td>HIST 103 – History of World Civilization: to 1500 + HIST 104 – History of World Civilization: Since 1500</td>
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<td>B2 or C</td>
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<td>French Language</td>
<td>FREN 101 – Elementary French I + FREN 102 – Elementary French II</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>10</td>
<td>C2</td>
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<td>5B + LOTE</td>
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<td>Course Details</td>
<td>Credit Hours</td>
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<td>3, 4 or 5</td>
<td>C</td>
<td>10 C2 6 3B + LOTE 10 *5.3</td>
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<td>3, 4 or 5</td>
<td>C</td>
<td>10 C2 6 3B + LOTE 10 *5.3</td>
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<td>3, 4 or 5</td>
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<td>MATHEMATICS (maximum UC credit of 5.3 semester units for both exams)</td>
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<td>Calculus AB</td>
<td>MATH 211 – Calculus I and Analytic Geometry</td>
<td>3, 4 or 5</td>
<td>G</td>
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<tr>
<td>Calculus BC</td>
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<td>3, 4 or 5</td>
<td>G</td>
<td>10 B4 3 2A 10 *5.3</td>
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<td>MUSIC THEORY</td>
<td>MUS 103 – Music Theory I: Diatonic Harmony + MUS 101+ Music Theory II: 18th and 19th Century Harmony</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>6 C1 3 n/a n/a 5.3</td>
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<td>Physics B</td>
<td>PHY 101 – Basic Physics: Energy and Motion + PHY 102 – Basic Electricity and Modern Physics</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>8 B1+ B3 6 5A 8 *5.3</td>
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<td>Physics C Mechanics</td>
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Please note: Please check with your transfer institution for alternative AP information including course equivalent and units accepted.
General Regulations

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.

<table>
<thead>
<tr>
<th>AP Subject Obtaining Full or Subject-Area Certification</th>
<th>Number of Semester Units Applicable to General Education-Breadth Requirements for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>3 semester units toward Area Cl</td>
</tr>
<tr>
<td>Biology</td>
<td>3 semester units toward Area B2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>3 semester units toward Area D2</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>3 semester units toward Area D2</td>
</tr>
<tr>
<td>English: English Language &amp; Composition</td>
<td>3 semester units toward Area A2</td>
</tr>
<tr>
<td>English: English Literature &amp; Composition</td>
<td>6 semester units toward Areas A2 and C2</td>
</tr>
<tr>
<td>French: French Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>German Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Government and Politics: United States</td>
<td>3 semester units toward Area D8</td>
</tr>
<tr>
<td>Government and Politics: Comparative</td>
<td>3 semester units toward Area D8</td>
</tr>
<tr>
<td>History: European History</td>
<td>3 semester units toward Area D6</td>
</tr>
<tr>
<td>History: United States History</td>
<td>3 semester units toward Area D6</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3 semester units toward Area C2</td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>3 semester units toward Area C2</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3 semester units toward Area B4</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3 semester units toward Area B4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 semester units toward Area Cl</td>
</tr>
<tr>
<td>Physics B</td>
<td>6 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>3 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Physics C (electricity and magnetism)</td>
<td>3 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 semester units toward Area D9</td>
</tr>
<tr>
<td>Spanish: Spanish Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 semester units toward Area B4</td>
</tr>
</tbody>
</table>

NOTES: 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: US does not meet the CSU California State and local government requirement for graduation.
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<thead>
<tr>
<th>Subject</th>
<th>Units Required</th>
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<tr>
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**ALL UC CAMPUSES**

A maximum of 8 quarter/5.3 semester units allowed in each of these areas: Art (Studio), English, Mathematics, Music and Physics.

A maximum of 4 quarter/2.67 semester units allowed in Computer Science.
General Regulations

2+2 Articulation

Students who enroll in and successfully complete approved high school or Regional Occupational Program courses with “B” grades or better will qualify for college credit for the articulated course after completion of 12 units at MSJC with a 2.0 average or better. Students must submit an MSJC Application for Advance Standing upon completion of the high school or ROP course. Applications are available through high school-approved course instructors and counselors and must be approved by the Dean of Instruction, Career Education and Categorical Programs.

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

Seven and one-half (7.5) elective units and credit for AJ 071 – Penal Code 832 Instruction will be accepted for completion of a law enforcement academy through an accredited institution for students who have completed a P.O.S.T. Basic Peace Officers Academy.

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.

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.
605 STUDENT CODE OF CONDUCT

605.01 Definitions

The term “College” means Mt. San Jacinto College.

The term “student” includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate studies.

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 “Judicial Body” means any person or persons authorized by the Superintendent/President to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

The term “Judicial Advisor” means the College official authorized to impose sanctions upon students found to have violated the Student Code. The Judicial Advisor shall be the Vice President of Student Services. The Superintendent/President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Should a conflict of interest exist between the Judicial Advisor and a specific case, the Superintendent/President shall appoint an ad hoc Judicial Advisor to handle that specific case.

The term “Appellate Board” means any person or persons authorized by the Superintendent/President to consider an appeal from a Judicial Body’s determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.

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 Student Code.

The term “policy” is defined as the written regulations of the College as found in, but not limited to: the Board Policy Manual, the Student Code, Student Handbook, 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; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

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 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.
General Regulations

605.02 Judicial Authority

The Judicial Advisor shall determine the composition of judicial bodies and Appellate Boards and determine which Judicial Body, Judicial Advisor and Appellate Board shall be authorized to hear each case.

The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

Decisions by a Judicial Body and/or Judicial Advisor shall be final, pending the normal appeal process.

A Judicial Body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

605.03 Proscribed Conduct

A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College Community and/or the pursuit of its objectives.

B. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a) Cheating, plagiarism, or other forms of academic dishonesty.
   b) Furnishing false information to any College official, faculty member, or office.
   c) Forgery, alteration, or misuse of any College document, record or instrument of identification.
   d) Tampering with the election of any College recognized student organization.

2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non College activities, when the act occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion and/or other conduct which threatens or endangers the physical and/ or mental health and safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of published College policies, rules, or regulations.

9. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.

10. Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law, or appearing on campus or at a college event while under the influence of these illegal substances.

11. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations, or public intoxication on College premises.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.

13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.

16. Theft or other abuse of computer time, including but not limited to:
   a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   b) Unauthorized transfer of a file.
   c) Unauthorized use of another individual’s identification and password.
   d) Unauthorized use of phone and electronic devices such as radios, etc.
   e) Use of computing facilities to interfere with the work of another student, faculty member or College Official.
   f) Use of computing facilities to send obscene or abusive messages.
   g) Use of computing facilities to interfere with normal operation of the College computing systems.

17. Abuse of the Judicial System, including but not limited to:
   a) Failure to obey the summons of a Judicial Body or College Official.
   b) Falsification, distortion, or misrepresentation of information before a Judicial Body.
   c) Disruption or interference with the orderly conduct of a judicial proceeding.
   d) Initiation of a judicial proceeding knowingly without cause.
   e) Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   f) Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   g) Attempting to influence the impartiality of a member of a Judicial Body prior to and/or during the course of the judicial proceeding.
   h) Failure to comply with the sanction(s) imposed under the Student Code.
   i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Judicial Body under the Student Code, however, the College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. The notice shall include: the date, place and time of the hearing; a statement of the specific facts and charges to be heard; a copy of the student code of conduct which relate to the alleged violation as well as the hearing provisions of the student code of conduct.

4. Hearings shall be conducted by a Judicial Body according to the following guidelines:
   a) Hearings normally shall be conducted in private unless a public hearing is requested in writing at least 24 hours prior to the hearing.
   b) Admission of any person to the hearing shall be at the discretion of the Judicial Body and/or its Judicial Advisor.
   c) In hearings involving more than one accused student, the chairperson of the Judicial Body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
   d) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body.
   e) The complainant, the accused and the Judicial Body shall have the privilege of presenting and cross-examining witnesses, subject to the right of crossexamination by the Judicial Body.
f) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Judicial Body at the discretion of the chairperson. The student shall have the right to inspect and obtain copies of all documents to be used at the hearing.

g) All procedural questions are subject to the final decision of the chairperson of the Judicial Body.

h) After the hearing, the Judicial Body shall determine (by simple majority vote if the Judicial Body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.

i) The Judicial Body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

There shall be a single verbatim record, such as a tape recording of all hearings before a Judicial Body. The record shall be property of the College.

Except in the case of a student charged with failing to obey the summons of a Judicial Body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a Judicial Body. In all cases, the evidence in support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

   a) Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.

   b) 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.

   c) Loss of Privileges: Denial of specified privileges for a designated period of time.

   d) Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

   e) Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).

   f) College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   g) College Expulsion: Permanent separation of the student from the College. If a Judicial Body 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.

Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. 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 California Community College Education Code and in Title 5 of the Administrative Codes of the State of California.
The following sanctions may be imposed upon groups or organizations:

a) Those sanctions listed above in Section B1, a through e.

b) Deactivation: Loss of privileges including College recognition, for a specified period of time.

c) In each case in which a Judicial Body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor, in cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the Judicial Body, the recommendation of all members of the Judicial Body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the Judicial Body.

Following the hearing, the Judicial Body shall notify the Judicial Advisor who shall advise the accused in writing of the determination and of the sanction(s) imposed, if any.

C. Interim Suspension

The Superintendent/President or his/her designee may suspend a student for up to ten (10) days, when immediate suspension is required in order to protect lives or property and to ensure maintenance of order.

Where an interim suspension is imposed, the Superintendent/President or his/her designee shall conduct a hearing within ten (10) days of the interim suspension. The hearing related to an interim suspension shall include a full statement of the charges, and shall provide an opportunity for the student to respond to those charges.

D. Appeals

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Superintendent/President or the Judicial Advisor may determine to be appropriate.

A decision reached by the Judicial Body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to an Appellate Board within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

b) To determine whether the decision reached regarding the accused student was based on the preponderance of substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

c) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d) To consider new evidence, sufficient to alter a decisional or relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
If an appeal is upheld by the Appellate Board, the matter shall be remanded to the original Judicial Body and Judicial Advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).

In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Superintendent/President may upon review of the case, reduce, but not increase, the sanctions imposed by the Judicial Advisor.

In cases involving appeals by persons other than students accused of violating the Student Code, the Superintendent/President may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Advisor or remand the case to the original Judicial Body and Judicial Advisor.

605.05 Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the Superintendent/President or his/her designee for final determination.

B. The Student Code shall be reviewed every three years under the direction of the Judicial Advisor.

605.06 Forfeiture of State Financial Aid

In accepting a scholarship, loan, fellowship, grant-in-aid or any other financial aid given or guaranteed by the state for assistance, every recipient thereof, who is a student at a public or private university, college or other institution of higher education, shall be deemed to have agreed to observe the rules and regulations promulgated by the governing authority of the university, college or other institution of higher education, for the government thereof.

In cases involving appeals by persons other than students accused of violating the Student Code, the Superintendent/President may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Advisor or remand the case to the original Judicial Body and Judicial Advisor.

Any recipient of such state financial aid who, on the campus of the university, college or other institution of higher education, willfully and knowingly commits any act likely to disrupt the peaceful conduct of the activities of such campus, and is arrested and convicted of a public offense arising from such act, may be determined to be ineligible for any such state financial aid for a period not to exceed the ensuing two academic years.

Any such recipient who is suspended from an institution of higher education for such acts shall be ineligible for such state financial aid for a period not less than the time of such suspension.

The governing authority of the university, college, or other institution of higher education shall, for purposes of this section, cause to be reviewed the record of each recipient and shall, as soon as practicable, notify a hearing board established by it of the name of any recipient who committed any such act and was arrested and convicted of any such public offense, or is found to have willfully and knowingly disrupted the orderly operation of the campus, or has been suspended from an institution of higher education for such acts (Education Code §69810).

Approved by Board of Trustees 10/8/96
General Regulations

Student Grievance

Every student has the right to pursue an educational goal in an environment that is supportive, fair, and conducive to learning. It is the policy of the Mt. San Jacinto Community College District that all students who believe they have been treated unfairly or inappropriately have the right to pursue a grievance against the employee or employees alleged to have committed the unfair act or acts against the student. The college shall develop, maintain and publish procedures for students to seek redress of their grievances in a fair and timely manner.

Administrative Regulations

Grievance Officer

- The Superintendent/President shall designate an individual to handle student grievances. That individual will be responsible for ensuring the timely due process in a Student Grievance.

- The Superintendent/President shall appoint an individual (in addition to the individual identified above) who will serve as a hearing officer to conduct grievance hearings. The hearing officer may be appointed on a case-by-case basis or for the academic year.

Items That Are Grievable

- Americans with Disabilities Act (A.D.A.) for issues of student access or alleged illegal discrimination – heard under separate process handled by the A.D.A./§504 Coordinator.

- Sexual Harassment by an employee against a student – heard under separate process handled by Human Resources.

- Harassment based upon gender, race/ethnicity, religion/creed, or other areas protected under the law.

- Unfair acts by an employee against a student where the act has a negative impact on the student.

Items That Are Not Grievable

- Grades except with evidence of:
  - Mistake – unintentional error on the part of the instructor;
  - Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome;
  - Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student;
  - 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.

- Acts by another student (see Student Code of Conduct)

- 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.

- 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.

Grievance Levels

Prior to filing a Level I grievance, the student must meet with the employee and attempt an informal resolution. If the concern is academic in nature, the student must speak with the instructor.

Level I – If the concern or complaint is not resolved satisfactorily, then the student should meet with the department head or lead instructor and the appropriate dean.

  - Must be within 20 working days of the alleged act.

Level II – Mediation session between the student and the other party

Level III – Student meets with supervising administrator and/or area Vice President

Level IV – Formal request for hearing

  - Individual designated by the college Superintendent/President reviews charges and determines if a case exists based upon the following:
    - The alleged act must have taken place on campus or during a college-sponsored event or be connected to the student’s college-relationship to the employee.
named. This also includes any time when the employee is acting in their official capacity as an employee of the district.

- Must include all evidence, including names of witnesses to be called and copies of pertinent documents
- Must include evidence that steps I and II have been completed or attempted but have been unsuccessful
- May not add new charges or defendants
- The alleged act must have had an inappropriate negative impact on the student
- The student must identify the desired remedy if the grievance is found in their favor.

• A panel is named including:
  - Chair – hearing officer as appointed by the Superintendent/President, votes only in case of a tie vote
  - 2 faculty appointed by the Academic Senate
  - 2 students appointed by the Associated Student Body (A.S.B.)

• A hearing is called:
  During the academic year
  1. Notice is sent within 10 days of verification of the complaint.
  2. The hearing will take place no sooner than 10 days after the notice of hearing is mailed unless mutually agreed by all parties.
  3. The hearing will take place no more than 20 working days after notice is mailed.

  During the summer or major vacation periods, due to the lack of availability of faculty and students, it is not always possible to adhere to all timelines. As a result, significant delays may be unavoidable, including delay until the beginning of the next academic period.
  1. Notice is sent within 15 days of verification of complaint.
  2. The hearing will take place no sooner than 10 days after the notice of hearing is mailed unless mutually agreed by all parties.
  3. An effort will be made to have the hearing take place no more than 20 working days after notice is mailed. However, due to limited availability of students and faculty, significant delays may occur. The appropriate Vice President may determine that the hearing will be delayed until the beginning of the next academic period.

• The proceedings are tape-recorded and the tape is the sole record of the hearing.

• Only the panel members, the complaining student(s) and the responding employee(s) remain in the room throughout the proceedings.

• Each party may bring an advisor, but the advisor may not speak for or in any way represent the person whom they are advising.

• Should anyone fail to attend the hearing, the hearing will be held without the missing person(s).

• The panel shall base its decision solely on the evidence and testimony presented.

• In general, written statements from individuals not present at the hearing will not be admissible without some authentication of the statement, such as a notary signature and seal.

• The panel shall have the right to question all parties.

• Both the complaining student and the responding employee may bring witnesses to speak on their behalf.

• Following the presentation of all evidence and testimony, the panel will excuse all other individuals and conduct their deliberations in private.

• Results of the hearing are sent forward to the appropriate Vice President or other designee of the Superintendent/President within 5 working days of the conclusion of the hearing.
General Regulations

- The appropriate Vice President or Presidential designee notifies in writing the parties in question within 10 working days of receiving the recommendation from the hearing panel.

Appeal

Superintendent/President

- Either party may appeal the decision of the hearing.
- Appeals must be filed within 5 working days.
- Appeals are addressed to the Superintendent/President.
- Appeals must cite one or more specific flaws in the conduct of the process of review. Merely disagreeing with the outcome is not sufficient grounds to submit an appeal.
- The only new evidence which may be submitted with the appeal is new evidence which comes to light after the hearing and which was not available prior to the time of appeal.
- No new respondents may be added to the grievance at the appeal level.
- The appeal is considered based solely upon the written record. However, the Superintendent/President may conduct an investigation at her/his discretion.
- The Superintendent/President will respond within 5 working days of receipt of the appeal.

Board of Trustees

- Either party may appeal the decision of the Superintendent/President.
- Appeals must be filed within 5 working days of 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.
- Appeals are addressed to the Board of Trustees c/o the Superintendent/President.
- 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.
- 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.

- Hearings are held in closed session and the decision is announced in open session.
- The Superintendent/President will respond within 5 working days of the Board’s action on the appeal.
- 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.

Sex Discrimination

Pursuant to Section 86.9 of Subtitle A of Title 45, Code of Federal Regulations, implementing Title IX of the Education Amendments of 1972 (20 USC, Section 1681, et seq.), Mt. San Jacinto Community College District of Riverside County hereby notifies all applicants for admission and employment, all students, employees, parents of secondary school students, and all union and professional organizations having agreements with the Mt. San Jacinto Community College District that the district does not discriminate on the basis of sex in the educational programs or activities operated by the district or in the employment procedures and practices of the district.
The district’s policies include provisions that:

- Admission to the campuses within the district and admission to classes shall not be made on the basis of sex. No preference shall be given on the basis of sex, by ranking applicants separately on such basis, and no test shall be administered which has a disproportionately adverse affect on persons on the basis of sex.

- No rule shall be applied concerning the actual or potential parental, family or marital status of a student or applicant, which treats persons differently on the basis of sex.

- Pregnancy, childbirth, termination of pregnancy and disabilities related thereto shall be treated in the same manner and under the same policies as any other temporary disability or condition.

- No person shall on the basis of sex be excluded from participation in or denied the benefits of any academic, extracurricular, research, occupational training program or activity.

- All toilets, locker room and shower facilities provided for students of one sex shall be comparable to facilities provided for students of the other sex.

- No counselor shall discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission and no course shall be offered separately on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.

- The district may operate separate teams for members of each sex where selection is based on competitive skill or the activity is a contact sport, providing sufficient members of the particular sex indicate interest in a separate team. Title IX does not prohibit the grouping of students in physical education classes by ability assessed by standards of individual performance developed and applied without regard to sex. The law further does not prohibit the separation of students by sex within physical education classes during participation in rugby, wrestling, boxing, ice hockey, football, basketball and other sports, the majority activity of which involves bodily contact.

- No student shall be discriminated against or excluded from any educational program, including extracurricular activities, on the basis of such student’s pregnancy, childbirth, false pregnancy or termination of pregnancy, but the district may require the student to obtain a physician’s certificate that the student is physically and emotionally able to participate in the normal education program, so long as other students with disabilities are required to submit a physician’s certificate.

- When offering interscholastic, intercollegiate club or intramural athletics, there shall be equal athletic opportunity for members of both sexes. While the aggregate monetary expenditures need not be equal, the provision of equipment and supplies, scheduling of games and practice time, quality of coaching and academic tutoring, compensation of coaches and publicity, will be substantially equal.

- There shall be no discrimination in recruitment, hiring, promotion, consideration for tenure, demotion, transfer, layoff, and application of nepotism policy, as to any employee based on sex.

- There shall be grievance procedures providing prompt resolution of complaints of students and employees alleging any violation of the provisions of Title IX.

Any complaints or questions may be referred to the district’s Affirmative Action Officer at the district office or to the director of the Office for Civil Rights of the Department of Health, Education, and Welfare.
General Regulations

Sexual Harassment Policy
(Appplies to all Students 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 original, 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.

Monitoring Responsibility

The Vice President of Human Resources and Title IX Coordinator, as designated by the Governing Board, 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.

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;
General Regulations

- 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 Complaint 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 (employees or students)
  Any administrator or supervisor (employees or students)
  Title IX Coordinator (students only)

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.

• 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:

  • 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.
  
  • 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.
  
  • 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.
General Regulations

- 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.

- 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.

- Review all documentation and information relevant to the complaint.

- 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:
  - Discussion with the alleged harasser, informing him or her of the district’s policies and indicating that the behavior, if occurring, must stop;
  - Conducting training for the department or area in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - Requesting a letter of apology to the complainant;
  - Writing letters of caution or reprimand;
  - Separating the parties.

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.

Student or Employee Involvement and Notification

- The representatives or advocates of students who file complaints are welcome to attend each stage of both informal and formal investigation and resolution procedures. Employees bringing complaints shall be informed of their right to be advised by union officials or other professional representatives.

- 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.

- 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.
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:
General Regulations

- 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, 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 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 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 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. Employees or employment applicants with A.D.A. related concerns should also contact the Vice President of Human Resources.

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 petition, 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.

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 will not be used for any commercial activity, nor shall there be any solicitation of funds of any kind in the area, nor shall there be 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 facility, which are not published by Mt. San Jacinto College, must be approved in advance by the designee of the Associated Student Body, or the Office of the Vice President Student Services or designee.

- 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.
- 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.
- A single copy of each printed item will be kept on file in the office of the Vice President of Student Services. The file copy must include the name of the organization (if any) as well as the individual responsible for the item, along with appropriate address and telephone number.

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.
- 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.
- No non-college material may be posted or distributed for which there is a charge or request for donation, or for which explicitly or implicitly suggests a charge or donation.
- 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.
General Regulations

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 Student Code 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 Student Code 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.

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.

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.

New 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.

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

Associated Student Body (A.S.B.)

The Associated Student Body 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 Associated Student Body 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 Associated Student Body. 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 governing board of the Mt. San Jacinto Community College district has ruled that secret fraternities or sororities may not be formed. Similarly, §10851-3 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 the Student Handbook, which also provides current calendar information.

Athletics

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

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 Associate Dean of 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

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.

Career resources in several forms are available for career planning, exploring career possibilities and researching employers. These resources include computer-based systems such as DISCOVER, 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. Current college catalogs are available, including resources for non-traditional training opportunities. 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

The Career/Transfer Centers also provide support services for student's 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, housing, etc. In addition, the Centers sponsor an annual fall college fair on each campus which hosts 30+ college recruiters and monthly visits by local area college representatives. The Centers have computers for Internet access, a library of college catalogues and brochures, UC/CSU documents, video library, 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 Teacher Training Center

The Mt. San Jacinto Child Development and Teacher Training Center, 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 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 to provide a high ratio of adults to children. Lead teachers at the Centers have Master Teacher Child Development Permits from the State of California Commission on Teacher Credentialing.

The Centers are open year round from 6:30 a.m. to 6:30 p.m. Monday through Friday and are open to the community. The pre-school program is offered from 9:00 a.m. to 12:00 noon daily. Breakfast, lunch, and snacks are provided. Fees for the program are dependent on family needs and income.

Counseling and Guidance 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, which fosters the student's academic and psychological maturation.

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

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 and guidance for the completion of MSJC certificates and associate degrees; 5) crisis counseling; 6) new student orientation; 7) personal counseling; 8) assistance with development of a student educational plan; and 9) 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 (C.A.R.E.), Disabled Students Programs and Services (DSP&S), Financial Aid, Learning Center, faculty members, staff and administrators, and off campus agencies for assistance.

Enrollment Services

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)

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.

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;
• Qualify to receive a Board of Governor’s Grant A or B;
• Be educationally disadvantaged as determined by the EOP&S program;
• Not have completed more than 70 units (or 6 consecutive semesters) of college level course work.

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

Cooperative Agencies Resources for Education (C.A.R.E.)

Cooperative Agencies Resources for Education (C.A.R.E.) is a service provided through Extended Opportunity Program and Services (EOP&S) to assist single parents receiving Temporary Assistance for Needy Families (T.A.N.F.) to increase their educational skills, become more confident and self sufficient, enhance their employability and move from welfare to independence. C.A.R.E. functions in cooperation with the Department of Public Social Services, Employment Development Department, and Mt. San Jacinto College. C.A.R.E. students are eligible for EOP&S services plus special self-esteem counseling sessions, assistance with childcare and a number of other support services.

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 of a variety of forms, 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)

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. They 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. 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.
Student Services

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 for testing services on campus where 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.

DESTINO Program

DESTINO is the acronym for Direct Each Student to Increase New Opportunities and is the term in Spanish for destiny.

The mission of DESTINO is to ease the transition of underrepresented community college students to university life providing academic support, guidance, and leadership skills that will enable students to return to the community as leaders and role models after completing a baccalaureate degree.

DESTINO is an academic, counseling, and leadership program that prepares students to succeed in the university environment. The course curriculum and content is multi-cultural, emphasizing Mexican-American/Latino experiences and literature. The students visit university and college campuses. The program starts every fall and runs through the spring semester. All MSJC students are invited to participate in DESTINO.

DESTINO students take English 098 in the fall and English 101 in the spring. English instruction is structured to meet the special needs of underserved students and is complemented by one-on-one conferencing between the students and professor throughout the semesters. DESTINO counselors meet with students individually to ensure that they receive accurate transfer information, explore career options, and develop an academic educational plan to include appropriate transfer requirements. DESTINO counselors are also available to assist with personal concerns.

DESTINO staff invite individuals from the local and college community to participate in class activities and share with students their personal, academic, and career experiences. Students are exposed to leadership and career skills, such as resume writing, goal setting, interview skills, job search techniques, university application strategies, and leadership technologies.

To participate, a student must be:

- Eligible for English 098 in the fall
- Willing to enroll in concurrent guidance courses
- Interested in transferring to a 4-year college or university
- Willing to commit for a full year.

For further information, contact:

Counseling Department – (951) 487-3255 – San Jacinto Campus

Financial Aid

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 Room 128 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), Federal Work Study, and Stafford Loans; 2) Bureau of Indian Affairs (BIA) Tribal Grants; 3) State of California aid programs, including enrollment fee waivers through the Board of Governor’s Waiver (BOGW), and Cal Grants; 4) application for locally administered scholarships; 5) a locally administered short-term book loan program, awarded on a first-come, first-served basis; and 6) Veterans Educational Benefits.
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 MSJC, 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 Student Aid Commission. Students may obtain the FAFSA form from high school counselors, local college financial aid offices or the MSJC Financial Aid Office. The FAFSA is also available on-line at www.fafsa.ed.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 MSJC under Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (SEOG), or Federal Stafford Loan 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

To be eligible for California grants, you must:

- Be a resident of California
- 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 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 MSJC, the limit is 90 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 MSJC website.

Financial Aid Refund/Repayment Policy

Federal Law requires that 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.

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. Hours are announced each semester.

Learning Skills Program (LSP)

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, 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 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

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

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/

ROTC Programs

Air Force

Through arrangements with Loyola Marymount University in west Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. AFROTC offers a variety of two-, three- and four-year scholarships, many of which pay the full costs of tuition, books and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.
Classes consist of one hour of academics and two hours of laboratory for freshmen and sophomores and three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses and offers cross-town student’s free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a $150 per month tax-free stipend.

Air Force ROTC (AFROTC) classes and laboratories are also conducted each week at California State University, San Bernardino (CSUSB), University of Southern California (USC), and Harvey Mudd College (HMC). To better accommodate students commuting from other colleges and universities, students can choose any one of the three locations to enroll in AFROTC: Tuesdays at HMC, Thursdays at USC, and Fridays at CSUSB.

Air Force ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned Air Force officers. After graduation from college and completion of all Air Force ROTC requirements, cadets are commissioned as second lieutenants in the U.S. Air Force. Typical service is four years; however, service duration for pilots and navigators is longer. These individuals serve in a broad range of duties from actual flying to engineering to administration and a host of other fields, depending on the individual’s background.

To enter Air Force ROTC, an individual must have at least two years of college left, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character and be in good academic standing in school. Entry into the last two years of the program is on a competitive basis.

The program consists of one Aerospace Studies (ROTC) class and a one-hour per week laboratory each term. The subject of the course varies depending on the student’s year in school, but generally covers the air management principles and American defense policy. The laboratory is a leadership and management workshop, which develops these skills in the students.

Army ROTC provides more than 70% of the Army’s new officers each year. MSJC students may participate by enrolling through open college for one class each quarter at California State University, San Bernardino. Students may qualify for the two-year program when they transfer to a four-year program by completing basic training through one of the services, taking classes at California State University, San Bernardino, or completing a six-week summer camp. All students receive $100 per month during their final two-years of training. Selected students may win two-year full-tuition scholarships. Options upon graduation include competing for active duty or serving as an officer in a local army reserve or Army National Guard unit. The 26 career fields include military intelligence, aviation, personnel or hospital administration; armor; infantry; and finance.

For more information, write the Chair, Military Science Department, California State University, San Bernardino, 5500 University Parkway, San Bernardino, CA 92407.

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.

Study Abroad

Mt. San Jacinto College, through its membership in the Southern California Foothills Consortium of Community Colleges, offers students the opportunity to study and live abroad. Well over 1,000 students from this consortium of colleges have studied in London, England and Salamanca, Spain. Students can earn 12 units of college credit towards a degree and fulfill general education transfer requirements. For more information, please contact Linda Lang, Counselor, at (951) 639-5252 on the Menifee Valley Campus.

My.msjc.edu/Web Services

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 and click on my.msjc.edu. Your login is your first initial along with your full last name (lower case, no spacing, no punctuation) and the last three digits of your Mt. San Jacinto College I.D. number. This number is located on your I.D. card and on your registration statement (i.e. jsmith123). Your password is your six-digit birthdate (mmdyy). You must change your password in 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.

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 Financial Aid Office.

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 for evaluation before the end of the student’s first term of attendance.

The load requirements (fall and spring) for Chapter 30 (Montgomery GI Bill), for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), or Chapter 35 (Dependents’ Educational Assistance), for Chapter 1606 (Montgomery GI Bill – Selected Reserve), and Federal Student Financial Aid are:

- Full-time ........................................12 units or more
- ¾ time .............................................9-11½ units
- ½ time .............................................6-8½ units
- 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.

Veteran’s 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 Financial Aid Office each semester. It is the veteran’s responsibility to promptly notify the Financial Aid 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 standing, will not be certified without verification that the student has been counseled concerning consequences of further violations of the college's academic or progress policy.

For further information, contact:
Veteran's Services - Menifee Valley Campus
(951) 639-5249

Veteran's Services - San Jacinto Campus
(951) 487-3249

CATALOG RIGHTS

Certificate and degree requirements are regularly reviewed and may undergo change while a student is pursuing a degree or certificate. A student has the right to graduate based upon the requirements of any one catalog in effect while they are continually enrolled as defined above. 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. The catalog that creates the best opportunity for the student to satisfy requirements to receive the degree or certificate requested will be selected.

The Board of Trustees, on recommendation of the president and faculty of the college, is authorized to confer the associate of 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.

CONTINUOUS ATTENDANCE

Graduation requirements contained in this catalog apply to students during the 2006-2007 college years. Continuous attendance is defined as attendance in at least one semester excluding summer sessions each calendar year (January 1-December 31) as indicated on a permanent record at any accredited college.
<table>
<thead>
<tr>
<th>Majors</th>
<th>Certificate</th>
<th>AA Degree General Education</th>
<th>AS Degree General Education</th>
<th>AA/AS Degree General Education</th>
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<tr>
<td>Administration of Justice</td>
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<td>Alcohol/Drug Studies</td>
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<td>Art</td>
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<td>Business Administration</td>
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<td>Small Business Operations</td>
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<td>Dance</td>
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<td>Diagnostic Medical Sonography</td>
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<td>Engineering: Drafting Technology</td>
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<td>Environmental Studies</td>
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<td>Fire Technology</td>
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<td>Liberal Arts Studies</td>
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<td>Management/Supervision</td>
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<tr>
<td>Multimedia</td>
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<tr>
<td>Music</td>
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<td>X</td>
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<tr>
<td>Musical Theater</td>
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<td>Office Administration</td>
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<td>Business Clerical</td>
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<td>Microsoft Application Specialist Technician</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Real Estate</td>
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<td>Registered Nursing: RN</td>
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<tr>
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<tr>
<td>Technical Theatre</td>
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<tr>
<td>Theatre Arts</td>
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<tr>
<td>Visual Communication</td>
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<td>Vocational Nursing: LVN</td>
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<tr>
<td>Water Technology</td>
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</tbody>
</table>
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 of 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 of Arts Degree and Associate of 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 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.

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 minimum requirements for the Associate of Arts or Associate of Science Degree are specified by the Board of Governors of the California Community Colleges and the Mt. San Jacinto College Governing Board. The degree will be granted upon completion of 60 semester units of coursework and the fulfillment of the following specific requirements.
Unit and subject requirements for the Associate of Arts or Associate of Science degree

GENERAL EDUCATION

For a complete list of degrees and their satisfaction requirements, see page 82. 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 of Arts/Science General Education pattern.

For the Associate of 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 of 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. Additional local graduation requirements in Physical Education & Healthful Living, Multi-cultural/Gender Studies and U.S. History/Political Science are needed, see Option “B” courses for each requirement.

• **Option C**: Complete the Intersegmental General Education Transfer Curriculum (IGETC) for an Associate of 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. Additional local graduation requirements in Physical Education & Healthful Living, Multi-cultural/Gender Studies and U.S. History/Political Science are needed, see Option “C” courses for each requirement.

The Transfer Emphasis Degree is identified in this catalog as “with Transfer Emphasis using General Education Requirements Option B or C”.

Physical Education and Healthful Living

Although not required for the CSU GE Breadth or IGETC curriculum, three units from this area are required to earn any degree from MSJC. See course list below and/or a counselor.

Option B: Students completing the CSU GE Breadth pattern must also complete 3 units of the following as part of the 60-unit requirement to earn the Associate of Arts or Science Degree with Transfer Emphasis.

- Dance 100+ or 121 or 122 or 123 or 125 or 126 or 127 or 128 or 129 or 212 (Area C1)
- Dance 120 (unit limitation, 1 unit max) or 124 (Area E)
- Health Science 121 or 123 (Area E)
- History 151+ (Area C1)
- Nutrition 100 or 101 (Area E)

Option C: Students completing the IGETC pattern must also complete 3 units of the following as part of the 60-unit requirement to earn the Associate of Arts or Science Degree with Transfer Emphasis.

- Dance 100+ or 125 or History 151+ (Area 3A or 3B)

Multi-Cultural/Gender Studies

Although not required for the CSU GE Breadth or IGETC curriculum, three units from this area are required to earn any degree from MSJC. See course list below and/or a counselor.

Option B: Students completing the CSU GE Breadth pattern must also complete 3 units of the following as part of the 60-unit requirement to earn the Associate of Arts or Science Degree with Transfer Emphasis.

- American Sign Language 110 (Area C2 or D7)
- Anthropology 102 or 102H or 103A or 103B or 103C or 103D or 103E or 121+ (Area D1 or D3)
- Communication 108 or 108H (Area D7)
- Dance 100+ or 201 (Area C1 or E)
- English 205 or 205H or 240 or 240H or 250 or 250H or 260 or 270+ or 280 or 280H (Area C2)
- Geography 108 (Area D5)
Degrees, Certificates and Curricula

U.S. History and/or Political Science

Although not required for the CSU GE Breadth or IGETC curriculum, three units from this area are required to earn any degree from MSJC. See course list below and/or a counselor.

(Minimum 3 units: required for any AA/AS Degree at MSJC)

History 110, 111 or 112 and/or Political Science 101

NOTE: 1 U.S. History and 1 Political Science course required for CSU graduation.

Basic Skills Competency Requirements for Graduation

Reading

Collegiate-level reading competency may be demonstrated by passing any two transfer level non-laboratory, non-activity courses in the Humanities or Social/Behavioral Sciences with a “C” grade or better.

This requirement is 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 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. 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.

History 103 or 103H or 104 or 104H or 106 or 106H or 107 or 108 or 115 or 121+ or 136+ or 141 or 142 or 150 or 150H or 151+ or 160 (Area C2, D1, D3 or D6)
Music 107 (Area C1)
Political Science 102 or 102H or 103 (Area D3 or D8)
Psychology 104 or 104H or 112+ (Area D4, D7, D9 or E)
Sociology 106 or 112+ or 115 (Area D3, D4, D7, D10 or E)
Spanish 270+ (Area C2)
Theater Arts 136+ (Area C2)

Option C: Students completing the IGETC pattern must also complete 3 units of the following as part of the 60-unit requirement to earn the Associate of Arts or Science Degree with Transfer Emphasis.

American Sign Language 110 (Area 3B)
Anthropology 102 or 102H or 103A or 103B or 103C or 103D or 103E or 121+ (Area 4)
Dance 100+ (Area 3A)
English 205 or 205H or 240 or 240H or 250 or 250H or 260 or 270+ or 280 (Area 3B)
Geography 108 (Area 4)
History 103 or 103H or 104 or 104H or 106 or 106H or 115 or 121+ or 136+ or 141 or 142 or 150 or 150H or 151+ or 160 (Area 3B or Area 4)
Music 107 (Area 3A)
Political Science 102 or 102H or 103 (Area 4)
Psychology 104 or 112+ (Area 4)
Sociology 106 or 112+ or 115 (Area 4)
Spanish 270+ (Area 3B)
Theater Arts 136+ (Area 3B or Area 4)
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 schedule of classes for application deadline dates.

Counseling

We always recommend making an appointment with a counselor each semester to update educational plans and research and program or course changes.

General Education Certification

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 requested to be sent to the university.

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 56 transferable units. Please see the Course Descriptions section of this catalog to determine which courses are transferable.

Transfer and Articulation

Transfer Agreements

California State University Lower-Division Transfer Patterns (LDTP) (Effective Fall 2008)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission” is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’s ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.
Transfer Pathways Agreement (TPA) is designed to provide students a seamless transition between the two-year and four-year college. Students who sign up for the program are provided a transfer contract guaranteeing admission to Cal-State University, San Marcos (CSUSM) upon completion of a specific set of MSJC courses with a grade of ‘C’ or better. MSJC counselors will meet with Transfer Pathway students on a semester basis, helping them to track progress toward the degree.

Interested students should make contact with any MSJC counselor, the Career/Transfer Center, or a CSU, San Marcos representative for Transfer Pathways contract 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 students 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, Riverside

Mt. San Jacinto College has entered into a contractual transfer agreement with the University of California, Riverside. This Transfer Agreement Guarantee (TAG) provides students with a blueprint for guaranteed admission to UCR. While participation in the TAG process guarantees admission, it does not guarantee that transferring students will be admitted to a specific major at the university level. All students interested in taking advantage of the TAG with UCR should see an MSJC counselor and make an appointment with a UCR representative through the Career/Transfer Center.

University of California, Santa Barbara

Mt. San Jacinto College has entered into a contractual transfer agreement with the University of California, Santa Barbara. To qualify for the UCSB Transfer Admission Agreement (TAA), you must: Apply for admission to UCSB one year before transfer, during the application filing period from November 1-30. There is no additional paperwork to submit to qualify for this agreement.

This agreement will be reviewed on an annual basis during the spring and reconfirmed for the next academic period. For the TAA, some majors in the College of Letters and Science may require additional completion of specific major preparation course work. For information about major preparation course work, please see a counselor and refer to the articulation agreements by major between UCSB and your community college online at www.assist.org.

Please note that the College of Letters and Science expects students to earn their degree without exceeding 200 quarter units. You should select your major carefully and complete as much major preparation as possible prior to transfer.

The fall UCSB Transfer Admission Agreement applies to general admission to the College of Letters and Science but not necessarily to a specific major. Some majors in the College of Letters and Science may also require completion of specific major preparation course work. For additional information about major preparation course work, please refer to the articulation agreements by major between UCSB and your community college online at www.assist.org.
Degrees, Certificates and Curricula

University of California, Santa Cruz

Mt. San Jacinto College has entered into a contractual transfer agreement (GATE) with the University of California, Santa Cruz. The benefits of participating in the GATE Program include early review of your academic records; early notification that your admission to UC Santa Cruz is guaranteed (subject to the conditions of the program); and opportunities for advising about major preparation, general education, and/or IGETC requirements.

With the help of their community college counselors, GATE students complete an agreement listing courses they will take to fulfill university requirements. If you are interested in GATE, contact MSJC’s Career/Transfer Center or counseling office for information about application procedures and deadlines. The GATE program offers guaranteed admission for fall quarter only.

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 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. Students who have not taken the SAT or ACT during their senior year in high school MUST have a minimum of 60 transferable units. SAT or ACT score are not necessary when transferring with upper division status from a community college.

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 the MSJC Counseling Offices and Career/Transfer Centers.

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 prior to transfer. A grade of “C” or better is required in each area of IGETC and when certified, the transfer student will not need to take additional lower-division general education after transfer. The IGETC transfer pattern is not recommended for high-unit majors like Math & Science. 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 2006-2007 IGETC transfer patterns.

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 and allows 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 2006-2007 CSU-GE 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.

Occupational Internship (149's)

Through Occupational Internships (OI), MSJC permits eligible students to include supervised, on-the-job learning experience as an integral part of their college education. Through a planned training agreement between the college and employer, students are able to broaden occupational skills and improve competency and experience in the real world of work. During the term of the training agreement, performance and advancement are evaluated cooperatively by the employer and the college coordinator. In addition, student’s may receive classroom instruction in employment-oriented subject. Credit earned, up to the semester maximum, is based on hours worked. Under the Parallel Plan, a maximum of four (4) credit hours per semester may be earned up to a total of sixteen (16) semester credit hours. Under the Alternate Plan, a maximum of eight (8) semester credit hours may be earned during one enrollment period up to a total of sixteen (16) semester credit hours. A total of four units of OI credit may be applied toward a Vocational-Technical certificate. A total of eight units of OI credit may be applied toward the Associate Degree requirement. A training agreement MUST be completed prior to registration. Each Occupational Internship student MUST be enrolled and complete 7 units including Occupational Internship each semester they participate unless enrolled in the “Alternate Plan”.

Experimental Courses (099’s)

The college may occasionally offer courses numbered 099, designed as trial efforts at new curricular content or methods. Such courses are approved for use as electives toward the associate’s degree, but may not be usable for a requisite course in a degree, certificate or general education pattern.

At the time of publication, the status of 099 courses was under review. A change may be implemented after publication.

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. Some courses may transfer as electives only. Students are advised to consult a counselor, the Transfer Center or other Guidance staff for more specific information.

Course Articulation Number (CAN)

The Course Articulation Number (CAN) System identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course on another participating campus.
### California Articulation Number System (CAN)

CAN identifies comparable courses commonly taught at the California Community College (CCC) and California State University (CSU) campuses. When a course is “qualified” as a CAN course, it is acceptable in lieu of the actual course at the receiving institution. For example, CAN ENGL 2 on one campus will be accepted for CAN ENGL 2 on all participating campuses. All Universities of California, California State Universities, Independent Colleges/Universities, and California Community College’s are allowed participation in the CAN system process however, not all institutions within these segments participate. CAN qualified courses are identified below and throughout MSJC publications or on [www.can.csus.edu](http://www.can.csus.edu).

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**NOTE:** To receive CAN Sequence credit, all identified MSJC courses must be successfully completed.
Understanding Program Planning

Using the Guides

Program patterns contained in the following “Academic Planning Guides” 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. 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 70-99 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 English and math courses in the category to English 098, Math 090, and Math 096, only. Courses intended for students with learning disabilities are the only exceptions to this limitation.

Courses below 70 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).

Math and English courses numbered 70-79 are intended for student’s 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.
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 course (or qualification) needed 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 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 at least take the corequisite course are highly unlikely to succeed in the course. Therefore, the student either MUST have met the prerequisite 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, then 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 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
2006 – 2007 Educational Plan OPTION A

(Please Print)  Student Name  Social Security Number/ID Number  Date

MAJOR:

| COURSE OPTIONS |
|-----------------|-----------------|
| A | NATURAL & PHYSICAL SCIENCES |
| N | A minimum of 3 units required. |
| B | SOCIAL & BEHAVIORAL SCIENCES |
| B1 | A minimum of 6 units required, 3 units from B1 and 3 units from B2. |
| B1 | History 110, 111, 112, 124; Political Science 101 |
| C | HUMANITIES |
| C | A minimum of 3 units required. |
| D | LANGUAGE & RATIONALITY |
| D1 | A minimum of 6 units is required, 3 units from D1 and 3 units from D2. |
| D1 | ENGLISH COMPOSITION |
| D1 | English 098, 101, 104+; Business Administration 104+ |
| D2 | COMMUNICATION & ANALYTICAL THINKING |
| E | PHYSICAL EDUCATION & HEALTHFUL LIVING |
| E | A minimum of 3 units required. |
| F | MULTI-CULTURAL GENDER STUDIES |
| F | A minimum of 3 units is required however; this course may be taken to fill other area requirements as designated, units count once. |
| F | American Sign Language 110; Anthropology 102, 103A, 103B, 103C, 103D, 103E, 121+; Communication 108; Dance 100+, 201; English 203, 240, 250, 260, 270+, 280; Geography 108; History 103, 104, 106, 107, 110, 124+, 125+, 128+, 134, 140, 151+, 158+, 160; Music 107+, 108+, 109; Political Science 102, 103; Psychology 104, 112+; Sociology 106, 112+, 115; Spanish 270+; Theatre Arts 136+ |
| G | MATH COMPETENCY - A minimum of 3 units. May be demonstrated by passing Math 090 or Math 090A+090B or any higher-level math course with minimum grade of "C". |
| H | READING COMPETENCY - Collegiate-level reading competency may be demonstrated by passing any two non-laboratory, non-activity, and transfer level courses in the Humanities or Social/Behavioral Sciences with a minimum grade of "C". |
I. TOTAL UNIT REQUIREMENT – 60 degree applicable semester units
   A. General Education = 24 unit minimum
   B. Major (minimum) = 18 units (Refer to catalog for specific requirements).
      1. In a defined major
      2. In a group major
         a. Humanities
         b. Mathematics/Science
         c. Social/Behavioral Science
   C. Electives (if needed)
   D. For the A.A./A.S. Degree Options B & C please refer to the General Education Requirements for California State University and Colleges or the Intersegmental General Education Transfer Curriculum (IGETC) patterns.
   E. For advance Placement and CLEP exam information please see the chart in the General Catalog.

II. GRADE POINT AVERAGE
    Cumulative grade point average of 2.0 (“C”) or better in all degree applicable courses.

III. MATH COMPETENCY
     A grade of “C” or better in Math 090 or Math 090A+090B or higher-level math course.

IV. READING COMPETENCY
     A grade of “C” or better in two (2) non-laboratory, non-activity, transfer level courses in the Humanities or Social/Behavioral Science with a minimum grade of “C”.

V. RESIDENCY UNIT REQUIREMENT
   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 AA or AS degrees.
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.
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.

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GENERAL EDUCATION UNITS: MAJOR UNITS: 
ELECTIVE UNITS: TOTAL UNITS:

NOTES:

AA/AS: 

CERTIFICATE: 

Associate Degree Certification: ___Yes   ___No

Counselor or College Evaluator Signature      Title      Date
### Mt. San Jacinto Community College District
#### General Education Requirements for California State Universities and Colleges

**Transfer Pattern & Educational Plan 2006–2007 OPTION B**

**U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU Graduation Requirement Only**

This CSU Graduation Requirement may be certified prior to transfer or taken at the CSU after transfer. At the option of the receiving CSU institution, these two courses may also be used to meet 3 units in Area D of the General Education Breadth Requirements. Please confirm with your California State University catalog or institution prior to CSU-GE certification and transfer.

3 units required: **History** 110, 111, 112

3 units required: **Political Science** 101

**TOTAL UNITS** OVER...

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**Mt. San Jacinto College 2006 - 2007 Catalog**
APPLICATION FOR CERTIFICATION
Upon enrollment in final requirements, students should apply to have their General Education courses for California State University certified through the Mt. San Jacinto College Enrollment Services Office.

TOTAL UNIT REQUIREMENT
A minimum of 39 semester units in Areas A-E is required for full certification of lower-division general education requirements. Although partial certification is allowed, please discuss this option with the receiving CSU transfer institution.

GRADE POINT AVERAGE
A minimum of 2.0 ("C" average) or higher Grade Point Average (GPA) is required, please check college and university catalogs for GPA requirements. Areas "A1, A2, A3" and "B4" require a minimum of "C" grade and must be completed prior to applying to the CSU.

DOUBLE-COUNTING
Some California State Universities (CSU’s) will allow History 110, 111, 112, or Political Science 101 to double count in Areas D6 or D8 and the U.S. History, Constitution and American Ideals section. Students should consult the receiving CSU transfer institution about double counting. For our purposes, MSJC will allow double counting of these courses.

COURSES COMPLETED AT OTHER COLLEGES:
Courses completed at any California Community College can be used in the CSU-GE Breadth certification. Students should be aware however that course work from other California Community Colleges would be applied in the CSU-GE Breadth category determined by the original college. If courses are denied for certification, students may petition in the Enrollment Services Office to use courses taken at UC, CSU, private or out-of-state schools for CSU-GE Breadth certification. Petitions will be evaluated to determine if these courses are equivalent courses approved for MSJC’s CSU-GE Breadth pattern. Advanced Placement exams with scores of 3, 4, or 5 can be certified where appropriate.

TRANSFER PLANNING
Students planning to transfer to a four-year university are urged to begin their planning as early as possible. All colleges and universities have specific admissions requirements and many have special course and unit requirements, as well as minimum grade averages that must be met prior to transfer. Effective transfer planning requires the following steps:

I. Selecting an appropriate major to meet your goals.
II. Selecting an appropriate college or university.
III. Developing and completing an appropriate course of study in preparation for transfer.
IV. Completing the application process.

GENERAL EDUCATION OPTION B - see catalog for current AA/AS Transfer Emphasis Degrees
This general education option provides students the opportunity to complete transfer curriculum while completing an Associate Degree at Mt. San Jacinto College. This Degree requires sixty (60) CSU transferable semester units be completed with a minimum of 12 semester units being completed at Mt. San Jacinto College for residency. Students are required to complete the General Education Requirement transfer pattern for a maximum of 39 general education semester units plus California State University major preparation or elective units totaling 60 transferable units with an overall GPA of 2.0.

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GENERAL EDUCATION UNITS: ELECTIVE UNITS:
NOTES: TOTAL UNITS:

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 university representative or a Mt. San Jacinto College Counselor. Also refer to www.assist.org for the current CSU General Education list for MSJC.

05/2006
## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

**Transfer Pattern & Educational Plan 2006 – 2007**

### COURSE OPTIONS

#### ENGLISH COMMUNICATION

**CSU** - 3 courses required one from each group A, B, C.

**GROUP A: ENGLISH COMPOSITION (1 course, 3 semester units)**

- **English 101, 101H**

  Course from other college or AP

**GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION (1 course, 3 semester units)**

- **English 103, 103H; Philosophy 112, 112H**

  Course from other college

**GROUP C: ORAL COMMUNICATION (CSU requirement only)**

- **Communication 100, 104, 201**

  Course(s) from other college(s) or AP

#### MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

**UC** - 2 courses required, 1 from group A, 1 from group B

**AREA 1**

- **Mathematics 102, 105, 105H, 110, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218**

  Course from other college or AP

#### ARTS AND HUMANITIES

**AREA 2**


  Course(s) from other college(s) or AP

#### SOCIAL BEHAVIORAL SCIENCES

**AREA 3**


  Course(s) from other college(s) or AP

#### PHYSICAL AND BIOLOGICAL SCIENCES

**AREA 4**


#### LANGUAGE OTHER THAN ENGLISH

**AREA 5**

- **American Sign Language 100#; French 101#; Spanish 101#; 103#**

  Completed at high school. Course from other college, or AP

### U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

- **6 units (1 course Political Science, 1 course History)**

  Political Science 101

  History 110, 111, 112

  Course(s) from other college(s) or AP

### DISCLAIMER

Every effort is made to keep this information current. Articulation is an ongoing project and subject to modification. Please use this form as a guideline and consult with a university representative or Mt. San Jacinto College Counselor. Also refer to www.assist.org for the current IGETC list for MSJC.

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The Intersegmental General Education Transfer Curriculum (IGETC) is an agreement between the California Community Colleges, the California State Universities, and the University of California as a common transfer plan. The IGETC consists of a series of courses which, if completed prior to transfer, allows community college transfer students the opportunity to satisfy the lower-division general education requirements for any campus of the CSU or UC, without the need, after transfer, to take additional lower-division courses. The IGETC is advisable for students who want to keep their options open before making a final decision about transferring into either system, but some students will not find the IGETC option advantageous. Students who are pursuing majors that require extensive lower-division preparation to be admitted to the major should not use the IGETC. If the majority of units were completed at a CSU, the IGETC may NOT be acceptable upon transfer. A student who has been registered at a UC campus is NOT eligible for IGETC. This restriction does not apply to students who have taken UC summer session or Extension classes only.

CERTIFICATION: Certification is done by the last Community College of attendance. It is strongly recommended that, before petitioning for IGETC certification, students consult their MSJC counselor regarding fulfillment of IGETC requirements. Petition for certification in the MSJC Enrollment Services Office during the last semester of attendance at MSJC prior to transfer, it is the student’s responsibility to request “certification” during the last semester of attendance at MSJC prior to transfer. Full completion of the IGETC is expected. Partial certification of up to two (2) classes is allowed for the following causes: illness, unavailable or cancelled courses, military service, family or employment problems, experienced in the final semester before transfer. The student is responsible for filling out the “Petition for Eligibility to Complete IGETC After Transfer” form. NOTE: AREA 1 and AREA 2 must be completed prior to transfer.

WHEN THE IGETC PATTERN SHOULD NOT BE USED: The IGETC is not a good option for students intending to transfer into a high-unit major or one that requires extensive lower division preparation, such as engineering or some of the physical and natural sciences. Consult with a counselor or an admissions representative at the UC campus(es) that you plan to attend for information about whether completing the IGETC is advisable.

COURSES COMPLETED AT OTHER COLLEGES: Courses completed at any California Community College can be used in the IGETC certification. Students should be aware however that course work from other California Community Colleges would be applied in the IGETC category determined by the original college. The majority of coursework should originate from a California Community Colleges. If courses are denied for certification, students may petition in the Enrollment Services Office to use courses taken at UC, CSU, private or out-of-state schools for IGETC certification. Petitions will be evaluated to determine if these courses are equivalent courses approved for MSJC’s IGETC pattern.

AP SCORES: AP scores of 3, 4, or 5 can be used to satisfy any IGETC subject area where acceptable. Area 1B, the Critical Thinking/English Composition requirement requires a minimum G.P.A. of 2.4: Students must also complete two transferable course in English Composition (English 101 or 101H + English 103 or 103H or Philosophy 112). One transferable college course (3 semester units) in mathematical concepts and quantitative reasoning. Four transferable college courses (3 semester units each) chosen from a least two of the following subject areas: Arts and humanities, social and behavioral sciences, or the physical and biological sciences. All math and English composition courses must be completed in the spring term preceding planned enrollment in the fall (i.e. no summer course work accepted).

PROFICIENCY IN A LANGUAGE OTHER THAN ENGLISH: Verification of this requirement will be based on official records (either high school or college) indicating completion of course work (with grades of C or better) equivalent to two years in high school of the same foreign language. Students can also meet this requirement by providing evidence of appropriate scores on AP exams (scores of 3 or more are acceptable), by earning a minimum score of 550 on the College Board Achievement Test or showing proficiency in a higher level foreign language course.

COURSES TAKEN AT FOREIGN INSTITUTIONS: These courses will NOT be permitted for certification on the IGETC.

GENERAL EDUCATION OPTION C- see catalog for current AA/AS Transfer Emphasis Degrees

This Degree options provides students the opportunity to complete transfer curriculum while completing an Associate Degree. This Degree requires sixty (60) transferable semester units be completed with a minimum of 12 semester units being completed at Mt. San Jacinto College for residency. Students are required to complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern plus University of California or California State University major preparation or elective units totaling 60 transferable units with a “C” grade or better and an overall GPA of 2.4. Please note all references to “CSU or UC requirements only” while following the IGETC.
**Instructional Programs**

**Administration of Justice**

Degree(s)
A.S. in Administration of Justice (4426-AS.AJ)
(with General Education Requirements Option A)

Certificate(s)
Certificate in Administration of Justice (4426-CT.AJ)

Employment Concentration Certificate(s)
Corrections (9999-EC.AJ.CORR)

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**Program Description**

The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court and corrections systems. These core and elective courses provide the student with a base of knowledge and proficiency in the general area. Law enforcement, whether as a line officer, deputy sheriff, marshal or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers or criminal investigators make unique contributions throughout our state and nation. They investigate crime, present cases in court and render other service to the justice system and the people. Much of their job now consists of actively serving the many social needs of their community.

**Distinctive Features**

Most Administration of Justice classes are offered both day and evening and are taught by law enforcement professionals.

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**Career Opportunities**

Police Officer * Industrial Security Officer * Deputy Sheriff * Evidence Technician * Animal Control * Highway Patrol Officer * Alcoholism Counselor * Police Clerk * FBI Agent * Accident Investigator * Polygraph Operator * Forest Ranger * Customs Agent * Investigator Trainer * Drug Enforcement * Insurance Investigator * Border Patrol Agent * Criminal Investigator * Legal Secretary * Fingerprint Classifier * Store Detective * Security Specialist * Matron * Police Dispatcher * Warden * Park Ranger * Correctional Counselor * Law * Paralegal * Probation Officer * Parole Agent * Counselor * Private Detective * Jailer * Officer Agent Drug Abuse * Corrections Officer

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**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

In addition to completing the certificate program, students MUST complete all other MSJC General Education Option A requirements for the Associate of Science degree in Administration of Justice.

CERTIFICATES

A certificate will be issued for completion of five core courses and three elective courses for a total of 24 units. A Basic Peace Officers Academy (664 hours) completed within the last 3 years may be substituted for AJ 071. 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 I 3 units
AJ 111 Administration of Justice 3 units
AJ 118 Police Community Relations 3 units

Elective Courses (9 units)
AJ 071 Penal Code 832 Instruction 3 units
AJ 103 Criminal Evidence 3 units
AJ 104 Patrol Procedures & Defensive Tactics 3 units
AJ 105 Public Safety Communications 3 units
AJ 108 Criminal Investigation 3 units
AJ 114 Laws of Arrest, Search and Seizure 3 units
AJ 125 Vice Control 3 units
AJ 128 Traffic Control, Enforcement and Investigation 3 units
AJ 140 Principles of Biology in Forensics 4 units
AJ 141 Principles of Chemistry in Forensics 4 units
AJ 142 Principles of Toxicology in Forensics 4 units
AJ 149 Occupational Internship: Administration of Justice 1-4 units
AJ 299 Special Projects: Administration of Justice 1-3 units

EMPLOYMENT CONCENTRATIONS

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.

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
AJ 101 Criminal Law 3 units
AJ 105 Public Safety Communications 3 units
Instructional Programs

Alcohol/Drug Studies

Degree(s)
A.S. in Alcohol/Drug Studies 8688 AS.ADS (with General Education Requirements Option A)

Certificate(s)
Certificate in Alcohol/Drug Studies 8688 CT.ADS

Employment Concentration Certificate(s)
Dual Diagnosis 99999 ECC.ADS.DD

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

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

Nursing & Allied Health Department (951) 639-5561

www.msjc.edu/alliedhealth

Program Description

The Alcohol/Drug studies program is designed to prepare people to serve as para-professionals in the growing career field of counseling and advisement to individuals with addictions to alcohol or other drugs.

The MSJC Alcohol/Drug studies program is a certificate program consisting of 39 units, drawn from a course list which provides a thorough grounding in medical and social origins of addiction. The skills and techniques used for intervention, the legal and ethical context of treatment, as well as the record-keeping necessary to support successful interventions are also included. The successful student will be well prepared for the qualifying examination offered by California Board for Alcohol and Drug Abuse Counselors (CBADC), a statewide certification organization.

Distinctive Features

The Alcohol/Drug studies faculty is drawn from the ranks of professionals currently working in the field. The courses they offer result in a preparation which is equally suited as entry-level job training or continuing education for health or counseling professionals. The program was developed in consultation with regional representatives of the California Association of Alcohol and Drug Abuse Counselors (CAADAC).

Career Opportunities

Students are advised to speak with a counselor regarding career opportunities.

Entry-level positions: * Alcohol/Drug Studies Advisor * Alcohol/Drug Studies Technician * Professional positions (for those who wish to add alcohol/drug studies certification to their professional preparation):
Drug Abuse Counselor * Recovery Center Staff Member or Director * Outpatient Program Staff Member

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

In addition to the 39 units of the certificate program, students must complete all MSJC General Education Option A requirements for the Associate of Science degree in Alcohol/Drug Studies.
CERTIFICATES

Certificate in Alcohol/Drug Studies
(39 units)

In addition to the course work below, certificate recipients must demonstrate English proficiency by passing English 098 or higher or achieve an equivalent APT score and pass Math 051 or higher or achieve an equivalent APT score.

Required Courses (39 units)

- 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 & 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 & Professional Growth for Alcohol and Drug Counselors 3 units
- ADS 149 Occupational Internship: Alcohol and Drug Studies 3 units
- ADS 150 Practicum Seminar 3 units
- HS 121 Fundamentals of Healthful Living 3 units
- PSYC 101 Introduction to Psychology 3 units
- PSYC 102 Personal Growth 3 units
- SOCI 106 Intercultural Relations 3 units

EMPLOYMENT CONCENTRATIONS

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 1-4 units
- PSYC 101 Introduction to Psychology 3 units
- PSYC 108 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
Counseling (951) 639-5255
Nursing (951) 639-5561

Allied Health Department
(951) 639-5561
www.msjc.edu/alliedhealth

Program Description

MSJC offers several career options in the health field, ranging from medical office assistant through nursing. These careers are described on the following pages. Every interested student should begin with Allied Health 070 (Survey of Health Occupations) which describes the careers available in the health field. Several careers can be entered with a very short preparation. For instance, the Certified Nursing Assistant, Home Health Aide (CNA/HHA), Emergency Medical Technician (EMT) and the Medical Office Assistant programs take a qualified applicant only one or two semesters to complete.

Emergency Medical Technician - This one semester course provides the instruction and opportunity to practice the techniques used when providing care in the pre-hospital emergency setting. Completion of the course qualifies applicant for certification as an Emergency Medical Technician 1.

Certified Nursing Assistant - The nurse assistant and home health aide program at MSJC is a California state approved program which prepares students to take a competency exam for state certification as a nurse assistant and a home health aide. Federal law requires all California state students pursuing this certification to enroll comply with the program admission criteria and successfully pass the NURS 085 course in both a clinical and theory component. The program consists of instruction in all the fundamentals of nursing and prepares students in basic nursing skills. The course is recommended for students desiring nursing experience as they await admission into a LVN or RN 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.

**Certificates**

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

**Required Courses (21 units)**

(Suggested 1st Semester)

- AH 072 Medical Assistant: Administrative 3 units
- AH 095 Medical Terminology 3 units
- NURS 100 Introduction to Anatomy & Physiology for Allied Health 3 units
- BADM 104/ENGL 104 Business Communications 3 units

(Suggested 2nd Semester)

- AH 149 Occupational Externship, Back Office 1 unit
- AH 154 Medical Office Operations 3 units
- OTEC 144A Keyboarding and Document Formatting Part 1 1 unit

Electives (Select 3 units from the list below)

- AH 082 Telemetry Technician I & II 3.5 units
- AH 120B Advanced Emerging Medical Technician 5 units
- AH 127 Infant to Adult Basic and Advanced Life Support 3 units
- AH 122 Medical Ethics 3 units
- AH 124 Pathophysiology 3 units
- AH 126 Techniques in Patient Care 3 units
- PE 115 First Aid 3 units
- NUTR 101 Nutrition and Foods 3 units
- HS 121 Fundamentals of Healthful Living 3 units
- ACCT 075 Bookkeeping 3 units
- OTEC 178 Office Procedures and Systems 3 units

**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) (12 units)**

- AH 120 Emergency Medical Technician I Basic 5 units
- AH 121 Emergency Medical Technician I Refresher 2 units
- AH 125 EMT I Challenge Exam 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 Sign Language

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION
These courses introduce the fundamentals of American Sign Language as used within the deaf community, as well as deaf culture.

DISTINCTIVE FEATURES
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 signing skills.

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 should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
**Anthropology**

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1-800-452-3335
Erik Ozolins (951) 639-5725
eozolins@msjc.edu

**Program Description**

The Anthropology program 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.

**Distinctive Features**

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.

**Career Opportunities**

Careers in Anthropology are diverse, specialized, and related to the sub-disciplines of interest. These will usually require the completion of degree requirements at 4-year colleges and universities.


**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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)
A.A. in Arts **A.A.ART**
(with General Education Requirements Option A)
A.A. in Visual Communication (Graphic Design) **A.A.ART.VISCOM**
(with Transfer Emphasis using General Education Requirements Option B or C)

Certificate(s)
None

Employment Concentration Certificate(s)
Graphic Design **ECC.ART.GD**

**PROGRAM DESCRIPTION**

The MSJC Art Department serves a diverse group of students, from those who are taking their first and only art instruction, to those with special gifts who will go on to use art skills in their careers. All students are given both the technical knowledge and the emotional support needed to excel in their art.

The study of art at MSJC is an ideal way for students to understand their creative potential, whether they choose to work in drawing, painting, ceramics, sculpture or in design. Art students learn that art requires a balance between their intellect and their emotions. The MSJC Studio Art program offers introductory and intermediate courses that blend both traditional and contemporary art values. Art History and Art Appreciation courses introduce students to Western Art and satisfy requirements for Humanities credit.

**DISTINCTIVE FEATURES**

The Mt. San Jacinto College Art Department now operates facilities on both campuses. At the San Jacinto Campus, core courses in Art History, Drawing, Painting and Art Fundamentals are offered, along with Mural Painting, Ceramics, Sculpture and Foundry. The San Jacinto Campus is also the location of the Art Gallery and its continuing exhibition program. At the Menifee Fine Arts Center, the Art Department works closely with the Multimedia Department and is the home of the Visual Communication (Graphic Design) program. The Art History program features a lecture theater with digitally presented art images. The Center also features specialized classrooms on the second floor with ideal lighting and conditions for Painting and Drawing.

**CAREER OPPORTUNITIES**

Arts Instructor Muralist * Set painter * Restoration Artist * Graphic Designer * Art Therapist * Gallery Director or Assistant * Fine Artist in the fields of Ceramics, Painting, and Sculpture

**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 major requirement for an Associate of Arts in Art may be met by completing the pattern described plus all MSJC General Education Option A requirements.

### A.A. in Art (18 units)

**Required Courses (12 units)**
- ART 101 Art History: Prehistoric through Medieval Art 3 units
- ART 102 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)**

**Two Dimensional Art**

**Three Dimensional Art**

### A.A. in Visual Communication (22 units)

The Associate of Arts degree program in Visual Communication is designed for students who are interested in transferring to a 4-year university that specializes in professional design practices like Graphic Design, Multimedia, etc. The academic emphasis of the program is for students to develop creative solutions to solve visual problems by combining research, concept, and production. To earn this degree, the student must complete the required 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 units
- ART 130B/MUL 140 Digital Art - Illustration 2 units

**Art Electives (6 units)**
- ART 101 Art History: Prehistoric through Medieval Art 3 units
- ART 109 Drawing II 3 units
- ART 122 3D Design 3 units
- ART 125 Typography I 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
- MUL 140/ART 130B Digital Art - Illustration 2 units
- ART 223 Graphic Design II 3 units
- ART 299P Special Projects - Portfolio Preparation 1 unit
Instructional Programs

Astronomy

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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.

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pney@msjc.edu

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 mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)
A.A. in Audio Technology 8682 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 16774 AA.MUS.ADV.AT
(with General Education Requirements Option A)

Certificate(s)
Certificate in Audio Technology 8682 CT.MUS.AT
Certificate in Advanced Audio Technology 16774 CT.MUS.ADV.AT

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

Audio Technology Program offers instruction in audio for television, live sound and post production. The Certificate/Associate of Arts (AA) degree program in Audio Technology will prepare students for “hands on” and theoretical applications in audio. Students in the Audio Technology Program become familiar with devices used in television, radio, film, educational institutions and industry. Successful learners will receive the foundation necessary for transfer to a baccalaureate program or related field of study. Audio classes are cross-listed under Music.

DISTINCTIVE FEATURES

The MSJC San Jacinto Campus Music facility features four control rooms and five recording studios. The Audio Technology program features digital recording. Multiple studios allow hands on training and small class sizes. The San Jacinto Campus features both day and evening classes.

CAREER OPPORTUNITIES

Graduates can find careers in concert sound, cruise and casino show sound, television and movie post production sound, satellite network sound and radio broadcasting.

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

In addition to the 18 units of the Audio Technology Certificate Program, students may complete MSJC General Education Option A requirements for the Associate of Arts (AA) degree in Audio Technology. 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 of Arts (AA) degree in Advanced Audio Technology.
Certification in Audio Technology (18 units)

Required Courses (12 units)
MUS 140/AUD 140 Beginning Studio Recording 3 units
MUS 141/AUD 141 Intermediate Studio Recording 3 units
MUS 142/AUD 142 Advanced Studio Recording I 3 units
MUS 143/AUD 143 Advanced Studio Recording II 3 units

Elective Courses (6 units)
MUS 100/HIST 113 Introduction and Appreciation of Music 3 units
MUS 101 Music Fundamentals 3 units
MUS 107/HIST 114 Introduction and Appreciation of American Music 3 units
MUS 141/AUD 141 Intermediate Studio Recording (repeat) 3 units
MUS 142/AUD 142 Advanced Studio Recording I (repeat) 3 units
MUS 143/AUD 143 Advanced Studio Recording II (repeat) 3 units
MUS 145/AUD 145 MIDI Recording & Computer Recording 3 units
MUS 146/AUD 146 Recording Music and Live Sound 3 units
MUS 147/AUD 147/BADM 147 The Music & Audio Business 3 units
MUS 148/AUD 148 Radio Production 3 units

Certificate in Advanced Audio Technology (27 units)

Required Courses (18 units)
MUS 140/AUD 140 Beginning Studio Recording 3 units
MUS 141/AUD 141 Intermediate Studio Recording 3 units
MUS 142/AUD 142 Advanced Studio Recording I 3 units
MUS 143/AUD 143 Advanced Studio Recording II 3 units
MUS 145/AUD 145 MIDI Recording & Computer Recording 3 units
MUS 146/AUD 146 Recording Music and Live Sound 3 units

Elective Courses (9 units from the following)
MUS 100/HIST 113 Introduction and Appreciation of Music 3 units
MUS 101 Music Fundamentals 3 units
MUS 107/HIST 114 Introduction and Appreciation of American Music 3 units
MUS 147/AUD 147/BADM 147 The Music & Audio Business 3 units
MUS 148/AUD 148 Radio Production 3 units
Automotive/Transportation Technology

Degree(s)
A.S. in Automotive/Transportation Technology 4400 AS.AUME (with General Education Requirements Option A)

Certificate(s)
Certificate in Automotive/Transportation Technology 4400 CT.AUME

Employment Concentration Certificate(s)
General Technician 99999 ECC.AUME.GENTECH
Engine Performance Technician 99999 ECC.AUME.ENG.PERF
Bus/Heavy Duty Vehicle Servicer 99999 ECC.AUME.HD
Automotive Service Advisor/Automotive Service Shop Management 99999 ECC.AUME.ASA
Alternative Fuels, Bus Transit and Heavy Duty Transportation 99999 ECC.AUME.ACTIVITIES

Program Description
Automotive/Transportation Technology is a career oriented vocational program involving the study of automotive theory and principles and the development of diagnostic strategies along with proper tool and equipment use. A variety of diagnostic tools are introduced to the student in order to enhance familiarity with current system designs and approaches to equipment use.

Distinctive Features
The Automotive/Transportation Technology program at MSJC emphasizes a real world approach to diagnostic skill building and a thorough understanding of system theory and operations. This is accomplished through the use of computer programs, audiovisuals, and hands-on experience with mockups and modern vehicles. Automotive fundamentals are developed with a generalist approach emphasizing independence in self-directed learning. Professionalism, workplace skills and responsibilities are stressed along with safety and an awareness of hazardous materials control. The Automotive Department encourages both women and men to participate in this rewarding profession.

Career Opportunities
Engine Performance/Drivability Specialist * Tune-up Technician * Brake Specialist * General Technician * Alignment Specialist * Service Management * Electrical Specialist * Service Writer * Transmission Specialist * Quick Service Tech * Bus/Heavy Duty Vehicle Technician

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 major for an Associate of Science (AS) degree in Automotive/Transportation Technology may be met by completing any 18 units in the Automotive/Transportation program. In addition, students must complete all MSJC General Education Option A requirements for the Associate of Science degree in Automotive/Transportation Technology.
CERTIFICATES

Certificate in Automotive/Transportation Technology (27 units)

Required Courses (16 units)
(AUME 100 is required along with any three of the remaining four courses).
- AUME 100  Basic Auto Mechanics 4 units
- AUME 119  Automotive Brake Systems 4 units
- AUME 120  Suspension and Alignment Principles 4 units
- AUME 122  Engine Performance I 4 units
- AUME 126  Automotive Electrical/Electronics I 4 units

Elective Courses (11 units)
- AUME 118  Automotive Air Conditioning and Heating 4 units
- AUME 123  Engine Performance II 4 units
- AUME 124  Engine Theory and Repair 5 units
- AUME 127  Automotive Electrical/Electronics II 4 units
- AUME 140  Computerized Engine Controls I 4 units
- AUME 141  Computerized Engine Controls II 4 units
- AUME 142  Computerized Engine Controls III 4 units

EMPLOYMENT CONCENTRATIONS

Engine Performance Technician (12-20 units)
- AUME 123  Engine Performance II 4 units
- AUME 127  Automotive Electrical/Electronics II 4 units
- AUME 140  Computerized Engine Controls I 4 units
- AUME 141  Computerized Engine Controls II 4 units
- AUME 142  Computerized Engine Controls III 4 units

Bus/Heavy Duty Vehicle Technician (5 units)
- AUME 080  Bus/Heavy Equipment Servicer (Fuels and Lubricants) 2.5 units
- AUME 081  Bus/Heavy Equipment Servicer (Preventative Maintenance and Minor Repair) 2.5 units

Automotive Service Advisor/Automotive Service Shop Management (4 units)
- AUME 132  Automotive Service Advisor 2 units
- AUME 133  Auto Service Shop Management 2 units

Alternative Fuels, Bus Transit and Heavy Duty Transportation (13 units)
- AUME 150  Introduction to Alternative Fuels 2.5 units
- AUME 151  CNG Emissions/Tune-Up 2.5 units
- AUME 152  CNG Fuel, Storage and Delivery 2.5 units
- AUME 153  Gaseous Fuels (CNG) Electronic Control Systems 2.5 units
- AUME 154  NGV Fuel Systems/Troubleshooting 3 units
**Program Description**

The Biological Sciences, including Anatomy and Physiology, cover all aspects of the scientific study of life. The major in biology emphasizes the relationship between structure and function in living systems and the concept that biological processes can be studied at different levels of organization. The program provides a balanced approach of traditional and modern biology including the advanced topics essential to students continuing their studies at the university. Life is explored at the molecular, cellular, organismal and environmental levels.

**Distinctive Features**

Modern, well-equipped labs offer students opportunities for excellent training in biological techniques. The department stresses actual experience in science and instructor-student contact including laboratory, fieldwork, discussions and field trips.

**Career Opportunities**

The biological science major prepares the student for a wide variety of professional and paraprofessional occupations in both the applied and academic fields. 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 mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Instructional Programs

Degree(s)

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

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

Certificate(s)

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

Office Administration
  Certificate in Business, Clerical 4392 CT.BUS.CLER/Tech
  Certificate in Business, Office Administration Technician 8675 CT.BUS.OADM/Tech 8676 CT.BUS.OATP
  Certificate in Microsoft Applications Specialist 10769 CT.BUS.MCA/Tech 8678 CT.BUS.MAS.TP

Employment Concentration Certificate(s)

Business Administration
  Accounting and Tax Preparation Concentration 99999 ECC.BUS.ACCT.TAX
  Management Communications Concentration 99999 ECC.BUS.MC
  Resort Operations Concentration 99999 ECC.BUS.RESOPS

Office Administration
  Accounting Applications Concentration 99999 ECC.BUS.AA
  Office Communications Concentration 99999 ECC.BUS.OC
  Office Technologies Concentration 99999 ECC.BUS.OY

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 Administration

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Ron Bowman (951) 487-3520
rbowman@msjc.edu
Ken LaFave (951) 487-3522

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
David Candelaria (951) 639-5522
dcandelaria@msjc.edu
Carolyn Hays (951) 639-5520
cbays@msjc.edu
Donna Holts (951) 639-5521
dbolts@msjc.edu

Degree(s)
A.S. in Business Administration 4388 AS.BADM
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business Administration 4388 CT.BADM/Gen
Certificate in Small Business Operations 4180 CT.BUS.SBO/Gen

Employment Concentration Certificate(s)
Accounting and Tax Preparation Concentration 89999 ECC.BUS.ACCT.TAX
Management Communications Concentration 89999 ECC.BUS.MC
Resort Operations Concentration 89999 ECC.BUS.RESOPS

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.
Instructional Programs

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 Science degree in Business Administration.

Business Administration Major (18 units)

Required Courses (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Courses (9 units from this list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BADM 201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (3 units from this list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 080</td>
<td>Deducting the Cost of Business Assets</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 081</td>
<td>General Concepts Concerning Corporate Taxation</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 098A</td>
<td>Developing Time Management Techniques</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098C</td>
<td>Developing Leadership in Organizations</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098E</td>
<td>Raising Performance Levels</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>5</td>
</tr>
<tr>
<td>BADM 098G</td>
<td>Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>BADM 104/ENGL 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 124</td>
<td>Financial Accounting - Principles of Accounting I</td>
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</tr>
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<tr>
<td>BADM 201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Courses (Take 3 units from this list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (Take 6 units from this list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 080</td>
<td>Deducting the Cost of Business Assets</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 081</td>
<td>General Concepts Concerning Corporate Taxation</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 126</td>
<td>Beginning Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 104/ENGL 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BADM 157</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BADM 170</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 132</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 133</td>
<td>Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 134</td>
<td>Communications in the Organization</td>
<td>3</td>
</tr>
<tr>
<td>MGT 137</td>
<td>Human Relations at Work</td>
<td>3</td>
</tr>
<tr>
<td>MGT 138</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate in Small Business Operations (24 units)

Required Courses (15 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BADM 201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
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</table>

Elective Courses (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Managerial Accounting—Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 126</td>
<td>Beginning Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 157</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BADM 170</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 132</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 134</td>
<td>Communications in the Organization</td>
<td>3</td>
</tr>
<tr>
<td>MGT 137</td>
<td>Human Relations at Work</td>
<td>3</td>
</tr>
<tr>
<td>MGT 138</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 124</td>
<td>Financial Accounting — Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 125</td>
<td>Managerial Accounting — Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CAPP 122C</td>
<td>Using Microsoft Excel 2003 — Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 125C</td>
<td>Excel For Business and Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CAPP 125C1</td>
<td>Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>CAPP 125C2</td>
<td>Excel 2-For Business Users</td>
<td>1</td>
</tr>
<tr>
<td>CAPP 125C3</td>
<td>Excel 3-For Accounting Users</td>
<td>1</td>
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</tbody>
</table>

Management Communications Concentration (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 104/ENGL 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 121C</td>
<td>Using Microsoft Word 2003 — Level 1</td>
<td>3</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Resort Operations Concentration (10 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGTM 120/BADM 120</td>
<td>Sales and Marketing in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>AGTM 121/BADM 121</td>
<td>Sanitation and Safety in Resort Management</td>
<td>2</td>
</tr>
<tr>
<td>AGTM 122/BADM 122</td>
<td>Resort Food &amp; Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>AGTM 123/BADM 123</td>
<td>Menu Planning in Resort Operations</td>
<td>2</td>
</tr>
</tbody>
</table>
Instructional Programs

Degree(s)
A.S. in Office Administration 8675 AS.BUS.OADM/MSJC 8676 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business, Clerical 4392 CT.BUS.CLER/MSJC 16038 CT.BUS.CLER.TP
Certificate in Business, Office Administration Technician 8675 CT.BUS.OADM/MSJC 8676 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 10769 CT.BUS.MCA/MSJC 8678 CT.BUS.MAS.TP

Employment Concentration Certificate(s)
Accounting Applications Concentration 99999 ECC.BUS.AA
Office Communications Concentration 99999 ECC.BUS.OC
Office Technologies Concentration 99999 ECC.BUS.OT

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cbays@msjc.edu
Donna Holts (951) 639-5521
dbolts@msjc.edu

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 121C Using Microsoft Word 2003 – 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 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 Through Motivation 5 units
- BADM 098B Reducing Stress and Improving Performance 5 units
- BADM 098C Developing Leadership in Organizations 5 units
- BADM 149 Occupational Internship: Business 1-4 units
- BADM 150 Small Business Entrepreneurship 3 units
- BADM 201 Legal Environment of Business 3 units
- CAPP 120C Using Microsoft Office 2003 – Level I 3 units
- CAPP 121C Using Microsoft Word 2003 – Level I 3 units
- CAPP 122C Using Microsoft Excel 2003 – Level I 3 units
- CAPP 125C Excel For Business and Accounting 3 units
- CAPP 125C1 Excel 1-Basics for Business and Accounting 1 unit
- CAPP 125C2 Excel 2-For Business Users 1 unit
- CAPP 125C3 Excel 3-For Accounting Users 1 unit
- MATH 090 Elementary Algebra (or higher) 4 units
- OTEC 145 Document Formatting II 3 units

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 120C Using Microsoft Office 2003 – Level I 3 units
- CAPP 121C Using Microsoft Word 2003 – Level I 3 units
- CAPP 122C Using Microsoft Excel 2003 – Level I 3 units
- CAPP 125C Excel For Business and Accounting 3 units
- CAPP 125C1 Excel 1-Basics for Business and Accounting 1 unit
- CAPP 125C2 Excel 2-For Business Users 1 unit
- CAPP 125C3 Excel 3-For Accounting Users 1 unit
- MATH 090 Elementary Algebra (or higher) 4 units
- OTEC 145 Document Formatting II 3 units
- OTEC 178 Office Procedures 3 units

Elective Courses (9 units)
- ACCT 075 Bookkeeping 3 units
- BADM 098A Developing Time Management Techniques Through Motivation 5 units
- BADM 098B Reducing Stress and Improving Performance 5 units
- BADM 098C Developing Leadership in Organizations 5 units
- BADM 098D Dynamics of Successful Teamwork 5 units
- BADM 098E Raising Performance Levels Through Motivation 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
- CAPP 120C Using Microsoft Office 2003 – Level I 3 units
- CAPP 121C Using Microsoft Word 2003 – Level I 3 units
- CAPP 122C Using Microsoft Excel 2003 – Level I 3 units
- CAPP 125C Excel For Business and Accounting 3 units
- CAPP 125C1 Excel 1-Basics for Business and Accounting 1 unit
- CAPP 125C2 Excel 2-For Business Users 1 unit
- CAPP 125C3 Excel 3-For Accounting Users 1 unit
- MATH 090 Elementary Algebra (or higher) 4 units
- OTEC 145 Document Formatting II 3 units
- OTEC 178 Office Procedures 3 units
Instructional Programs

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/ENGL 104  Business Communications  3 units
CAPP 122C  Using Microsoft Excel 2003 – 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 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 120C  Using Microsoft Office 2003 – Level 1  3 units
CAPP 121C  Using Microsoft Word 2003 – Level 1  3 units
CAPP 123C  Using Microsoft Access 2003 – Level 1  3 units
CSIS 103  Introduction to the Internet  3 units

Certificate in Microsoft Applications Specialist (18 units)

Required Courses (18 units)

CAPP 121C  Using Microsoft Word 2003 – Level 1  3 units
CAPP 122C  Using Microsoft Excel 2003 – Level 1  3 units
CAPP 123C  Using Microsoft Access 2003 – Level 1  3 units
CAPP 124C  Using Microsoft PowerPoint 2003 – Level 1  3 units
CAPP 141C  Using Microsoft Word 2003 – 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 121C  Using Microsoft Word 2003 – Level 1  3 units
OTEC 095/ENGL 095  Business English  3 units

Office Technologies Concentration (9 units)

CAPP 121C  Using Microsoft Word 2003 – Level 1  3 units
CAPP 122C  Using Microsoft Excel 2003 – 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.

3-Unit Courses Equivalent to three 1-Unit Courses as follows:

ACCT 075 = ACCT 075A, 075B, 075C
ACCT 124 = ACCT 124A, 124B, 124C
BADM 104 = BADM 104A, 104B, 104C
CAPP 121C = CAPP 121C1, 121C2, 121C3
CAPP 122C = CAPP 122C1, 122C2, 122C3
CAPP 123C = CAPP 123C1, 123C2, 123C3
CAPP 124C = CAPP 124C1, 124C2, 124C3
CAPP 125C = CAPP 125C1, 125C2, 125C3
CAPP 141C = CAPP 141C1, 141C2, 141C3
OTEC 144 = OTEC 144A, 144B, 144C
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 mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.

Career Opportunities

Instructional Programs

Child Development and Education

Degree(s)
A.S. in Child Development and Education 4427 AS.CDE
(with General Education Requirements Option A)

Certificate(s)
Certificate in Child Development and Education 4427 CT.CDE

Employment Concentration Certificate(s)
Administration 99999 ECC.CDE.ADMIN
Art 99999 ECC.CDE.ART
Assistant Teacher 99999 ECC.CDE.ASSIST
Associate Teacher 99999 ECC.CDE.ASSOCT
Communication 99999 ECC.CDE.COMM
Deaf Culture 99999 ECC.CDE.DC
Early Childhood Special Education 99999 ECC.CDE.EC
Elementary Education 99999 ECC.CDE.EE
First Aid 99999 ECC.CDE.FA
Health & Safety 99999 ECC.CDE.H&S
Healthy Living 99999 ECC.CDE.HL
Infant/Toddler 99999 ECC.CDE.IT
K-12 Special Education 99999 ECC.CDE.K12
Language and Literacy 99999 ECC.CDE.LL
Music and Movement 99999 ECC.CDE.M&M
Nutrition 99999 ECC.CDE.N
School-Age Child Care 99999 ECC.CDE.SACC
School-Age Permit 99999 ECC.CDE.SAP
Science 99999 ECC.CDE.S
Substance Abuse Awareness 99999 ECC.CDE.SAA

MISSION STATEMENT
The Child Development and Education Department provides an exemplary program that supports the personal and professional development of lifelong learners. Learning opportunities occur in a research-based, inclusive, and responsive environment that integrates a variety of programs and services. The program prepares students to enter the workforce, obtain a formal degree, transfer to a four-year institution, and to advocate for children and families in a rapidly changing and highly diverse society.

PROGRAM DESCRIPTION
The Child Development and Education major includes required courses in child development and electives. As students participate in this program, they will: (1) learn about the physical, socio-emotional, cognitive and psychomotor growth and development of children from conception through adolescence; (2) prepare for successful parenting; (3) prepare to meet Title XXII and Title V state licensing requirements; (4) prepare to apply for Child Development Permits (issued by the State Commission on Teacher Credentialing); (5) acquire a foundation for transfer to four year institutions including preparation for a teaching credential; and (6) prepare to work with children in a variety of community settings.
The Child Development and Education Program provides an educational and practical foundation for students interested in working with children from infancy through adolescence. 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. The program leads to a certificate in Child Development and Education and/or an Associate of Science degree. The program also 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 Certificate 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

To gain employment in the field of Early Childhood Education, students must meet state requirements for TB and criminal record clearance.

School-Age Care Provider * Early Childhood Teacher/Administrator * Early Childhood Instructional Aide * Instructional Assistant * Family Child Care Provider * Camp Counselor * Child Development Specialist * Parent Education/Adult Education Instructor * Planned Parenthood Worker * Home Based Educator * Marriage/Family Counselor * Elementary or Secondary Teacher * Special Education Teacher * Special Education Assistant * Child Advocate * Social Worker * Child Life Specialist * Music/Art Therapist * Child Care Coordinator * Consultant to EducationalToy Producers * Children’s Hospital Worker * Child Psychologist * Distributor of EducationalToys * Educational Software Developer * Playground/Environment Designer

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 of Science (AS) degree 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 101*</td>
<td>Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDE 102</td>
<td>Language and Literacy Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE 103*</td>
<td>Creative Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE 110*</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CDE 111</td>
<td>Child Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CDE 125*</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDE 140</td>
<td>Children and Youth with Exceptional Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDE 147**</td>
<td>Early Childhood Education Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CDE 148**</td>
<td>Early Childhood Education Practicum II</td>
<td>3</td>
</tr>
</tbody>
</table>

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).
**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.

**CONTINUING EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 109/MUS 113</td>
<td>Children's Music</td>
<td>3</td>
</tr>
<tr>
<td>CDE 112A</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>1</td>
</tr>
<tr>
<td>CDE 112B</td>
<td>Child Maltreatment</td>
<td>1</td>
</tr>
<tr>
<td>CDE 112C</td>
<td>Becoming A Health Advocate in the Early Childhood Setting</td>
<td>1</td>
</tr>
<tr>
<td>CDE 113</td>
<td>Art for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>CDE 114/DAN 114/MUS 110</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE 115</td>
<td>Science and Math in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CDE 119</td>
<td>Infant and Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDE 120</td>
<td>Infant and Toddler Education and Care</td>
<td>3</td>
</tr>
<tr>
<td>CDE 126</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CDE 128</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CDE 129</td>
<td>Family Child Care Home</td>
<td>3</td>
</tr>
<tr>
<td>CDE 129A</td>
<td>Home Child Care Operation</td>
<td>1</td>
</tr>
<tr>
<td>CDE 129B</td>
<td>Guidance in Home Child Care</td>
<td>1</td>
</tr>
<tr>
<td>CDE 129C</td>
<td>Curriculum for Home Child Care</td>
<td>1</td>
</tr>
<tr>
<td>CDE 131/ENGL 131</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Adult Supervision</td>
<td>2</td>
</tr>
<tr>
<td>ED 135</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ED 136</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDE 137</td>
<td>Curriculum and Program Planning for School Age Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ED 138</td>
<td>Practicum in Elementary and Secondary Settings</td>
<td>3</td>
</tr>
<tr>
<td>CDE 141</td>
<td>Exceptional Child – Adapting Early Childhood Curricula</td>
<td>3</td>
</tr>
<tr>
<td>ED 142</td>
<td>The Exceptional Child – Adapting Curricula in Elementary and Secondary Settings</td>
<td>3</td>
</tr>
<tr>
<td>ED 160</td>
<td>Technology in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>CDE 201A-N</td>
<td>Topics in Early Childhood: Learning Environments and Activities</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE 202A-G</td>
<td>Topics in Early Childhood: Program and Curricular Options</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE 203A-G</td>
<td>Topics in Early Childhood: Program Management</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE 204A-G</td>
<td>Topics in Early Childhood: Personal and Professional Development</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE 205A-F</td>
<td>Topics in Early Childhood: Guidance Observation and/or Assessment</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE 299</td>
<td>Special Projects: Early Childhood Studies</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**EMPLOYMENT CONCENTRATIONS**

**Administration (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 126</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CDE 128</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Art (5-6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 113</td>
<td>Art for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>2D Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Assistant Teacher (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 101</td>
<td>Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDE 110</td>
<td>Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Teacher (12 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 101</td>
<td>Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDE 110</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CDE 125</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDE 103</td>
<td>Creative Curriculum for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**Communication (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 147**</td>
<td>Early Childhood Education Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 108</td>
<td>Intercultural Communication</td>
<td>3</td>
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</tbody>
</table>

**Deaf Culture (6-7 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 140</td>
<td>Children and Youth with Exceptional Needs</td>
<td>3</td>
</tr>
<tr>
<td>ASL 100</td>
<td>American Sign Language I</td>
<td>4</td>
</tr>
<tr>
<td>ASL 110</td>
<td>Awareness of Deaf Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

**Early Childhood Special Education (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 140</td>
<td>Children and Youth with Exceptional Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDE 141</td>
<td>Exceptional Child – Adapting Early Childhood Curricula</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elementary Education (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 135</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ED 136</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**First Aid (6 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 111</td>
<td>Child Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PE 115</td>
<td>First Aid</td>
<td>3</td>
</tr>
</tbody>
</table>
### Instructional Programs

#### 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

#### Healthy Living (6 units)
- **CDE 111** Child Health, Safety and Nutrition 3 units
- **HS 121** Fundamentals of Healthful Living 3 units

#### Infant/Toddler (6 units)
- **CDE 119** Infant and Toddler Growth and Development 3 units
- **CDE 120** Infant and Toddler Education and Care 3 units

#### K-12 Special Education (6 units)
- **CDE 140** Children and Youth with Exceptional Needs 3 units
- **ED 142** The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings 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

#### Music and Movement (6 units)
- **CDE 109/MUS 113** Children’s Music 3 units
- **CDE 114/DAN 114/MUS 110** Music/Movement Experiences for Teachers of Young Children 3 units

#### Nutrition (6 units)
- **CDE 111** Child Health, Safety and Nutrition 3 units
- **NUTR 100** Family Nutrition 3 units
- **NUTR 101** Nutrition and Foods 3 units

#### School-Age Child Care (6 units)
- **ED 136** Child Growth and Development During the School Years 3 units
- **CDE 137** Curriculum and Program Planning for School-Age Child Care 3 units

#### School-Age Permit (12 units)
- **Students must complete 12 of the following 18 units**
  - **ED 135** Introduction to Education 3 units
  - **ED 136** Child Growth and Development During the School Years 3 units
  - **CDE 137** Curriculum and Program Planning for School-Age Child Care 3 units
  - **ED 138** Practicum in Elementary and Secondary Settings 3 units
  - **ED 142** The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings 3 units
  - **ED 160** Technology in the Classroom 3 units

These twelve units, when combined with CDE 101, CDE 110, CDE 125, and CDE 103, qualify the student to apply for the Child Development Permit with a School-Age Emphasis (issued by the California Commission on Teacher Credentialing). This permit is required for all those who wish to work in publicly funded Before and After School Programs.

#### Science (6 units)
- **CDE 115** Science and Math in Early Childhood 3 units
- **ENVS 101** Environmental Science 3 units

#### Substance Abuse Awareness (6 units)
- **CDE 111** Child Health, Safety and Nutrition 3 units
- **HS 123** Drugs: Use and Abuse 3 units
Instructional Programs

CDE Career Opportunities

As students complete courses in their Child Development and Education program, they are increasingly qualified to work with children in a variety of early childhood programs and elementary and secondary public schools. The following flow chart is designed to assist students as they plan both their educational and professional paths. If you are interested in a career other than teaching, please contact a full-time CDE faculty member or a college counselor for advisement.

Career Opportunities for those wishing to work with young children (ages 0-8)

With 6 CDE units:
CDE 101 & 110

- Provisional Teacher (in privately-funded ECE programs)
- Assistant Teacher (in publicly-funded ECE programs)

With 12 CDE units:
All of the above, plus:
CDE 103 & 125

- Teacher (in privately-funded ECE programs)
- Associate Teacher (in publicly-funded ECE programs)

With 15 CDE units:
All of the above, plus:
CDE 126

- Administrator (in privately-funded ECE programs)

With 24 CDE units,
16 Gen. Ed. units,
and work experience:
CDE 101, 102, 103, 110, 111, 125, 140, & 147

With 32 CDE units,
16 Gen. Ed. units,
and work experience:
All of the above, plus:
CDE 134 & 6 units of specialization (see elective courses)

- Master Teacher (in both publicly and privately-funded ECE programs)

With A.S. Degree:
All required CDE courses (27 units, including:
CDE 101, 102, 103, 110, 111, 125, 140, 147 & 148)
& 33 General Ed. (see counselor)

With B.S. Degree in Child or Human Development:
See counselor from the University of your choice

Career Opportunities for those wishing to work with school-age children (ages 5-11)

With 15 CDE units, 9 ED units, 16 Gen Ed. units and work experience:
CDE 101, 103, 110, 125, 157;
Choose from: ED 155, 156, 158, 142, 160

- Teacher (in publicly-funded ECE programs)

Before & After School Permit (in publicly-funded programs)

- Before & After School Permit

Paraeducator (working in an elementary school setting)

- Paraeducator

Substitute Teacher (in public elementary setting)

- Substitute Teacher

Public School Elementary Teacher

- Public School Elementary Teacher

With B.S. Degree in Child or Human Development, CBEST and CSET Exams, & Teaching Credential:
See counselor or talk to University of your choice

With B.S. Degree in Child or Human Development:
See counselor from the University of your choice

With A.S. Degree:
All required CDE courses (27 units) & General Ed. requirements (see counselor)
Communication courses are designed to help students succeed in college, career, and interpersonal relationships. The department offers various courses in interpersonal, group, and public communication, covering the range of contexts in which professionals need to communicate effectively.

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. At the dawn of the Twenty-First Century, the discipline is poised to play a role in the computer-mediated communication of the Information Age.

DISTINCTIVE FEATURES
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 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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
**Computer Information Systems**

**CAPP*CIS*NET*ORA**

**San Jacinto Campus**
(951) 487-MSJC (6752)
1-800-624-5561
William Bergin (951) 487-3530
bbegin@msjc.edu

**Menifee Valley Campus**
(951) 672-MSJC (6752)
1-800-452-3335
Bill Bennett (951) 639-5530
bbennett@msjc.edu
Dwight Duffie (951) 639-5531
duffie@msjc.edu
Guy Reams (951) 639-5533
greams@msjc.edu
Glenn Stevenson (951) 639-5532
gsteinson@msjc.edu

**DISTINCTIVE FEATURES**

The Computer Information Systems program offers 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. MSJC’s participation as a Microsoft Authorized Academic Training Program (AATP) and CISCO Regional Academy provides networking students opportunity to prepare for industry recognized certification exams. Certification exams in a variety of employment concentrations can be taken at authorized testing centers. On-site certification is currently available through the Menifee Valley Campus Sylvan Authorized Prometric Testing Center (APTC). www.2test.com Site Code: CA166

**PROGRAM DESCRIPTION**

Computer Information Systems are the tools that facilitate the effective and efficient transformation of data into information. Careers in today’s information systems require knowledge and hands-on experience in microcomputer applications, programming, operating systems, and networking. The program in Computer Information Systems offers students an opportunity to earn a CIS Associate degree or State Approved Certificate. Students completing an employment concentration will be awarded a locally approved certificate of completion. The program also offers general CIS electives for students in programs college-wide.

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**Degree(s)**

A.S. in Computer Information Systems 0395 AS.CIS.GENERAL AS.CIS.NETWORK AS.CIS INTERNET AS.CIS PROGRAM (with General Education Requirements Option A)

**Certificate(s)**

Certificate in General Track 4395 CT.CIS.GEN.98
Certificate in Internet Authoring 11474 CT.CIS.NET.98
Certificate in Networking 11475 CT.CIS.PROG.98

**Employment Concentration Certificate(s)**

A+ 99999 ECC.CIS.A+
Network+ 99999 ECC.CIS.N+
Data Analysis and Modeling 99999 ECC.CIS.DAAM
Microsoft Office Applications Developer 99999 ECC.CIS.MOAD
Internet+ 99999 ECC.CIS.I+
Security Certified Network Professional (SCNP) 99999 ECC.CIS.SCNP
LAN/WAN Administration CCNA 99999 ECC.CIS.LANWAN.CCNA
Linux System Administration 99999 ECC.CIS.LSA
Certified Internet Webmaster (CIW) 99999 ECC.CIS.CIW
Microsoft Certified Systems Administrator (MCSA) 99999 ECC.CIS.MCSA
Visual Basic Programming 99999 ECC.CIS.VBP
C++ Programming 99999 ECC.CIS.C++P
Java Programming 99999 ECC.CIS.JP
SQL Programming 99999 ECC.CIS.SQP
PL/SQL Programming 99999 ECC.CIS.PLLP
Oracle Programmer 99999 ECC.CIS.OP
Oracle Developer 99999 ECC.CIS.OD
Oracle Database Operations 99999 ECC.CIS.OO
Oracle Database Administration 99999 ECC.CIS.ODA
**CAREER OPPORTUNITIES**


**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 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. 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 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 & 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**

**A+ Certification (10 units)**

In order to obtain the A+ industry certificate students must take exams from CompTIA. Students can register for these exams at [http://www.2test.com](http://www.2test.com)

- 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

**Data Analysis and Modeling (9 units)**

- CAPP 122C Using Microsoft Excel 2003 – Level 1 3 units
- CAPP 123C Using Microsoft Access 2003 – Level 1 3 units
- CAPP 143C Using Microsoft Access 2003 – Level 2 3 units

**Microsoft Office Applications Developer (9 units)**

- CAPP 120C Using Microsoft Office 2003 – Level 1 3 units
- CAPP 140C Using Microsoft Office 2003 – Level 2 3 units
- CAPP 160C Using Microsoft Office 2003 – Level 3 3 units

**Network+ Certification (10 units)**

In order to obtain the Network+ industry certificate students must take exams from CompTIA. Students can register for these exams at [http://www.2test.com](http://www.2test.com)

- CSIS 190 Network Media 3 units
- CSIS 191 Network Hardware – Level 1 4 units
- CSIS 202 Networks and Data Communications 3 units
**INTERNET AUTHORING**

**inet+ Certification (9 units)**

In order to obtain the inet+ industry certificate, students must take exams from CompTIA. Students can register for these exams at http://www.2test.com.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 103</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 115A</td>
<td>HTML Programming – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 202</td>
<td>Networks and Data Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Internet Authoring (15 units)**

Note: A cumulative GPA of 2.0 or higher is required for these courses.

**Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 103</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
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</table>

**Choose One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 115A</td>
<td>HTML Programming – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 117B</td>
<td>Internet Authoring with FrontPage 2002 – Level 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CSIS 114A</td>
<td>SQL Programming - Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 115B</td>
<td>XML Design – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 132</td>
<td>Creating Visual Basic Database Applications</td>
<td>3</td>
</tr>
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**Choose Two:**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CSIS 113B</td>
<td>Java Programming - Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 116</td>
<td>Creating Active Server Pages w/VBScript</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 116A</td>
<td>Web Scripting with PERL and JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 116B</td>
<td>Developing ASP.NET Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 116C</td>
<td>Internet Authoring with JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 116D</td>
<td>PHP Web Development</td>
<td>3</td>
</tr>
<tr>
<td>MUL 218</td>
<td>Designing and Managing Dynamic Websites</td>
<td>3</td>
</tr>
</tbody>
</table>

**NETWORKING**

**Certified Internet Webmaster (CIW) (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 202</td>
<td>Network and Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>NET 160</td>
<td>Web Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>NET 161</td>
<td>Implementing Advanced Web Site Designs</td>
<td>3</td>
</tr>
<tr>
<td>NET 162</td>
<td>Designing a Web Infrastructure for E-commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

**LAN/WAN Administration CCNA (Cisco Certified Network Administrator) (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 202</td>
<td>Network and Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>NET 100</td>
<td>Local Area Network Design and Switch Management</td>
<td>3</td>
</tr>
<tr>
<td>NET 101</td>
<td>Layer 3 Routing and Router Management</td>
<td>3</td>
</tr>
<tr>
<td>NET 102</td>
<td>Wide Area Network Design and Protocol Configuration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Linux System Administration (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CSIS 153</td>
<td>Using UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 223A</td>
<td>Linux System Administration – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 233A</td>
<td>Linux System Administration – Level 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Microsoft Certified Systems Administrator (MCSA) (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 202</td>
<td>Network and Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>NET 120</td>
<td>Installing, Configuring, and Administering a Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>NET 121</td>
<td>Managing and Maintaining a Windows Server Environment</td>
<td>3</td>
</tr>
<tr>
<td>NET 122</td>
<td>Implementing, Managing, and Maintaining a Windows Network Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Security Certified Network Professional (SCNP) (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 202</td>
<td>Network and Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>NET 140</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NET 141</td>
<td>Hardening the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>NET 142</td>
<td>Network Defense and Countermeasures</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAMMING

C++ Programming (6 units)
- CSIS 113A  C++ Programming – Level 1  3 units
- CSIS 123A  C++ Programming – Level 2  3 units

JAVA Programming (6 units)
- CSIS 113B  JAVA Programming – Level 1  3 units
- CSIS 123B  JAVA Programming – Level 2  3 units

Oracle Database Administration (15 units)
In order to obtain Oracle industry certification, students must take exams from Oracle Corporation.
- CSIS 214  Principles of Database Management Systems  3 units
- ORA 241B  Oracle 9.2i Database Administration – Level 1  3 units
- ORA 251B  Oracle 9.2i Database Administration – Level 2  3 units
- ORA 261B  Oracle 9.2i Database Administration – Level 3  3 units
- ORA 271B  Oracle 9.2i Database Administration – Level 4  3 units

Oracle Database Operations (9 units)
In order to obtain Oracle industry certification, students must take exams from Oracle Corporation.
- CSIS 114A  SQL Programming – Level 1  3 units
- CSIS 214  Principles of Database Management Systems  3 units
- ORA 241B  Oracle 9.2i Database Administration – Level 1  3 units

Oracle Developer (15 units)
In order to obtain Oracle industry certification, students must take exams from Oracle Corporation.
- CSIS 214  Principles of Database Management Systems  3 units
- ORA 171B  Oracle Forms Release 6 – Level 1  3 units
- ORA 181B  Oracle Forms Release 6 – Level 2  3 units
- ORA 172B  Oracle Reports Release 6 – Level 1  3 units
- ORA 182B  Oracle Reports Release 6 – Level 2  3 units

Oracle Programmer (15 units)
In order to obtain Oracle industry certification, students must take exams from Oracle Corporation.
- CSIS 114A  SQL Programming – Level 1  3 units
- CSIS 124A  SQL Programming – Level 2  3 units
- CSIS 114B  PL/SQL Programming – Level 1  3 units
- CSIS 124B  PL/SQL Programming – Level 2  3 units
- CSIS 214  Principles of Database Management Systems  3 units

PL/SQL Programming (6 units)
- CSIS 114B  PL/SQL Programming – Level 1  3 units
- CSIS 124B  PL/SQL 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
Instructional Programs

Degree(s)
A.A. in Dance 8680 AA.DAN  
(with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater 8681 CT.MUS.THEAT

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

The dance program at MSJC provides opportunities for the student to participate in a two-year training experience in the techniques of modern dance, ballet, jazz, tap dance and musical theater dance, dance performance and production, history and appreciation of dance and choreography (dance composition) while completing the freshman and sophomore year. Allied closely with the other performing arts, drama and music, dance students are encouraged to add breadth to their education through these other programs. The dance program provides preparation for transfer to a four-year school for a Bachelor of Art in Dance. The study of dance is the study of expressive organized, rhythmical human movement through time and space. It is concerned with the performance of this movement in all eras and cultures, as theater, as religion and as a social function. The program in dance at MSJC emphasizes the study of the human body as a vehicle for expression.

DISTINCTIVE FEATURES

Dance at MSJC is part of one of the most active performing arts programs of any college its size. In addition to providing students a path to facilitate matriculation to a four-year college, it gives the serious student an opportunity to commit himself or herself to an active challenging program of class work, technical training and dance performance in a small liberal arts college environment.

CAREER OPPORTUNITIES

Dancer * Choreographer * Teacher * Dance Notator  
* Dance Reconstructor * Movement Analyst * Dance Historian  
* Dance Scholar * Dance Critic * Dance Theorist * Costumer * Costume Designer * Composer  
for Dance  * Entertainer * Lighting Designer  * Set Designer  * Accompanist Technician  
* Recreation Specialist

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. Many universities place emphasis on dance history and composition (choreography). All students interested in majoring in dance at MSJC should take DAN 100, DAN 125 and DAN 133.
**DEGREE**

An Associate of Arts degree is available by completing:

**Required Courses (12 units)**

- DAN 100 History and Appreciation of Dance 3 units
- DAN 125 Introduction to Choreography 3 units
- DAN 133 American Popular Dance on Stage, Screen, and Television 3 units
- DAN 212 Dance Production 3 units

As well as two semesters of technique classes from the following:

**Elective Courses (6 units)**

- DAN 121 Beginning Ballet 1 unit
- DAN 122 Beginning Modern Dance 1 unit
- DAN 123 Beginning Jazz Dance 1 unit
- 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 204 Musical Theater Dance Techniques 3 units

It is highly recommended that the student be enrolled in a technique class (or more than one) every semester. An additional 4-6 units from any courses in theater and music is required for a total of 18 units. In addition, all MSJC General Education Option A requirements must be completed.

**CERTIFICATES**

**Certificate in Musical Theater (18 units)**

**Required Courses (11 units minimum)**

- DAN 121 Beginning Ballet 1 unit
- DAN 122 Beginning Modern Dance 1 unit
- DAN 123 Beginning Jazz Dance 1 unit
- 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 209/MUS 209/THA 209 Musical Production 1-4 units
- MUS 207 Techniques of Musical Theater 3 units
- THA 109 Beginning Movement for Actors 3 units
- THA 110 Fundamentals of Acting 3 units

**Elective Courses**

(7 units total from at least 2 of the 3 areas)

**Area A:**

- MUS 115 Beginning Voice – 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
- MUS 207 Techniques of Musical Theater 3 units

**Area B:**

- THA 105 Voice for the Actor 3 units
- THA 111 Intermediate Acting 3 units
- THA 200 Actor’s Workshop 3 units

**Area C:**

- DAN 129 Intermediate Tap Dance 2 units
- DAN 133 American Popular Dance on Stage, Screen and Television 3 units
- DAN 204 Musical Theater Dance Techniques 3 units
Degree(s)
A.S. in Diagnostic Medical Sonography 16824 AS.DMS
(with General Education Requirements Option A)

Certificate(s)
Certificate in Diagnostic Medical Sonography 16824 CT.DMS

Employment Concentration Certificate(s)
None

Professional Description
The profession of diagnostic medical sonography includes general sonography, cardiac sonography, vascular sonography and other subspecialties. The profession requires judgment and the ability to provide appropriate health care services. Sonographers are highly skilled professionals qualified by education to provide patient care services using diagnostic techniques under the supervision of a licensed doctor of medicine.

Program Description
The Diagnostic Medical Sonography Program provides an opportunity for students to be educated and trained in a healthcare career. 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 student will be qualified for gainful ultrasound employment in a hospital setting with scanning skills based upon the knowledge of human anatomy and disease and perform those skills within accepted practice of standards. Students in the program will be evaluated on affective and psychomotor domains, communication skills, patient care and critical thinking ability. Students will practice ultrasound scanning with state of the art 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 Diagnostic Medical Sonography Program prepares the student to work in an ultrasound department in a medical center performing abdomen, superficial structures, gynecology and obstetric exams.

Distinctive Features
The program is a twelve month program that prepares the graduate to complete the American Registry of Diagnostic Medical Sonography Examination. The faculty and staff are highly dedicated to student learning success and currently working in the field.

Career Opportunities
The trained sonographer / technologist may provide services in a variety of medial settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers/technologists assist physicians in gathering data necessary to reach diagnostic decisions.
**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**

In addition to the Diagnostic Medical Sonography certificate program requirements, students must successfully complete all MSJC General Education for an Associate Degree.

**Admission Requirements:**

DMS Information Workshop
High school Diploma, G.E.D. or California Proficiency Exam

**Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 100</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 90</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>NURS 100</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>AH 095</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>AH 122</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>AH 126</td>
<td>Techniques in Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>DMS 100</td>
<td>Fundamentals of Diagnostic Medical Sonography</td>
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**Certificate**

**DMS Program Courses**

**Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AH 124</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>DMS 110</strong></td>
<td>Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DMS 112</td>
<td>Ultrasound Physics and Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>DMS 114</td>
<td>Clinical Experience I (32 hours/week)</td>
<td>5</td>
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**Semester 2**

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<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>DMS 120</td>
<td>Abdomen Scanning</td>
<td>3</td>
</tr>
<tr>
<td>DMS 122</td>
<td>Ultrasound Pathology I (8 weeks)</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS 124</td>
<td>Clinical Experience II (32 hours/week)</td>
<td>10</td>
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**Intersession (2 weeks)**

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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMS 126</td>
<td>Clinical Experience III (40 hours/week)</td>
<td>1.5</td>
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**Semester 3**

<table>
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<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 130</td>
<td>Obstetric/Gynecology Scanning</td>
<td>3</td>
</tr>
<tr>
<td>DMS 132</td>
<td>Ultrasound Pathology II (2nd 8-weeks)</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS 134</td>
<td>Ultrasound Seminar (1st 8-weeks)</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS 136</td>
<td>Clinical Experience IV (32 hours/week)</td>
<td>10</td>
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</table>

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.

**Additional Associate Degree Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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<td>PS 101</td>
<td>Political Science</td>
<td>3</td>
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<tr>
<td>MATH 096</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td>Course of choice from Area C</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Course of choice from Area E</td>
<td>3</td>
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<tr>
<td>Multi-Cultural</td>
<td>Course of choice from Area F</td>
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</table>
**Instructional Programs**

**Earth Science**

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

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

Brianna Aliabadi (951) 639-5731  
baliabadi@msjc.edu  
Roy Mason (951) 639-5730  
rmas@msjc.edu  
Patrick Smith (951) 639-5745  
psmitb@msjc.edu

**Degree(s)**  None

**Certificate(s)**  None

**Employment Concentration Certificate(s)**  None

**Program Description**

In geology courses students study the principles, process and materials which are or have been significant in shaping the earth. Environmental Science examines the biosphere as a system, studying the interplay between physical, chemical, biological, and human forces. The Earth Science Program is designed for students who have a broad interest in the earth as the home of man. Variations in the physical phenomena of the earth, man's occupancy of it, and mutual interactions are traditional concerns of the earth sciences, especially geology, geography and environmental science.

**Distinctive Features**

Field study is often used in these courses.

**Career Opportunities**

Completion of these programs could lead to fields of specialization such as urban and regional planning, environmental science and engineering, ecology, engineering geology, mining geology, petroleum geology, astrogeology, geophysics, geochemistry, oceanography, meteorology, soil science, groundwater recovery and waste water management.

**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 mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Economics

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Dewey Heinsma (951) 487-3635
dheinsma@msjc.edu

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

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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.

Program Description
Economics is concerned with the study of how people and societies produce various goods and services and distribute them for consumption, now or in the future, among various persons and groups in society. The Economics program at MSJC includes the study of the U.S. economic system, using techniques for the analysis of contemporary economic problems. There is an emphasis on developing the ability to exercise sound judgment in evaluating public and private policy issues.

Distinctive Features
Economics at MSJC is designed to facilitate the students' matriculation to the four-year colleges or to provide an understanding of the economic world we live in. Key concepts and methodology for analysis are emphasized.

Career Opportunities
Instructional Programs

Engineering: Drafting Technology

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

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

Degree(s)
A.S. in Engineering: Drafting Technology 4402 AS.ENGR
(with General Education Requirements Option A)

Certificate(s)
Certificate in Engineering: Drafting Technology 4402 CT.ENGR

Employment Concentration Certificate(s)
Surveying 99999 ECC.ENGR.

Program Description

The drafting program offers courses to prepare students entering the world of work. The MSJC certificate in drafting provides the background needed to work as a draftsperson in either architectural or civil engineering firms. Many former MSJC students are now employed in this field. The fields of engineering and engineering technology deal with the practical applications of mathematics and the science of manufacturing and manufacturing processes. From aerospace to construction to chemicals to electronics, each major manufacturing industry has a need for engineers. And each industry needs technicians to draw, fabricate and test the projects designed by engineers.

Distinctive Features

The college has a drafting facility which includes computer-assisted drafting equipment.

Career Opportunities

Draftsperson in civil engineering or architectural firms

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 of Science degree in Engineering: Drafting Technology is available to students completing the drafting certificate and meeting all other MSJC General Education Option A requirements.

Certificates

Certificate in Engineering: Drafting Technology (18 units)

Competency in English and math is required prior to completing a certificate. This may be accomplished by testing or completion of ENGL 098 (English Fundamentals) and MATH 090 (Elementary Algebra).

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 093</td>
<td>Technical Mathematics</td>
<td>4</td>
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<tr>
<td>ART 123</td>
<td>Graphic Design I</td>
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<tr>
<td>ENGR 154</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
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<tr>
<td>ENGR 155</td>
<td>Computer-Aided Drafting II</td>
<td>3</td>
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<tr>
<td>MATH 096</td>
<td>Intermediate Algebra</td>
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Employment Concentrations

Surveying (14 units)

<table>
<thead>
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<th>Title</th>
<th>Units</th>
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<tr>
<td>ENGR 164</td>
<td>Plane Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 165</td>
<td>Plane Surveying II</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 166</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 115/GIS 115</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2006 - 2007 Catalog
**Program Description**

Language skill courses focus on specific problem areas in which the student needs developmental work: reading, spelling, grammar (sentence skills), writing, analysis, study skills and listening/note taking. Beginning and intermediate composition are important courses for transfer students who will face many diverse writing assignments at four-year institutions and for non-transfer students who will need writing skills for the job market. The scope of the literature program includes Introduction to Literature, American Literature, English Literature, Survey of Drama, Analysis of Fiction, Survey of Shakespeare, World Folklore, Creative Writing, Children’s Literature, Native American Literature, Women and Literature, African-American Literature, Latin American Literature in Translation, and Multiethnic Literature. English is an academic discipline focusing on the development of language skills from basics through composition, critical thinking, and the study of literature. Language skills provide an essential foundation for academic and career success. The study of literature enhances a wide variety of intellectual skills while exposing students to a major source of cultural enrichment.

**Distinctive Features**

A modern, intensive approach to basic skills maximizes student language ability; these skills often spell the difference between success and failure in college. Literature offerings feature medium-size classes with opportunity for discussion. Reviews of film, videotape, and recordings are often included, as is small group instruction.

**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 should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
CAREER OPPORTUNITIES

A poll of the nation’s four hundred largest firms shows that English was the predominant undergraduate major among entry-level managers. This implies a basic assumption held by employers that English students have strong analytical and imaginative abilities as well as superior skills in oral and written communications.

Common Careers for English Majors:

English Curriculum Flowchart

ENGL 103 Critical Thinking & Writing (determined by Accuplacer placement score, or successful completion of ENGL 101)

ENGL 101 Freshman Composition (determined by Accuplacer placement score, or successful completion of ENGL 098)

ENGL 098 English Fundamentals (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 062 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 061)

ENGL 061 Basic Grammar & Usage (determined by Accuplacer placement score)

ENGL 100 English 200-Level Courses (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 060 Writing Fundamentals (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 060 English Fundamentals (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 059 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 058 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 057 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 056 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 055 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 054 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 053 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 052 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 051 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 050 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 049 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 048 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 047 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 046 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 045 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 044 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 043 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 042 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 041 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 040 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 039 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 038 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 037 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 036 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 035 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 034 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 033 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 032 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 031 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 030 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 029 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 028 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 027 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 026 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 025 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 024 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 023 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 022 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 021 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 020 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 019 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 018 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 017 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 016 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 015 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 014 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 013 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 012 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 011 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 010 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 009 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 008 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 007 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 006 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 005 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 004 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 003 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 002 Basic Writing Skills (determined by Accuplacer placement score, or successful completion of ENGL 062)

ENGL 001 Basic Grammar & Usage (determined by Accuplacer placement score, or successful completion of ENGL 062)
**Environmental Studies**

**Degree(s)**
A.S. in Environmental Studies (with Transfer Emphasis using General Education Requirements Option B or C)

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

**PROGRAM DESCRIPTION**

Environmental careers are some of the fastest-growing throughout California and the United States, in general. The field of Environmental Studies is highly interdisciplinary, and encompasses many different career paths. As environmental degradation and new technologies increase, so too will the demand for highly-trained environmental specialists.

Within Mt. San Jacinto College’s Environmental Studies transfer program, students may concentrate major elective coursework in Ecology/Conservation Biology or Water/Soil Technologies and Environmental Engineering, or both. Cross-disciplinary coursework stresses lecture, hands-on laboratory and fieldwork, occupational internships, independent research projects, and current environmental technologies to give students the skills they need to be successful in environmental programs at 4-year institutions and in environmental careers.

**CAREER OPPORTUNITIES**

The need for environmentally trained professionals is on the rise in our region, state, and nation as a whole. Many environmental fields are among the fastest-growing job markets in the country. Environmental professionals extend practically into any job market that requires employees to have an educational background pertaining in some way to the environment. There are over 80,000 private environmental industries, over 10,000 non-profit organizations, and numerous governmental organizations, universities, colleges, and high schools in the United States seeking to hire environmental professionals.

**TRANSFER PREPARATION**

The Environmental Studies A.S. Transfer Degree Program at Mt. San Jacinto College focuses on transferring majors to one of two universities in Southern California serving as ideal transfer schools for students majoring in Environmental Science/Environmental Studies: University of California, Riverside (UCR) and University of California, Santa Barbara (UCSB). Specifically, the program provides majors with the preparation they need to transfer into the B.S. program in Environmental Science: Natural Sciences Option at UCR or the B.S. program in Environmental Studies at UCSB. Both of these universities vary greatly in the type and depth of environmental programs they offer, as well as in the lower-division core courses they require. The program is designed to give students a broad foundational core curriculum that will satisfy most of the lower division courses required of the institution they choose to attend, while still allowing them the opportunity to take courses directly related to their specific environmental interests. By covering such a broad core curriculum, students have the flexibility to choose the program that is most applicable to their ultimate career goals.
Instructional Programs

CORE Transfer Requirements:

Students in the Environmental Studies transfer program will complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern for transfer into the B.S. program in Environmental Studies at UCSB. For transfer into the B.S. program in Environmental Science: Natural Sciences Option at UCR, students must follow UCR’s College of Natural and Agricultural Sciences GE/Breadth Articulation Agreement. Students following the IGETC pattern (UCSB) or UCR College of Natural and Agricultural Sciences GE/Breadth Articulation agreement will be able to satisfy most of those patterns through the courses they take at MSJC for their major. For transfer into the targeted environmental programs at UCR and UCSB, students will need to work closely with counselors and Environmental Studies faculty at MSJC to ensure they are well-prepared for entrance into the university and program they choose. Below are outlined the major and target school-required foundational courses students must take:

**MSJC Core Requirements (40 units)**

- ENVS 101 Environmental Science 3 units
- BIOL 150 General Biology I 5 units
- BIOL 151 General Biology II 5 units
- CHEM 101 General Chemistry I 5 units
- CHEM 102 General Chemistry II 5 units
- MATH 101 Calculus I and Analytic Geometry 5 units
- MATH 102 Calculus II 5 units
- GEOL 101 Physical Geology 3 units
- GEOL 102 Physical Geology Laboratory 1 unit
- PS 101 Introduction to American Government and Politics 3 units

In addition to the above major CORE foundational requirements, students wishing to transfer into UCR’s Environmental Science: Natural Sciences option B.S. program will also need to complete the following:

**Additional Major CORE Foundational Courses for Transfer into the Environmental Science: Natural Sciences Option B.S. program at UCR (18 units)**

- CHEM 112 Organic Chemistry I 5 units
- CHEM 113 Organic Chemistry II 5 units
- PHYS 201 Mechanics and Wave Motion 4 units
- PHYS 202/202H Electricity and Magnetism 4 units

In addition to the major CORE foundational requirements, students wishing to transfer into UCSB’s Environmental Studies B.S. program will also need to complete the following:

**Additional Major Core Foundational Courses for Transfer into the Environmental Studies B.S. program at UCSB (28 units)**

- HIST 105/105H World Environmental History 3 units
- ECON 201 Principles of Microeconomics 3 units
- ECON 202 Principles of Macroeconomics 3 units
- PHYS 201 Mechanics and Wave Motion 4 units
- PHYS 202/202H Electricity and Magnetism 4 units
- MATH 215 Differential Equations 4 units
- MATH 140 Introduction to Statistics 4 units
- PHIL 103* Logic
- PHIL 105* Introduction to Ethics 3 units

*IGETC Recommended Course Area 3

**And one course from the following list (3 units)**

- ANTH 102/102H** Cultural Anthropology 3 units
- GEOG 102 Cultural Geography 3 units
- PS 102/102H** Comparative Politics and Government 3 units
- PHIL 104* World Religions 3 units
- SOC 101/101H* Principles of Sociology 3 units

*IGETC Recommended Course Area 3

In addition to the MSJC Major CORE Foundational Requirements and transfer school-specific foundational courses, students majoring in Environmental Studies at MSJC must take a minimum of 12 credits from the MSJC Environmental Studies Major Electives lists below. Students are encouraged to work closely with counselors and Environmental Studies faculty to determine which of the two major emphases, the Ecology/Conservation Biology emphasis or the Water and Soil Technologies/Environmental Engineering emphasis, best meets the students desired environmental career goals. Student are encouraged to primarily focus major elective work in that chosen emphasis, but may also take major elective courses from the other emphasis. Information describing the two emphases is given below:
This degree has two emphases: 1) Ecology/Conservation Biology and 2) Water and Soil Technologies/Environmental Engineering, outlined as follows:

**MSJC Core Requirements (40 units)**

- ENVS 101 Environmental Science 3 units
- BIOL 150 General Biology I 5 units
- BIOL 151 General Biology II 5 units
- CHEM 101 General Chemistry I 5 units
- CHEM 102 General Chemistry II 5 units
- MATH 211 Calculus I and Analytic Geometry 5 units
- MATH 212 Analytic Geometry and Calculus II 5 units
- GEOL 101 Physical Geology 3 units
- GEOL 102 Physical Geology Laboratory 1 unit
- PS 101/101H Introduction to American Government and Politics 3 units

**MSJC Environmental Studies Major Electives (12 required units)**

**Ecology/Conservation Biology Emphasis**

The Ecology/Conservation Biology emphasis is designed for students wishing to pursue careers primarily in the fields of ecology, conservation biology, environmental impact consulting, wildlife biology, forestry, and related fields. This emphasis is ideal for students wishing to transfer to universities as Environmental Studies/Environmental Science majors, as well as those wishing to major in Conservation Biology or BEES (Behavior, Ecology, Evolution, and Systematics) disciplines within university Biological Sciences departments. The emphasis is also applicable to those not wishing to transfer, but rather to directly enter careers in the fields of forestry, wildlife biology, environmental impact assessment, and environmental consulting. This emphasis will emphasize classical biological and ecological lecture, laboratory, and field studies, as well as methods in data analysis and new environmental technologies such as Geographic Information Systems (GIS). Students taking courses in this emphasis will also be encouraged to partake in individual ecological research projects and internships that will provide hands-on practical experience, contacts, and skills that will aide them at the university level, job level, and beyond. Official partnerships between MSJC and its USDA Forest Service and San Jacinto Conservation District partners provide unique field-based learning experiences for students taking courses in this emphasis.

**Ecology/Conservation Emphasis Major Electives**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH 102/102H</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>BIL 115</td>
<td>UCSB Articulated Major Elective</td>
<td>4 units</td>
</tr>
<tr>
<td>BIL 116</td>
<td>Topics in Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>BIL 117</td>
<td>Natural History and Biodiversity</td>
<td>4 units</td>
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<tr>
<td>BIL 118</td>
<td>Conservation Biology</td>
<td>3 units</td>
</tr>
<tr>
<td>BIL 125</td>
<td>Microbiology</td>
<td>5 units</td>
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<tr>
<td>BIL 130</td>
<td>Marine Biology</td>
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<tr>
<td>BIL 135/135H</td>
<td>Introduction To Evolution</td>
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<td>BIL 140</td>
<td>Ecology</td>
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<tr>
<td>BIL 142</td>
<td>The World of Insects</td>
<td>4 units</td>
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<tr>
<td>BIL 143</td>
<td>Animal Behavior</td>
<td>3 units</td>
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<tr>
<td>BIL 144</td>
<td>Plant Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>BIL 146</td>
<td>Biodiversity</td>
<td>3 units</td>
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<tr>
<td>BIL 148</td>
<td>Field Studies in</td>
<td></td>
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<tr>
<td></td>
<td>Tropical Ecology of Costa Rica</td>
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</tr>
<tr>
<td>BIL 201</td>
<td>Biostatistics</td>
<td>4 units</td>
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<tr>
<td>CHEM 112</td>
<td>Organic Chemistry I</td>
<td>5 units</td>
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<tr>
<td>GEOL 104</td>
<td>Oceanography</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST 105/105H</td>
<td>World Environmental History</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH 140</td>
<td>Introduction To Statistics</td>
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<tr>
<td>MATH 215</td>
<td>Differential Equations</td>
<td>4 units</td>
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<tr>
<td>PS 102/102H</td>
<td>Comparative Politics and Government</td>
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<td>PHIL 103/103H</td>
<td>Logic</td>
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<td>PHIL 104</td>
<td>World Religions</td>
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<td>PHIL 105</td>
<td>Introduction to Ethics</td>
<td>3 units</td>
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<td>PHYS 201</td>
<td>Mechanics and Wave Motion</td>
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<td>PHYS 202/202H</td>
<td>Electricity and Magnetism</td>
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<td>SOC 101/101H</td>
<td>Principles of Sociology</td>
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<tr>
<td></td>
<td>UCSB Articulated Natural Sciences Option Requirement</td>
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</table>
Instructional Programs

Water and Soil Technologies/
Environmental Engineering Emphasis

This emphasis 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. Students wishing to transfer into UCR's Environmental Science B.S. program may be especially interested in taking courses in this emphasis. Emphasis is placed on obtaining hands-on training for students at wastewater treatment plants, water quality analysis industries, and turf management companies. This program will also encompass the Water Technologies and Turf Management programs which are already established at MSJC.

Water and Soil Technologies & Environmental Engineering Emphasis Major Electives

ANTH 102/102H
Cultural Anthropology 3 units
*UCSB Articulated Major Elective

AGTM 101 Horticulture Science 3 units
AGTM 102 Introduction To Turfgrass Management 3 units
AGTM 103 Advanced Turfgrass Management 3 units
AGTM 104 Soil Science and Management 3 units
AGTM 105 Golf Course/Landscape Irrigation 2 units
AGTM 106 Pesticide Law & Regulations-Turf & Landscape 3 units
AGTM 107 Arboriculture 3 units
AUME 150 Introduction To Alternative Fuels 2.5 units
BIOI 115 Topics in Biology 4 units
CHEM 112 Organic Chemistry I 5 units
*UCR Articulated Natural Sciences Option Requirement

CHEM 113 Organic Chemistry II 5 units
*UCR Articulated Natural Sciences Option Requirement

BIOI 125 Microbiology 5 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
*UCSB Articulated Major Elective

GEOG 102 Cultural Geography 3 units
*UCSB Articulated Major Elective

GEOG 104 Physical Geography Laboratory 1 unit
GEOG/GIS 115 Introduction To Geographic Information Systems 3 units

GEOG/GIS 130 Geographic Information Systems for Science, Business, and Government 3 units

GEOL 101 Physical Geology 3 units
GEOL 102 Physical Geology Laboratory 1 unit
GEOL 103 Environmental Geology 3 units
GEOL 104 Oceanography 3 units
*UCSB Articulated Major Elective

GEOL 105 Historical Geology 4 units
GEOL 107 Geological Field Studies 1 unit
GEOL 108 Oceanography Laboratory 1 unit
GEOL 109 Geology of National Parks 3 units

HIST 105/105H World Environmental History 3 units
*UCSB Articulated Core Requirement

PS 102/102H Comparative Politics and Government 3 units
*UCSB Articulated Major Elective

WATR 100 Introduction to Water/Wastewater Operations 1 unit
WATR 102 Basic WaterWorks Math 2 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
ECON 201 Principles of Macroeconomics 3 units
*UCSB Articulated Core Requirement

ECON 202 Principles of Microeconomics 3 units
*UCSB Articulated Core Requirement

MATH 140 Introduction To Statistics 4 units
*UCSB Articulated Core Requirement

MATH 215 Differential Equations 4 units
*UCSB Articulated Core Requirement

PHIL 103/103H Logic 3 units
*UCSB Articulated Core Requirement

PHIL 104 World Religions 3 units
*UCSB Articulated Major Elective

PHIL 105 Introduction to Ethics 3 units
*UCSB Articulated Core Requirement

PHYS 201 Mechanics and Wave Motion 4 units
*UCSB Articulated Core Requirement

PHYS 202/202H Electricity and Magnetism 4 units
*UCSB Articulated Core Requirement

SOC 101/101H Principles of Sociology 3 units
*UCSB Articulated Major Elective
Degree(s)
A.S. in Fire Technology ✪429 A.S. FIRE
(with General Education Requirements Option A)

Certificate(s)
Certificate in Fire Technology ✪429 CT.FIRE

Employment Concentration Certificate(s)
Fire Academy Preparation ✪99999 ECC.FIRE.FAP
Fire Apparatus Operator Preparation ✪99999 ECC.FIRE.FAOP

PROGRAM DESCRIPTION

Fire Technology involves the study of fire behavior, protection and control techniques, including the understanding of the environment and ecology systems involved.

The Fire Technology program is designed to prepare students for entry-level status in public or private fire protection agencies, to survey career options and opportunities, and to upgrade fire personnel.

DISTINCTIVE FEATURES

Instructors in the program are professionals from the field of fire control. Classroom experiences include guest lecturers and opportunities to visit various facilities.

CAREER OPPORTUNITIES

City and County Fire Department Personnel • Forestry Fire Control

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

Students wishing to obtain the Associate of 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, Associate of Science degree students must complete all MSJC General Education Option A requirements.

CERTIFICATES

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 105 Fire Hydraulics 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

Elective Courses (6 units)
AH 120 Emergency Medical Technician I Basic 5 units
AJ 071 Penal Code 832 3 units
FIRE 107 Fire Apparatus and Equipment 3 units
FIRE 108 Fire Investigation IA 2 units
FIRE 110 Fundamentals of Fire Service Operations 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

EMPLOYMENT CONCENTRATIONS

Fire Academy Preparation (8 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.
AH 120 Emergency Medical Technician I Basic 5 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
PROGRAM DESCRIPTION

The study of foreign languages offers students the chance to speak, understand, read and write in another language - while learning about the culture of the nations where the language is spoken. As international business and politics demand greater understanding between nations, knowledge of at least one foreign language has become a key to many rewarding careers.

The college offers three tracks: collegiate level foreign language, conversational foreign language, and applied foreign language for professionals.

DISTINCTIVE FEATURES

Students are exposed to a variety of learning situations to increase their understanding of the language and culture studied. Audiotapes, videos and computer software are used extensively to help students develop fluency.

CAREER OPPORTUNITIES

Interpreter/Translator * Research Assistant * Teacher * Travel Service Agent * Diplomat * Sales Representative * Missionary * Banking Representative * Librarian * Customs Inspector * Social Worker * Exchange Coordinator * Textbook Editor * International Telephone Operator * Foreign Correspondent * Trade and Commerce Expert * Peace Corps Worker * US Information Agent * Import/Export Agent * Foreign Service Officer * Technical Writer * Airline Personnel * Immigration Specialist

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 should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
Program Description

Geographic Information Systems (GIS) is a computer mapping program that is both an analytical tool and a research method for identifying spatial and temporal patterns, trends and relationships on maps and in large databases. However, GIS does more than make maps; it is an information system that has the potential to create new knowledge about our world. Statistical GIS models are able to determine the probability of specific events and display them in three-dimensional, animated or virtual reality scenarios. Analytical applications of GIS are able to predict and simulate change on earth, as well as other planets.

Because many academic disciplines, private businesses and public agencies use GIS, the goal of this program is to provide students with a strong foundation in geographic concepts and preparation for a variety of GIS applications. The GIS program is designed to prepare students with the technical and analytical skills necessary for entry into a career as a GIS Technician, GIS Specialist, GIS Analyst, GIS Programmer, GIS Coordinator, GIS Supervisor or GIS Manager. MSJC’s program in GIS offers students an opportunity to earn a GIS Associate of Science degree or State Approved Certificate.

Distinctive Features

The GIS program at MSJC offers students a well-equipped technical environment for both instruction and lab. GIS courses are taught in computer equipped classrooms, allowing GIS software demonstrations and hands-on experience in the use of GIS application software and industry-standard hardware. For current hardware and software specifications, please refer to MSJC’s GIS web site.

One objective of the GIS program is to offer GIS courses in a timely sequence with the intent that students have the potential to complete the GIS certificate within one year and the AS degree in two years. Field trips to nearby GIS facilities, local and international GIS conferences and guest lectures by GIS professionals broaden the scope of student experience in MSJC’s GIS program.

Career Opportunities

**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 Associate of Science (AS) degree program in GIS is designed to prepare students for entry into a career with generalized or specialized applications of GIS. An AS degree in GIS may be earned by completing four required GIS courses (12 units) and 6 units in one Employment Concentration for a combined minimum of 18 units, as well as all MSJC General Education Option A requirements.

**Certificates**

**Certificate in Geographic Information Systems (18 units)**

**Required GIS Courses (12 units)**

- GEOG 105/GIS 105
  - Introduction to Cartography
  - GIS 105
  - Introduction to Geographic Information Systems
  - GEOG 120/GIS 120
  - Intermediate Geographic Information Systems
  - GEOG 125/GIS 125
  - Advanced Geographic Information Systems: Applications

**Elective Courses (6 units)**

- GEOG 105/GIS 105
  - GIS 105 Introduction to Cartography
  - GEOG 115/GIS 115
  - Introduction to Geographic Information Systems
  - GEOG 120/GIS 120
  - Intermediate Geographic Information Systems
  - GEOG 125/GIS 125
  - Advanced Geographic Information Systems: Applications

**Certificates**

**Certificate in Geographic Information Systems (18 units)**

**Required GIS Courses (12 units)**

- GEOG 105/GIS 105
  - Introduction to Cartography
  - GEOG 115/GIS 115
  - Introduction to Geographic Information Systems
  - GEOG 120/GIS 120
  - Intermediate Geographic Information Systems
  - GEOG 125/GIS 125
  - Advanced Geographic Information Systems: Applications

**Elective Courses (6 units)**

- GEOG 105/GIS 105
  - GIS 105 Introduction to Cartography
  - GEOG 115/GIS 115
  - Introduction to Geographic Information Systems
  - GEOG 120/GIS 120
  - Intermediate Geographic Information Systems
  - GEOG 125/GIS 125
  - Advanced Geographic Information Systems: Applications

**Employment Concentrations**

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.

**Geographic Information Systems (6 units)**

- GEOG 150/GIS 130
  - Geographic Information Systems: Science, Business and Government
  - 3 units
- GEOG 149/GIS 149
  - Occupational Internship
  - 1-4 units
- GIS 298
  - Special Topics in GIS
  - 0.5-6 units
- GEOG 299/GIS 299
  - Special Projects: Geographic Information Systems
  - 1-3 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
- MUL 140/ART 130B
  - Digital Art - Illustration
  - 2 units

**Engineering (6 units)**

- ENGR 154
  - Computer Aided Drafting I
  - 3 units
- ENGR 164
  - Plane Surveying I
  - 4 units
- ENGR 166
  - Legal Aspects of Surveying
  - 3 units
- ENGR 167
  - Global Positioning Systems
  - 3 units

**Multimedia (6 units)**

- MUL 110
  - Introduction to Multimedia
  - 3 units
- MUL 131
  - 3D Animation I
  - 3 units
- MUL 140/ART 130B
  - Digital Illustration
  - 2 units
- MUL 299
  - Special Topics: 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
Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

**PROGRAM DESCRIPTION**

The courses in this program introduce the fundamentals of physical geography, cultural geography, California geography, and Geographic Information Systems (GIS).

Geography is a modern field with roots extending back to the ancient Greeks and Egyptians who measured, studied and explained human and land relationships. Today, geographers use sophisticated technologies to analyze spatial and temporal relationships of physical environment and human interactions. Physical geography addresses four environmental themes of atmosphere, hydrosphere, biosphere and lithosphere which overlap in the earth's life layer. Within the life layer, Cultural Geography focuses on the five themes of cultural region, diffusion, ecology, integration, and landscape. World Regional Geography makes connections between physical and cultural geography, globally. A study of California's geography covers both temporal (history) and spatial changes (such as development) within the state. Geographic Information Systems (GIS) is a computer mapping program that is both an analytical tool and a research method for identifying spatial and temporal patterns, trends and relationships on maps and in large databases (refer to the GIS program description in this catalog).

The study of geography is multi-disciplinary, integrating both the natural/physical and social/behavioral sciences. It is an especially attractive major for liberal arts students.

**DISTINCTIVE FEATURES**

Field study permits students to apply geographic concepts in a variety of Southern California settings.

**CAREER OPPORTUNITIES**

There is a growing demand for geographic training and graduate geographers in both government and private sectors. The many and varied career opportunities dependent upon studies in Geography and/or GIS include the following: Agricultural Planning * Aerial Photography and Remote Sensing * City Planning * Civil Engineering and Surveying * Community and Economic Development * Cultural-historic Resource Management * Demography and Epidemiology * Ecology and Environmental Studies * Emergency Response * Health and Safety * Land Management * Landscape Architecture * Market Analysis * Meteorology and Climatology * Real Estate Brokers and Assessors * Recreation and Open Space Planning * Resource Management * Social and Welfare Services * Transportation Development * Urban and Regional Systems Analysis * Utility Service Planning * Wholesale and Retail Development.

**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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Instructional Programs

Degree(s)
A.S. in Gerontology 8685 AS.GER
(with General Education Requirements Option A)

Certificate(s)
Certificate in Gerontology 8685 CT.GER

Employment Concentration Certificate(s)
Activities Director 99999 ECC.GER.AD
Senior Nutrition 99999 ECC.GER.SN
Social Services Designee 99999 ECC.GER.SSD

PROGRAM DESCRIPTION
The Certificate/Associate of Science (AS) degree program in Gerontology was designed to provide students with the theoretical knowledge and practical experience necessary to enter the job market in senior centers, health care facilities and a variety of agencies providing services to well, ill and frail elderly. This program provides students with the opportunity to select one of three concentrations of study related to gerontological services: Activities Director, Senior Nutrition, and Social Service Designee. The field of gerontology includes working with aging individuals and their families from diverse, ethnic, cultural and socioeconomic backgrounds with unique needs and priorities in response to complex societal and environmental variables.

DISTINCTIVE FEATURES
This program provides students with the theoretical and practical experience necessary to enter the job market or, as electives, gives students the opportunity to develop a compassionate and constructive view of the aging process and its associated problems.

CAREER OPPORTUNITIES
Skilled Nursing Facilities * Hospitals * Assisted Living Facilities * Senior Centers * Alzheimer Care Centers * Home Care * Outpatient Services * Retirement Center

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
In addition to the 24 units of the certificate program, students MUST complete all MSJC General Education Option A requirements for the Associate of Science (AS) degree in Gerontology.
CERTIFICATES

Completion of a minimum of 18 units selected from the following courses, plus six units from the Employment Concentrations:

Certificate in Gerontology (18 units)

Required Courses (18-19 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 104/ENGL 104</td>
<td>Business Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 098</td>
<td>English Fundamentals</td>
</tr>
<tr>
<td>GER 103/LEG 103</td>
<td>Elder Law</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 110</td>
<td>Physiology of Aging</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 125</td>
<td>Psychology of Aging</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 130</td>
<td>Sociology of Aging</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 149</td>
<td>Occupational Internship</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Employment Concentrations

Activities Director (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 146</td>
<td>Overview/Standards of Practice for the Social Services Designee</td>
<td>3 units</td>
</tr>
<tr>
<td>ADS 115/PSYC 115</td>
<td>Individual, Family and Group Counseling</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 149</td>
<td>Occupational Internship: Gerontology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Senior Nutrition (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 121</td>
<td>Fundamentals of Healthful Living</td>
<td>3 units</td>
</tr>
<tr>
<td>or</td>
<td>NUTR 100</td>
<td>3 units</td>
</tr>
<tr>
<td>NUTR 101</td>
<td>Nutrition and Foods</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 149</td>
<td>Occupational Internship: Gerontology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Social Services Designee (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 146</td>
<td>Overview/Standards of Practice for the Social Services Designee</td>
<td>3 units</td>
</tr>
<tr>
<td>ADS 115/PSYC 115</td>
<td>Individual, Group and Family Counseling</td>
<td>3 units</td>
</tr>
<tr>
<td>GER 149</td>
<td>Occupational Internship: Gerontology</td>
<td>3 units</td>
</tr>
</tbody>
</table>
Instructional Programs

Golf Course/Turf Management

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

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

Degree(s)
A.S. in Golf Course/Turf Management 12877 AS.GC.TMGMT
(with General Education Requirements Option A)

Certificate(s)
Certificate in Golf Course/Turf Management 12877 CT.GOLF.TURF.IRRIGATION

Employment Concentration Certificate(s)
Resort Operations 99999 ECC.BUS.RESOPS
Irrigation Technician 99999 ECC.AGTM.IT
Assistant Superintendent 99999 ECC.AGTM.AS
Landscaping Operation Concentration 99999 ECC.LANDOP

PROGRAM DESCRIPTION

The Certificate/Associate degree (AS) in Golf Course/Turf 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 an assistant 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 Golf Course/Turf Management prepares students with the technical and analytical skills necessary for managing a golf course or turf/horticultural area.

CAREER OPPORTUNITIES

Assistant Golf Course Superintendent * Field Crew Supervisor * Grounds Keeper * Irrigation Technician * Equipment Manager * Landscape Foreman * Sports Turf Manager

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 of Science (AS) degree may be earned by completing the 18 unit certificate requirements in Golf Course/Turf Management and all MSJC General Education Option A requirements.

CERTIFICATES

The Golf Course/Turf Management certificate includes 9 units of foundational courses in Horticulture, Turfgrass Management, and Soil science as well as a choice of elective courses offered to fulfill the minimum 18-unit requirements. Elective courses can be scheduled to complete a choice of two employment concentrations for Irrigation Technician and/or Assistant Superintendent or can be taken in any combination to satisfy a student's individual needs.

Certificate in Golf Course/Turf Management (18 units)

Required Core Courses (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGTM 101</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>AGTM 102</td>
<td>Introduction to Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>AGTM 104</td>
<td>Soil Science and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2006 - 2007 Catalog
### Employment Concentrations

#### Assistant Superintendent Concentration  
*(9 units)*
- AGTM 103 Advanced Turfgrass Management: 3 units
- AGTM 106 Pesticide Law and Regulations: 3 units
- AGTM 107 Arboriculture: 3 units

#### Irrigation Technician Concentration  
*(6 units)*
Choose 6 units from the following:
- AGTM 103 Advanced Turfgrass Management: 3 units
- AGTM 105 Introduction to Golf Course/Turf Management: 2 units
- COMM 103 Interpersonal Communications: 3 units

#### Landscaping Operation Concentration  
*(6 units)*
- AGTM 109 Landscape Design: 3 units
- AGTM 110 Laws and Regulations: An Integrated Pest Management Approach: 3 units

#### Resort Operations Concentration  
*(10 units)*
- AGTM 120/BADM 120 Sales and Marketing in Hospitality: 3 units
- AGTM 121/BADM 121 Sanitation and Safety in Resort Management: 2 units
- AGTM 122/BADM 122 Resort Food & Beverage Operations: 3 units
- AGTM 123/BADM 123 Menu Planning in Resort Operations: 2 units

#### Additional Electives  
*(Can be taken to fulfill 18 units for certificate)*
- ACCT 075 Bookkeeping: 3 units
- AGTM 105 Introduction to Golf Course/Turf Management: 3 units
- AGTM 149 Occupational Internship: Golf Course/Turf Management: 1-4 units
- COMM 103 Interpersonal Communications: 3 units
- CSIS 101 Introduction to Computers and Data Processing: 3 units
- MGT 103 Introduction to Management: 3 units
Instructional Programs

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description
Guidance courses are designed to help students succeed. These courses strengthen and support individuals during their academic journey. Guidance courses focus on 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.

Distinctive Features
Guidance courses are taught by faculty who are experts in a variety of specific areas. Every effort is made to utilize campus student services, resources and equipment for practical skill development.

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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.

Guidance
San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Eric Borin (951) 487-3307
eborin@msjc.edu
Linda Googe (951) 487-3255
lgooge@msjc.edu
Bertha Barraza (951) 487-3290
bbarraza@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Eric Borin (951) 487-3307
eborin@msjc.edu
Karen Cranney (951) 639-5253
kcranney@msjc.edu
Linda Lang (951) 639-5252
llang@msjc.edu
Health and Nutrition

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
John Norman (951) 487-3760
jnorman@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Nancy Napolitano (951) 639-5760
nnapolitano@msjc.edu

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

The courses under this heading are designed for the general student. As an important part of a general education, health and nutrition courses equip students more adequately for the pace and stress of today’s world. Health and nutrition classes not only study human behavior from the perspective of identifying actions, attitudes and values which lead to the maintenance and improvement of personal wellness, but also the health and nutrition courses identify and evaluate the important scientific principles that regulate the human body.

The health science course meets state guidelines for teacher education credential requirements.

Distinctive Features

A variety of teaching styles are employed to assist students with varied learning styles. HS 121, HS 123, NUTR 100 and NUTR 101 are offered most semesters as online courses.

Career Opportunities

There are a variety of careers in the health field. Almost all require special training and certification. Mt. San Jacinto College is especially proud of its nursing program, listed separately in this catalog.

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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Instructional Programs

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

**History**

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Bob Rockwell (951) 487-3660
brockwel@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Jim Davis (951) 639-5660
jda
vis@msjc.edu
Christopher Sleeper (951) 639-5661
csleeper@msjc.edu

**PROGRAM DESCRIPTION**

History is the study of all human experience. The examination of past peoples, institutions, ideas and events helps the student of history develop cultural literacy, critical thinking and other useful skills. History provides a solid fundamental preparation for careers in business, industry, government and education. It also prepares students for law school, foreign service, international work, urban affairs and library science. The study of history can lead to professional work in the field as a teacher or professional historian in governmental and private agencies. While it can be valuable for those going into other professions, it also produces a person capable of handling many different jobs and positions where critical analytical skills are in demand.

**DISTINCTIVE FEATURES**

Courses beyond the introductory level deal with periods, topics or state history.

**CAREER OPPORTUNITIES**

Pre-Law/Lawyer * Foreign Service * Pre-Theology/Clergy Archivist * Teacher * Museum Curator * Researcher/Research Analyst * Librarian * State Park Historian * Writer * Businessperson * Historian * Market Researcher * Consultant * Historical Societies * Banking * Travel * Journalist * Communications

**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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
Honors Enrichment Program

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Terri Allen (951) 487-3404
tallen@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Coordinator: Christopher Sleeper (951) 639-5661
csleeper@msjc.edu

Honors Enrichment Program
Mt. San Jacinto College
28237 La Piedra Road
Menifee, CA 92584

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’s honors transfer alliances with major universities. Honors students also participate in domestic and international exchange programs, attend and participate in honors conferences, and have publication opportunities in Scribendi, the Western Regional Honors Council publication dedicated to student work.

To Apply to the Program

Complete the Honors Enrichment Program application found inside the program brochure which is available at stands in the Counseling and Enrollment Services Offices, or directly from the Honors Enrichment Program Coordinators. Submit application and required documentation to the Honors Enrichment Program Office. (Please see page heading for contact information).
Instructional Programs

Degree(s)
A.A. in Humanities

Certificate(s)
None

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

The Associate of Art degree in Humanities is an interdisciplinary program that integrates several different academic traditions. The Humanities Program at MSJC offers students a rare opportunity to discover the heritage of art, culture, and learning through lectures and readings of great texts; make connections between ideas in the past and issues in the present; and improve skills in critical reading, listening, writing, and discussion.

The Humanities group major incorporates 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.

DISTINCTIVE FEATURES

In a setting that encourages critical reading and discussion, students will have the opportunity to discover major works of art and culture, explore enduring questions that have emerged from previous generations of critical thinkers, and expand their ideas of what it means to be human.

CAREER OPPORTUNITIES

Pre-Law/Lawyer * Foreign Service * Pre-Theology/Clergy * Education * Librarian * Writer * Businessperson * Museum Work * Consultant * Travel * Journalist * Banking * Communications * Human Service Careers

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

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units and at least 18 units in the following areas:

- American Sign Language – 100, 101, 103, 104, 110
- Audio Technology – 140+, 141+, 142+, 143+, 145+, 146+
- Child Development and Education – 109+, 114+, 131+
- Communication - 113
- Dance – 100+, 108+, 114+, 121, 122, 123, 124, 125, 126, 127, 128, 129, 133, 140, 201, 204, 209+, 212, 214
- Education – 132+
- French – 101, 102, 175, 201, 202
- Humanities – 101, 102, 137+
- Multimedia – 140+, 126+, 223+
- Photography – 118, 224+
- Spanish – 101, 102, 103, 104, 180, 181, 201, 202, 270+

+ 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.
Learning Skills Program

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Marlene Cvetko (951) 487-3491
mcvetko@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
James Decker (951) 639-5491
jdecker@msjc.edu

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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 (LD) Eligibility Model. Specific learning disabilities are often due to constitutional, genetic, and/or neurological factors and are not primarily due to visual or auditory sensory deficits, motor or mobility limitations, severe emotional disturbances, environmental or economic disadvantages, cultural or language differences, or mental retardation.

Distinctive Features

Learning Skills courses are taught by faculty who are experts in Learning Disabilities. Every effort is made to integrate learning disabled students utilizing campus student services and resources. Learning Skills courses do not lead to a major but are designed to provide learning disabled students with compensatory strategies necessary for achieving personal, academic, and career success.

An assessment workshop is 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 in mathematics, reading, written and oral expression, and study skills teach compensatory strategies designed to help learning disabled students maximize their success in college classes. Services include test facilitation and proctoring, assisted computer technologies, specialized tutoring, and educational advisement. With permission from the instructor, students may repeat LNSK 071, LNSK 073, LNSK 074, LNSK 075, LNSK 077 and LNSK 079 as many times as stated in the individual education plan; however, only six units for these classes may be counted toward graduation.

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 to the receiving institution.

Degree

An Associate degree is not available in this major. Students are advised to see a counselor.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNSK 071</td>
<td>Learning Skills: Assessment Workshop</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>(formerly ENGL 071)</td>
<td></td>
</tr>
<tr>
<td>LNSK 073</td>
<td>Learning Skills: Study Skills</td>
<td>3</td>
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<tr>
<td></td>
<td>(formerly ENGL 073)</td>
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<tr>
<td>LNSK 074</td>
<td>Learning Skills: Language Arts Lab</td>
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<td></td>
<td>(formerly ENGL 076)</td>
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<tr>
<td>LNSK 075</td>
<td>Learning Skills: Language Arts</td>
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<tr>
<td></td>
<td>(formerly ENGL 075)</td>
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</tr>
<tr>
<td>LNSK 077</td>
<td>Learning Skills: Math</td>
<td>2</td>
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<tr>
<td></td>
<td>(formerly MATH 075)</td>
<td></td>
</tr>
<tr>
<td>LNSK 079</td>
<td>Learning Skills: Adaptive Computer Technology</td>
<td>2</td>
</tr>
</tbody>
</table>
Instructional Programs

Legal Assistant

Degree(s)
A.S. in Legal Assistant 8686-AS.LEG
(with General Education Requirements Option A)

Certificate(s)
Certificate in Legal Assistant 8686-CT.LEG

Employment Concentration Certificate(s)
Legal Office Support 9999-EC.LEG.LOS

PROGRAM DESCRIPTION

The Certificate/Associate of Science (AS) degree program in Legal Assistant studies is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal service. This program provides students with a strong foundation in communication skills and research. This program also provides students with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies, or business corporations. The Associate of Science (AS) degree program provides students with an educational foundation helpful for transfer to a baccalaureate pre-law program or related field of study. A legal assistant works under the direction of an attorney in performing legal services to meet the client’s needs.

CAREER OPPORTUNITIES


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 to the receiving institution.

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 of Science (AS) degree in Legal Assisting.

CERTIFICATES

Certificate in Legal Assistant (27 units)

Core Courses (9 units)

LEG 100 Foundations of the Legal System 3 units
LEG 106 Research & Writing I for the Legal Assistant 3 units
OTEC 144 Keyboarding and Document Formatting 3 units
or
CAPP 121C Using Microsoft Word 2003 – Level 1 3 units
CAPP 121C1 Using Microsoft Word 2003 – Level 1, Part 1 1 unit
CAPP 121C2 Using Microsoft Word 2003 – Level 1, Part 2 1 unit
CAPP 121C3 Using Microsoft Word 2003 – Level 1, Part 3 1 unit

Elective Courses (18 units)

LEG 103/GER 103 Elder Law 3 units
LEG 104 Law Office Management 3 units
LEG 108 Research and Writing II for the Legal Assistant 3 units
LEG 110 Administrative and Judicial Procedures 3 units
LEG 120 Immigration Law I 3 units
LEG 122 Immigration Law II 3 units
LEG 130 Family Law I 3 units
LEG 132 Family Law II 3 units
LEG 140 Bankruptcy Law 3 units
LEG 149 Occupational Internship: Legal Assistant 3 units
LEG 150 Probate Law and Procedures 3 units
BADM 201 Legal Environment of Business 3 units
AJ 101 Criminal Law 3 units

EMPLOYMENT CONCENTRATIONS

Legal Office Support (12 units)

Required Courses (9 units)

LEG 100 Foundations of the Legal System 3 units
LEG 106 Research and Writing I for the Legal Assistant 3 units
and
OTEC 144 Keyboarding & Document Formatting 3 units
or
CAPP 121C Using Microsoft Word 2003 – Level 1 3 units

Elective Courses (3 units)

LEG 103/GER 103 Elder Law 3 units
LEG 130 Family Law I 3 units
LEG 140 Bankruptcy Law 3 units
LEG 150 Probate Law and Procedures 3 units
**Liberal Arts Studies**

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)**

A.A. in Liberal Arts Studies (with Transfer Emphasis using General Education Requirements Option B or C)

**Certificate(s)**

None

**Employment Concentration Certificate(s)**

None

**Program Description**

The Associate of Art degree in Liberal Arts Studies provides students with an opportunity to complete transfer curriculum while completing an Associate degree. This degree provides students with a broad introduction to liberal arts with a selection of courses from the arts and humanities, social behavioral sciences, and the physical and biological sciences. This degree program will allow most students to meet admission, general education and many lower division major requirements for most university transfers. Students applying for the Liberal Arts Studies degree are required to complete a minimum of 60 transferable units and must complete MSJC graduation requirements including 3 units from Physical Education & Healthful Living, 3 units from Multicultural/Gender Studies, and 3 units from U.S. History and/or Political Science. Of these units, the satisfactory completion of 12 units at MSJC must be met to establish residency requirements.

**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 to the receiving institution.

**Degree**

An Associate of Art (AA) degree in Liberal Arts Studies is available to students completing the Mt. San Jacinto Transfer Emphasis General Education Requirements Option B (California State University General Education-Breadth Certification Pattern), or Mt. San Jacinto Transfer Emphasis General Education Requirements Option C (the Intersegmental General Education Transfer Curriculum (IGETC)). See a counselor for details.
**Management / Supervision**

**Degree(s)**  
A.S. in Management/Supervision \(4390\) AS.MGT  
(with General Education Requirements Option A)

**Certificate(s)**  
Certificate in Management/Supervision \(4390\) CT.MGT

**Employment Concentration Certificate(s)**  
None

**Program Description**

A pattern of courses designed to prepare the student to direct the work of others. Course work includes the study of lower division manager functions, systems and the critical success factors of: analyses, evaluation, selection, communicating, producing and follow-up. Management studies introduce the student to dynamic processes of goals/objectives setting, planning, doing and achieving successful results for the individual or organization. Although emphasis is on business and economic organizations, the learning is relevant to our daily living. The main issue is recognition of changing environments and relationships, and leadership for same.

**Distinctive Features**

Many of the classes in management are offered in the evenings and attended by students already in the workforce who are anticipating performing management functions.

**Career Opportunities**

Managers are often selected from the ranks of workers and usually have specific trade or industry knowledge in addition to management skills.

**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. Management/Supervision is an option under a Business Administration major. 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.

**Degree**

An Associate of 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.

**Certificates**

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  
- BADM 201 Legal Environment of Business  3 units  
- ECON 201 Principles of Macroeconomics  3 units  
- MGT 103 Introduction to Management  3 units  
- MGT 137 Human Relations at Work  3 units

**Recommended Elective Courses**  
3 units from this list  
- ACCT 124 Financial Accounting - 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  
- 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 Communication in the Organization  3 units  
- MGT 138 Personnel Management  3 units  
- MGT 205 Principles of Marketing Management  3 units  
- MGT 299 Special Projects: Management  1-3 units
**Program Description**

The program consists of a clear sequence of courses which prepares students for several majors. The study of mathematics concerns the nature and manipulation of numbers. The MSJC mathematics program 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.

**Distinctive Features**

The basic curriculum from arithmetic to algebra provides students in virtually all majors with one of today’s most crucial foundation skills. In calculus, power and eloquence are demonstrated by numerous applications to engineering, physics, chemistry, economics, business, biology, ecology and medicine.

**Career Opportunities**

Virtually all two-year career programs in business or technology fields also require a solid foundation in mathematics. Many BA/BS level careers require extensive background in Mathematics.


Controller * Sociology * Education * Statisticians * Engineering Analyst * Finance Director * Tax Collector * Financial Analyst * Industry

**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 major requirement for an Associate of Science degree in mathematics may be met by completing 18 units of degree applicable Math courses from Math 105, 110, 211, 212, 213, 215, 290. Students planning to transfer should major in General Education and include the Math classes listed in the Course section of this catalog or other classes required by the transfer institution.

Students wishing an Associate degree may also major in mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
Mathematics/Science

Degree(s)
A.S. in Mathematics/Science 8690 AS.MASC
(with General Education Requirements Option A)

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description
The Associate of Science degree in Mathematics/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 and at least 18 units in the following areas:

- Anatomy and Physiology - 101*, 102*
- Anthropology - 101, 201
- Astronomy - 101*
- Biology - 100*, 115*, 116*, 117, 125*, 130*, 134, 135, 140*, 142*, 143, 144*, 146, 148* 150*, 151*
- Chemistry - 100*, 101*, 102*, 112*, 113*
- Earth Science - 101
- Environmental Science - 100, 101, 102*, 190*
- Geography - 101, 104*, 105+
- Geographic Information Systems - 105+
- Mathematics - 090, 090B, 096, 102, 105, 110, 135, 140, 155, 156, 211, 212, 213, 215, 218, 290
- Nutrition - 101
- Physics - 100, 101*, 102*, 201*, 202*

* Indicates a lab class.
+ 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.
Math Curriculum Flowchart

Math 050 Mind Over Math

Math 051 Foundations of Mathematics (Pre-Algebra) or Math 051 LL Foundations of Mathematics + Lab (Pre-Algebra)

Math 090 Elementary Algebra

Math 096 Intermediate Algebra

Math 105 College Algebra

Math 110 Pre-Calculus

Math 211 Calculus I and Analytic Geometry

Math 212 Analytic Geometry and Calculus II

Math 213 Analytic Geometry and Calculus III

Math 102 Finite Mathematics or Math 140 Introduction to Statistics

Math 155 Mathematics for Elementary Teaching I

Math 156 Mathematics for Elementary Teaching II

Math 135 Calculus for Social Science and Business

Math 215 Differential Equations

Math 218 Linear Algebra
### Program Description

Multimedia is a term that implies using computers to design and create media products that are distributed across the range of electronic medium. The “multimedia industry” is a general term used to identify the businesses and people who create, promote, or distribute multimedia products. Multimedia products are used generally to inform, market, educate, or entertain and may consist of interactive DVD/CD products, Internet products, video and photographic projects, digital art images, and printed material. Knowledge of multimedia concepts and tools can prepare students for employment in the fields of traditional business, e-commerce, art, photography, computer graphics and more. Transfer to a four-year institution is possible but not necessary for advanced employment opportunities. Completion of MSJC General Education Option A requirements for an Associate degree is recommended to enhance the students' ability to relate content to product.

### 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 to the receiving institution.

### Degree

The major requirement for an Associate of 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. This is a new field of study and may not have a complimentary program at four-year institutions, so students should coordinate program requirements through the transfer institution.

### Distinctive Features

A variety of current business standard software titles are taught throughout our program. For current software and versions being used in each class, please refer to the MSJC website, specifically the Multimedia site. A variety of software titles are taught throughout our program; the software used and versions are kept current. For a list of software for each class, refer to the MSJC Website: http://www.msjc.edu/m2

### Career Opportunities

Web Designer * Information Architect * Instructional Designer * Digital Artist * 3D Animator * Video Designer * Production Assistant * 3D Animator * Game Artist
CERTIFICATES

The following Lab Courses are each one unit and designed to be taken to augment regular courses. They may each be repeated up to four times for credit: MUL 080, 081, 090.

Certificate in Multimedia (24 units)

Required Courses (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL 110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL 112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 114</td>
<td>Production Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL 121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MUL 123</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>MUL 124/PHOT 125</td>
<td>Digital Photography Production</td>
<td>3</td>
</tr>
<tr>
<td>MUL 125</td>
<td>Scripting for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL 127</td>
<td>Production Development</td>
<td>3</td>
</tr>
<tr>
<td>MUL 129</td>
<td>Writing for Interactive Media Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL 131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 137</td>
<td>3D Animation II</td>
<td>3</td>
</tr>
<tr>
<td>MUL 139</td>
<td>3D Topic-Character</td>
<td>3</td>
</tr>
<tr>
<td>MUL 140/ART 130B</td>
<td>Digital Art - Illustration</td>
<td>2</td>
</tr>
<tr>
<td>MUL 141</td>
<td>3D Topic-Effects</td>
<td>3</td>
</tr>
<tr>
<td>MUL 143</td>
<td>3D Topic-Rendering</td>
<td>3</td>
</tr>
<tr>
<td>MUL 149</td>
<td>Occupational Internship: Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL 150</td>
<td>Portfolio Preparation</td>
<td>3</td>
</tr>
<tr>
<td>MUL 158/CSIS 116C</td>
<td>Internet Scripting with JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>MUL 218</td>
<td>Dynamic Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL 224/PHOT 224</td>
<td>Digital Photography Production II</td>
<td>3</td>
</tr>
<tr>
<td>MUL 225/PHOT 225</td>
<td>Digital Photography Production III</td>
<td>3</td>
</tr>
<tr>
<td>MUL 245</td>
<td>3D Topic-Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MUL 299</td>
<td>Special Projects: Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUS 145/AUD 145</td>
<td>MIDI Recording &amp; Computer Recording</td>
<td>3</td>
</tr>
<tr>
<td>THA 135</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>CSIS 115A</td>
<td>HTML Programming - Level 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 150A</td>
<td>Digital Art - Imaging</td>
<td>2</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL 131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 137</td>
<td>3D Animation II</td>
<td>3</td>
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Elective Courses (6 units)

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<th>Title</th>
<th>Units</th>
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<tr>
<td>MUL 139</td>
<td>3D Topic-Character</td>
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<td>MUL 141</td>
<td>3D Topic-Effects</td>
<td>3</td>
</tr>
<tr>
<td>MUL 145</td>
<td>3D Topic-Rendering</td>
<td>3</td>
</tr>
<tr>
<td>MUL 245</td>
<td>3D Topic-Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL 110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL 121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MUL 124/PHOT 125</td>
<td>Digital Photography Production</td>
<td>3</td>
</tr>
<tr>
<td>MUL 130B</td>
<td>Digital Art - Illustration</td>
<td>2</td>
</tr>
</tbody>
</table>
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
- MUL 123 Digital Video Production I 3 units

Promotion
- ART 125 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 3 units

Visualization
- ENVS 100 Humans and Scientific Inquiry 3 units
- GEOG 115/GIS 115 Introduction to Geographic Information 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 131.

Required Courses (12 units)
- ART 120 2D Design 3 units
- MUL 110 Introduction to Multimedia 3 units
- MUL 123 Digital Video Production I 3 units
- MUL 124/PHOT 125 Digital Photography Production 3 units
- MUL 131 3D Animation I 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 158 may be taken together. This is a three-semester program.
Instructional Programs

Music Programs Overview

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Pmorrione@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Mtausig@msjc.edu
Storok@msjc.edu

Degree(s)
Music
A.A. in Music 4404 AA.MUS
(with General Education Requirements Option A)
Audio Technology (please see “Audio Technology”)
A.A. in Audio Technology 1682 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 16774 AA.MUS.ADV.AT
(with General Education Requirements Option A)
Music - Musical Theater
A.A. in Musical Theater 8681 AA.MUS.THEAT
(with General Education Requirements Option A)

Certificate(s)
Music - Audio Technology (please see “Audio Technology”)
Certificate in Audio Technology 8682 CT.MUS.AT
Certificate in Advanced Audio Technology 16774 AA.MUS.ADV.AT
Music - Musical Theater
Certificate in Musical Theater 8681 CT.MUS.THEAT

Employment Concentration Certificate(s)
None

Program Description

The music program is designed to promote interest and excellence in general musical knowledge and performance. The program also serves students interested in transferring to four year schools as well as offering preparation for careers in music.

Distinctive Features

Yearly offerings in performance currently include choir, jazz ensemble, and musicals. Most groups are by audition.

Career Opportunities

The following usually require a four-year degree:
Accompanist * Choir or Band Director * Vocalist
* Composer * Arranger * Instrumentalist * Private Instructor * Performer

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 to the receiving institution.

Degree

In addition to completing all of the MSJC General Education Option A requirements, students should take at least 18 units from the list below.

A.A. in Music (any 18 units)

<table>
<thead>
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<td>MUS 253</td>
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</table>
Instructional Programs

Degree(s)
A.A. in Musical Theater *AA.MUS.THEA
(with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater *CT.MUS.THEAT

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

Musical theater is a segment of the entertainment industry comprised of regional, dinner and professional theaters, and widely acknowledged as a training area for entry-level skilled employment in the field. An Associate of Arts degree/certificate program will facilitate the development of core skills for employment throughout the industry.

The Certificate/Associate of Arts (AA) degree program in Musical Theater will prepare students for a career in the music industry specifically related to regional, dinner, and professional theaters. Students will develop practical and aesthetic skills necessary for immediate employment, and grounding for lifelong learning in a rapidly changing industry.

CAREER OPPORTUNITIES

Director * Artist * Technical Director * Agent * Customer Support * Vocalist * Creative Director * Set Designer * Lighting Designer * Teacher * Composer * Producer * Art Director * Sound Engineer * Vocalist * Sales * Stage Manager

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 to the receiving institution.

DEGREE

In addition to completing all of the MSJC General Education Option A requirements, students should take at least 18 units from the following list to obtain an Associate of Arts degree in Musical Theater.

Music

MUSICAL THEATER PROGRAM

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Phill Morrione (951) 487-3665
pmorrione@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Michael Tausig (951) 639-5666
mtausig@msjc.edu
Stephen Torok (951) 639-5665
storok@msjc.edu

CERTIFICATE

Certificate in Musical Theater (18 units)

Required Courses (11 units)
DAN 121 Beginning Ballet 1 unit
DAN 122 Beginning Modern Dance 1 unit
DAN 123 Beginning Jazz Dance 1 unit
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 209/MUS 209/THA 209 Musical Production 1-4 units
MUS 207 Techniques of Musical Theater 3 units
THA 109 Movement for Actors 3 units
THA 110 Fundamentals of Acting 3 units

Elective Courses
(7 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
MUS 207 Techniques of Musical Theater 3 units

Area B:
THA 105 Voice for the Actor 3 units
THA 111 Intermediate Acting 3 units
THA 200 Actor's Workshop 3 units

Area C:
DAN 129 Intermediate Tap Dance 2 units
DAN 133 American, Popular Dance on Stage, Screen and Television 3 units
DAN 204 Musical Theater Dance Techniques 3 units

PROGRAM DESCRIPTION

Musical theater is a segment of the entertainment industry comprised of regional, dinner and professional theaters, and widely acknowledged as a training area for entry-level skilled employment in the field. An Associate of Arts degree/certificate program will facilitate the development of core skills for employment throughout the industry.

The Certificate/Associate of Arts (AA) degree program in Musical Theater will prepare students for a career in the music industry specifically related to regional, dinner, and professional theaters. Students will develop practical and aesthetic skills necessary for immediate employment, and grounding for lifelong learning in a rapidly changing industry.

CAREER OPPORTUNITIES

Director * Artist * Technical Director * Agent * Customer Support * Vocalist * Creative Director * Set Designer * Lighting Designer * Teacher * Composer * Producer * Art Director * Sound Engineer * Vocalist * Sales * Stage Manager

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 to the receiving institution.

DEGREE

In addition to completing all of the MSJC General Education Option A requirements, students should take at least 18 units from the following list to obtain an Associate of Arts degree in Musical Theater.
**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

Counseling (951) 639-5255

Nursing and Allied Health Department (951) 639-5561

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

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**Degree(s)**

A.S. in Nursing 4413 AS.NURS.RN

*(with General Education Requirements Option A)*

**Certificate(s)**

None

**Employment Concentration Certificate(s)**

None

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**Program Description**

The Associate of Science degree in Nursing Program is in harmony with the philosophy and mission of Mt. San Jacinto College by providing career opportunities for students. The philosophy of the ADN program is predicated on the belief that nursing is an ever-changing profession which responds to the client, family and the community in the culturally diverse society it serves. The Associate of Science degree in Nursing faculty view the client as an integrated bio-psycho-social, sexual and cultural being, moving through the developmental states of the life cycle, in constant interaction with a changing environment.

The discipline of nursing plays an integral role in health care delivery. Nursing practice is based upon the knowledge of natural and behavioral sciences in addition to accepted standards, ethics and legal mandates relating to nursing. The nursing process is used as a framework for providing independent or dependent interventions to persons from diverse groups with different needs. Nursing encourages personal, family and community participation in attaining and maintaining an optimal health state throughout the life span or to experience death with dignity.

The Registered Nursing (RN) Program (Associate of Science degree in Nursing) prepares men and women to give direct nursing care to clients in various practice settings. The program consists of course work in nursing, science, general education and clinical nursing practice at local hospitals and health agencies. The Registered Nursing program is accredited by the California State Board of Registered Nursing.

The Associate of Science degree in Nursing is a 87-unit degree program which requires four semesters (40 units in nursing) of study beyond completion of the prerequisite courses unless challenging for advanced placement. Upon completion of additional degree requirements, the graduate earns an Associate of Science degree in Nursing and is eligible to take the NCLEX-RN examination for licensure as a Registered Nurse in the State of California. In addition to the Associate of Science degree in Nursing, Mt. San Jacinto College offers LVN to RN articulation options for completion of the RN Program. The student may select from one of two options when applying for this program; the LVN-RN Transition Degree or non-degree 30-unit option.

**Transfer Preparation**

The MSJC Associate of Science Degree Nursing Program has an outstanding reputation in the healthcare community. The program is accredited by the California State Board of Registered Nursing. Graduates of the program are eligible to take the State Board licensure examination for Registered Nurses. The pass rate for our graduates is consistently above the state and national averages. Graduates of the program have successfully been employed in a variety of nursing positions and many transfer into upper degree nursing programs. In addition to the Associate of Science Degree in Nursing, MSJC offers LVN to RN articulation options for completion of the RN program; the LVN-RN Transition Degree or Non-Degree (30 unit option). The programs also offer a ladder for the Licensed Vocational Nurse to continue their education and become eligible to sit for the Registered Nurse State Board examination.
CAREER OPPORTUNITIES

Registered Nursing Graduates find there are employment opportunities in diverse settings. The Associate of Science degree in Nursing allows the graduate to transfer into a Bachelor of Science in Nursing (BSN) program. The student is strongly encouraged to inquire about specific course requirements at the four-year college of their choice.

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 (87 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 5 units
ANAT 102 Human Anatomy & Physiology II 5 units
BIOL 125 Microbiology 5 units
MATH 051 Foundation of Mathematics (or higher) 3 units
ENGL 101 Freshman Composition 4 units
CHEM 100 Introduction to Chemistry 4 units
TOTAL 26

Nursing Courses

Semester 1
NURS 182 Dosage Calculations for Allied Health 1 unit
NURS 210 Beginning Medical Surgical Nursing 10 units
NURS 084C Nursing Skills Lab: Registered Nursing 0.5 unit
TOTAL 11.5

Semester 2
NURS 220 Nursing Care for the Expanding Family 5 units
NURS 221 Nursing Care of Children 5 units
NURS 084C Nursing Skills Lab: Registered Nursing 0.5 unit
PSYC 101 Introduction to Psychology 3 units
TOTAL 13.5

Semester 3
NURS 230 Intermediate Medical/Surgical Nursing 5 units
NURS 231 Mental Health Nursing 5 units
NURS 084C Nursing Skills Lab: Registered Nursing 0.5 unit
TOTAL 10.5

Semester 4
NURS 240 Advanced Medical/Surgical Nursing 10 units
NURS 084C Nursing Skills Lab: Registered Nursing 0.5 units
TOTAL 10.5

Additional Degree and Licensure Requirements

Choose one of the following three classes (3 units):
SOCI 101 Principles of Sociology 3 units
SOCI 102 Contemporary Social Problems 3 units
SOCI 106 Intercultural Relations 3 units

Choose one of the following two classes (3 units):
COMM 100 Public Speaking 3 units
COMM 103 Interpersonal Communication 3 units

Required:
MATH 096 Intermediate Algebra 5 units
Humanity of Choice 3 units
Physical Education of Choice 1 unit
TOTAL 15

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 receiving credit by challenge examination or by completing the recommended LVN to RN Transition courses (Nursing 228 and Nursing 229). 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 or had successfully received credit by challenge examination. 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:
- CHEM 100 Introduction to Chemistry 4 units
- 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 051 Foundations of Mathematics (or higher) 3 units
- NURS 228 LVN to RN Challenge Review I 2 units
- NURS 229 LVN to RN Challenge Review II 2 units
- PSYC 101 Introduction to Psychology 3 units

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

3rd Semester:
- NURS 230 Intermediate Medical Surgical Nursing 5 units
- NURS 231 Mental Health Nursing 5 units
- NURS 084C Nursing Skills Lab: Registered Nursing 0.5-2.0 units

4th Semester:
- NURS 240 Advanced Medical Surgical Nursing 10 units
- NURS 084C Nursing Skills Lab: Registered Nursing 0.5-2.0 units

Additional Degree and Licensure Requirements
Choose one of the following three (3 units)
- SOCI 101 Principles of Sociology 3 units
- SOCI 102 Contemporary Social Problems 3 units
- SOCI 106 Intercultural Relations 3 units

Choose one of the following two (3 units)
- COMM 100 Public Speaking 3 units
- COMM 103 Interpersonal Communication 3 units

Required:
- MATH 096 Intermediate Algebra 5 units
- Humanities of Choice 3 units
- Physical Education of Choice 1 unit

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 receiving credit by challenge examination or completing the recommended LVN to RN Transition courses (Nursing 228 and Nursing 229). 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 228 LVN to RN Challenge Review I 2 units
- NURS 229 LVN to RN Challenge Review II 2 units
- PSYC 101 Introduction to Psychology 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, 102, and BIOL 125.

Nursing Courses
3rd Semester:
- NURS 230 Intermediate Medical Surgical Nursing 5 units
- NURS 231 Mental Health Nursing 5 units
- NURS 084C Nursing Skills Lab: Registered Nursing 0.5-2.0 units

4th Semester:
- NURS 240 Advanced Medical Surgical Nursing 10 units
- NURS 084C Nursing Skills Lab: Registered Nursing 0.5-2.0 units

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Instructional Programs

Degree(s)
None

Certificate(s)
Certificate in Vocational Nursing 4414 CT.NURS.LVNP & CT.NURS.LVNF

Employment Concentration Certificate(s)
None

Professional Description

A licensed vocational nurse (LVN) is a graduate of a school of nursing whose qualifications have been examined by a State Board of Nursing and has been legally authorized to practice as a licensed nurse. The LVN’s nursing role includes the performance for compensation of the following services under the direction of a Registered Nurse or Physician: promotion of preventative health measures; the act of safeguarding life and health; the administration of treatments or medications prescribed by a Physician or dentist utilizing the nursing process. The VN Program is accredited by the California Board of Vocational Nurse and Psychiatric Technicians. Admission information is in the VN Program packet available in the Nursing and Allied Health office on the Menifee campus or in the Counseling office on either campus.

Vocational Nursing Program Description

There are two courses of study. Both are designed to prepare the student for State Board examinations and licensure and to promote successful entry into the field of medical/surgical nursing.
1) A three semester, full-time program requiring a five day a week time investment.
2) A four semester part-time program requiring a three day a week time investment.

The patient-centered care concept is developed, based upon the nursing process, to meet the total needs of the patient. The program is planned to introduce concepts that a beginning student can comprehend and apply to patient care. New material is integrated following a simple to complex format. Patient care is viewed using a holistic approach, involving homeostatic maintenance of the individual as well as treatment and care of the illness.

Distinctive Features

MSJC’s VN program has a dedicated faculty and staff that enjoys helping students succeed. Small classes allow individualized attention which partially explains our graduates’ high degree of success on State Board examinations. Students experience multiple locations for clinical sites, which gives a comprehensive view of nursing and a variety of experience for the VN student. Sites include hospitals, skilled nursing facilities, doctor’s offices, clinics and day-care centers.

The program is part of a career-ladder curriculum that can allow graduates or students in their last semester, who have completed all necessary prerequisites, to challenge the first year of the registered nursing program, and be eligible to enter into that program as a third semester RN student.

Career Opportunities

The promotion and growth opportunities make nursing an exciting and challenging career.

Licensed Vocational Nurses find employment in the following areas: Hospitals * Registries * Skilled Nursing Facilities * Camps * Health Promotion Facilities * Clinics * Home Health Care * Schools * Doctors’ Offices * Military * Government Agencies

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.

Nursing Vocational 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
Counseling (951) 639-5255

Nursing and Allied Health Department (951) 639-5561
www.msjc.edu/alliedhealth
**Licensure**

Upon successful completion of the VN program, the graduate is eligible to apply for licensure as a Vocational Nurse and to take the examination (NCLEX-PN) that is required for licensure as a Vocational Nurse in the state of California. A certificate of completion is awarded by the college.

**Vocational Nursing Certificate**

**Full-time Program**

(Three semesters of study)

All prerequisites must have a grade “C” or better. A combined GPA of the prerequisites must be 2.5 or greater to be considered for entrance into the VN program.

**Admission Requirements:**
- Pre-Nursing Information Workshop Certificate
- CPR Healthcare Provider Card/First Aid Card
- High School graduate (or equivalent)

**Prerequisite Courses**
- ENGL 098 English Fundamentals 4 units (or equivalent)
- NURS 100 Introduction to Anatomy and Physiology for Allied Health 3 units
- NURS 182 Dosage Calculations for Allied Health 1 unit

**Semester I**
- NURS 180 10 units 21 hrs/week
- NURS 183 2 units 2 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 12.5 units–23 hrs/week**

**Semester II**
- NURS 190 16 units 30 hrs/week
- NURS 192 2 units 2 hrs/week
- NURS 193 2 units 2 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 20.5 units–34 hrs/week**

**Semester III**
- NURS 200 15 units 29 hrs/week
- NURS 084B 0.5 units 24 hours/semester

**TOTAL 15.5 units–29 hrs/week**

**TOTAL Nursing Program units – 48.5**

**Part time (Four semesters of study)**

All prerequisites must have a grade of “C” or better. A combined GPA of the prerequisites must be 2.5 or greater to be considered for entrance into the VN program.

**Admission Requirements:**
- Pre-Nursing Information Workshop Certificate
- CPR Healthcare Provider Card/First Aid Card
- High School graduate (or equivalent)

**Prerequisite Courses**
- ENGL 098 English Fundamentals 4 units (or equivalent)
- NURS 085 Certified Nursing Assistant (or LVN in the State of California) 7.5 units
- NURS 090 CNA Review and Assessment 1 unit
- NURS 100 Introduction to Anatomy and Physiology for Allied Health 3 units
- NURS 182 Dosage Calculations for Allied Health 1 unit

**Semester I**
- NURS 170 7 units 15 hrs/week
- NURS 183 2 units 2 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 9.5 units–17 hrs/week**

**Semester II**
- NURS 171 9 units 17 hrs/week
- NURS 192 2 units 2 hrs/week
- NURS 193 2 units 2 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 13.5 units–21 hrs/week**

**Semester III**
- NURS 172 10.5 units 20.5 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 11 units–20.5 hrs/week**

**Semester IV**
- NURS 173 10 units 20 hrs/week
- NURS 084B 0.5 units 24 hrs/semester

**TOTAL 10.5 units–20 hrs/week**

**TOTAL Nursing Program units – 44.5**
**Instructional Programs**

**Philosophy**

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Jim Koobatian (951) 487-3675
jameskoobatian@gmail.com

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Thomas W. Donovan, III (951) 639-5675
tdonovan@msjc.edu

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**Degree(s)**
None

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

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**Program Description**

The philosophy program at MSJC is limited to a select number of courses, but these will provide students pursuing any major with a solid foundation in philosophy. A comprehensive survey course is supplemented by substantive courses in logic, ethics and comparative religion.

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical ideas and to help them increase their skills in critical thinking about matters of fundamental philosophical concern, e.g., 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. It encompasses many other academic disciplines and stresses systematic and abstract thought.

**Distinctive Features**

While being exposed to a wide spectrum of major philosophical viewpoints, students have the opportunity to discuss philosophical issues and problems, and to clarify their own values and develop their reasoning capabilities.

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**Career Opportunities**

Philosophy as an elective is an appropriate element in career preparation for: Law * Government * Publishing * Education * Management * Medicine * Ministry * Social Work * Scientific Research *Teaching * All Human Service careers

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**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.

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**Degree**

An Associate degree is not available in this major. Students wishing an Associate degree should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
Instructional Programs

Photography

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Keith Hanz (951) 487-3346
khanz@msjc.edu

Degree(s)
A.S. in Photography 4407 AS.PHOT
(with General Education Requirements Option A)

Certificate(s)
Certificate in Photography 4407 CT.PHOT

Employment Concentration Certificate(s)
Digital Imaging Entrepreneur 99999 ECC.PHOT.DIE
Digital Imaging Technician 99999 ECC.PHOT.DIT
Photography for Digital Video 99999 ECC.PHOT.DIGVID
Photography for Graphic Design 99999 ECC.PHOT.GRAPDES
Web-Based Digital Imaging 99999 ECC.PHOT.WEBDI

Program Description

The MSJC Photography program offers students comprehensive and forward-thinking learning opportunities that respond to new-media industry standards with an emphasis on the digital photography paradigm. MSJC photography students can choose which path of creative and technical study fulfills their particular needs by selecting AS Degree, Certificate or Employment Concentrations. These versatile paths of study offer intensive and extensive technical instruction in addition to creative production guidance for students gathering contemporary photographic skill sets. Traditional chemistry-based darkroom curriculum offers students a historical and creative reference for those preparing for both transfer and the new-media challenges that pervade the contemporary photographic industry as well. The career-oriented student will study the ubiquitous nature of photographic visual communication while immersing themselves in the indispensable design, acquisition, manipulation, and output of photographic imagery in our industry and society.

Distinctive Features

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 is methodically giving 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 to facilitate the photography department’s industry-responsive digital curriculum. Beginning through advanced students will avail themselves of a 1,325 square foot digital still/video imaging studio with high ceilings and versatile photographic environments - all networked to a digital light room and other adjoining learning facilities. Traditional historical black and white darkroom equipment and procedures still offer students a creative and practical reference in the MSJC photography department as well. 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 explore all aspects and categories of the photographic realm including, studio photography, field photography, photographic lighting, camera and...
**Instructional Programs**

Image acquisition, software and hardware, professional large format output, and specialized applications like image stitching software/hardware or time-lapse intervalometers.

**Career Opportunities**

The following are opportunities for digital photography students to apply skills learned and developed in our digital program to internship, direct employment or entrepreneurship. Digital Imager/Photographer * Web Photo-content producer/designer * Multimedia content producer, CDR/DVD * Digital Imaging software specialist * Quicktime VR/IPIX/video specialist * CSI imaging specialist * Photo/Studio entrepreneur * Digital Artist * Photographic art director and/or producer

Studio and location Photographer:

- Commercial/Industrial
- Stock production
- Studio and Location Portraiture
- Wedding/Ceremony
- Sports/Action
- Architectural/Landscape
- Photo-Restoration/Enhancement
- Fashion/Advertising
- Photojournalism
- Fine Art/Archivist
- Photo/Videography

**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 major requirement for an Associate of 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.

**Certificates**

**Certificate in Photography (18 units)**

**Required (15 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL 110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL 124/PHOT 125</td>
<td>Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 224/PHOT 224</td>
<td>Digital Photography Production II</td>
<td>3</td>
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<tr>
<td>MUL 225/PHOT 225</td>
<td>Digital Photography Production III</td>
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**Electives (3 units)**

<table>
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<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 130B/MUL 140</td>
<td>Digital Art: Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104/BADM 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>THA 136/HIST 136</td>
<td>Cultural History of American Motion Pictures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Employment Concentrations**

**Digital Imaging Entrepreneur (17 units)**

**Required (12 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL 124/PHOT 125</td>
<td>Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 224/PHOT 224</td>
<td>Digital Photography Production II</td>
<td>3</td>
</tr>
<tr>
<td>MUL 110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>2D Design</td>
<td>3</td>
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</table>

**Electives (5 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUL 121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MUL 112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>MUL 123</td>
<td>Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 299</td>
<td>Special Projects Digital Photography</td>
<td>1-3</td>
</tr>
<tr>
<td>PHOT 118/ART 128</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
</tbody>
</table>
## Digital Imaging Technician (12 units)

**Required (9 units)**
- **MUL 110** Introduction to Multimedia 3 units
- **MUL 124/PHOT 125** Digital Photography Production I 3 units
- **MUL 224/PHOT 224** Digital Photography Production II 3 units

**Electives (3 units)**
- **MUL 121** Bitmapped Imaging 3 units
- **MUL 112** Interactive Media Design I 3 units
- **MUL 131** 3D Animation I 3 units
- **MUL 123** Digital Video Production I 3 units
- **PHOT 118/ART 128** Beginning Photography 3 units

## Photography for Digital Video (12 units)

- **MUL 110** Introduction to Multimedia 3 units
- **MUL 123** Digital Video Production I 3 units
- **MUL 124/PHOT 125** Digital Photography Production I 3 units
- **MUL 224/PHOT 224** Digital Photography Production II 3 units

## Photography for Graphic Design (12 units)

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

## Web-Based Digital Imaging (12 units)

- **ART 120** 2D Design 3 units
- **MUL 110** Introduction to Multimedia 3 units
- **MUL 112** Interactive Media Design I 3 units
- **MUL 124/PHOT 125** Digital Photography Production I 3 units
Instructional Programs

**Physical Education**

**Degree(s)**
A.A. in Physical Education *(with General Education Requirements Option A)*

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

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**San Jacinto Campus**
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1-800-452-3335
Gina Oliver (951) 639-5590
goliver@msjc.edu

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**PROGRAM DESCRIPTION**

The Physical Education Department has extensive offerings. Students can choose from fitness and activities classes, major courses and courses to increase understanding of competitive sports.

Physical Education is both an activity curriculum and an academic area of study concerned with the physical and psychological aspects of human movement. Exercise, activity and sports are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.

**DISTINCTIVE FEATURES**

Each semester MSJC’s Physical Education classes enroll students from high school to senior citizen age. Evening and day classes take advantage of the entire range of recreation facilities in the San Jacinto Valley. All courses include the whys and the hows of exercise and fitness.

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**CAREER OPPORTUNITIES**

Referee * Playground Director * Camp Counselor * Racquet Club Manager * YMCA/YWCA Instructor * Certified Athletic Trainer * Correctional Officer * Teacher * Exercise Test Technologist * Coach * Sportscaster * Corrective Therapist * League Manager * Physical Therapist * Choreographer * Resort Sports Coordinator * Recruiter * Health and Safety Director * Sports Editor * Dance Therapist * Recreation Specialist * Community Center Leader * Recreation Leader * Industrial Recreation Leader * Sports Information Director * Strength Conditioning Specialist * Physical Therapy Assistant

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**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.

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**DEGREE**

The major requirement for an Associate of Arts degree in Physical Education may be met by completing any 18 units of PE classes and meeting all other MSJC General Education Option A requirements.
## Fitness Courses
(fulfills general education requirements)
- PE 112 Body Conditioning 1 unit
- PE 112H Honors Body Conditioning 1 unit
- PE 113 Introduction to Jogging 1 unit
- PE 114 Weight Training 1 unit
- PE 119 Exercise Walking 1 unit

## Activity Courses
(fulfills general education requirements)
- PE 132 Individual and Group Sports: 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

## Theory Courses
(may fulfill core PE requirements PE Major at transfer institution)
- PE 100 Introduction to Physical Education 3 units
- PE 105 Officiating: Football 3 units
- PE 106 Officiate Basketball/Baseball 3 units
- PE 110 Prevention and Care of Injuries 2 units
- PE 115 First Aid and CPR 3 units
- PE 121 Techniques of Coaching 3 units

## Intercollegiate Sports Courses
- PE 090 Pep Squad 2 units
- PE 138 Intercollegiate Sports: Soccer (men) 2 units
- 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

## Advanced Sport Technique Courses
- PE 102 Introduction To Athletic Techniques: Football 2 units
- PE 103 Introduction To Athletic Techniques: Baseball 2 units
- PE 104 Introduction To Athletic Techniques: Basketball 2 units
- PE 107 Techniques of Tennis 2 units
- PE 108 Athletic Techniques: Soccer 2 units
- PE 109 Techniques of Volleyball 2 units
- PE 111 Introduction and Techniques of Golf 2 units
- PE 116 Introduction To Athletic Techniques: Softball 2 units
- PE 122 Introduction to Football 2 units
- PE 123 Football II 2 units
- PE 124 Football III 2 units

## Sport Strength and Conditioning Courses
- PE 150 Intercollegiate Sports: Conditioning and Strength Training 2 units
- PE 160 Introduction to Physical Training I 3 units
- PE 161 Physical Training II 3 units
- PE 162 Physical Training III 3 units

## Golf Academy: Career Specific Courses
- PE 180 Methods of Teaching Golf 2 units
- PE 181 Methods of Teaching Golf Short Game & Putting 2 units
- PE 182 Golf Academy Practicum 1 unit

## Individual Contract Courses
- PE 299 Special Projects: Physical Education 1-3 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

An Associate degree is not available in this major. Students wishing an Associate degree may major in mathematics/science by completing any 18 units of math and/or science classes from Areas A and G of the General Education Requirements in Option A. Students are advised to see a counselor.
**Instructional Programs**

**Political Science**

Degree(s)  
None

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

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**Program Description**

Introductory courses are for the student interested in learning about American Government and different political cultures in the world. In-depth courses are offered for majors in political science and pre-law. The political science major is especially desirable for students who might work for civil government at any level, be commissioned as military officers or who intend to become lawyers. A minor in political science is useful in such fields as economics, history, journalism and language or for those who hope to become executives in law enforcement or in many types of businesses.

Political Science is the study of the acquisition and use of public power and authority. Politics and government affect everyone’s life and impinge on activities in many fields. For this reason most college students will take at least an introductory course in American Government. Many students will wish to expand their knowledge by taking additional courses in this vital field.

**Distinctive Features**

At MSJC Political Science 101 is a survey course on American government and politics that fulfills the political institutions requirement for transfer students. Political Science 102 is a survey course that comparatively examines the government and politics of a diversity of nations around the world. Political Science 102 fulfills the multi-cultural requirement for graduation. Political Science 103 examines the social and political relationship between and among various ethnic minorities in America. It also fulfills the multi-cultural requirement for graduation. Political Science 104 examines current political issues and trends in American politics and government and is a perfect second course in politics for those who have taken Political Science 101 and wish to further enhance their knowledge of American politics.

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**Career Opportunities**

Administrative Analyst  
Budget Analyst  
Administrative Aide  
Administrator  
Administrative Assistant  
Lobbyist  
Personnel Manager  
Attorney  
Foreign Service Officer  
Campaign Aide  
Occupational Analyst  
Elected Official  
Government Worker  
Legislative Aide  
Political Economist  
Military Officer  
Public Information Officer  
Political Scientist  
Foreign Trade Specialist  
City Planner  
Public Relations Specialist  
Staff Member  
Public Opinion Surveyor

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**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.

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**Degree**

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.
Instructional Programs

Psychology

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Maria Lopez (951) 487-3690
mlopez@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Richard Kandus (951) 639-5695
rkandus@msjc.edu

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

The psychology program at MSJC is designed to benefit both the student pursuing a career in psychology or related disciplines as well as the student desiring to acquire a personal understanding of psychology as it applies to everyday living.

Psychology is the scientific study of human behavior and mental processes. The focus in psychology is on studying the psycho-social and biological factors that influence an individual’s personality, and intellectual and social development. It is a broad discipline which involves both pure and practical application of scientific principles as they apply to human development and adjustment. Although professional level positions require a graduate degree, BA holders find satisfying careers in a growing number of fields.

Distinctive Features

At MSJC Psychology 101 is a popular survey course that meets the social science requirement for transfer students. Psychology 102 allows the student to work on meeting personal needs in today’s society. Psychology 103 serves students in psychology, child development and nursing. Psychology 107 focuses on the physiological aspects of psychology.

Career Opportunities

Psychiatric Aide * Social Services Director * Survey Designer * Mental Health Worker * Sports Psychologist * Space Psychologist * Forensic Psychologist * Employment Counselor * Outreach Worker * Human Factors Specialist * Personnel Management Specialist * Public Health Statistician Trainee * Community College Instructor * Marriage, Family, Child Counselor * Community College Counselor * Student Affairs Officer * Probation Officer * Research Director * Social Research Trainee * Drug Abuse Counselor * Training Officer * Personnel Analyst * Psychometrist * Administrator * Therapist

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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.
Public Administration

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 provides students with the theoretical knowledge of public institutions, public policy making, management, professional ethics and the practical skills necessary to function effectively within 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 in health care 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
Public Agencies * City Government * State Government * Federal Government

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 are advised to see a counselor.
**Instructional Programs**

**Reading**

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-624-5561  
Marcia Krull (951) 487-487-3643  
mkrull@msjc.edu  
Anne Walker Pauole (951) 487-3647  
avwalker@msjc.edu  
Alma Ramirez (951) 487-3645  
alramirez@msjc.edu

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

**Degree(s)**  
None

**Certificate(s)**  
None

**Employment Concentration Certificate(s)**  
None

**Program Description**

The Mt. San Jacinto College Reading Program is committed to enhancing student achievement by providing instruction in fundamental reading skills necessary for success in college and in life. The program includes a range of developmental classes and independent labs designed to improve vocabulary, reading comprehension, and critical thinking.

**Distinctive Features**

Acquiring competence in reading often spells the difference between success and failure in college. The diagnostic and prescriptive approach to developing these essential reading skills maximizes student learning and prepares students for the demands of college-level textbooks. The combination of classroom instruction and practicum lab work allows for the individualization of instruction.

**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 are advised to see a counselor.
Instructional Programs

Real Estate

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

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

Degree(s)
A.S. in Real Estate 4391 AS.RE
(with General Education Requirements Option A)

Certificate(s)
Certificate in Real Estate 4391 CT.RE

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

The MSJC program emphasizes practical operations as they are governed by California Real Estate Law. Students can earn a Real Estate certificate while taking courses required for broker's license applicants. MSJC courses have also been approved for re-licensing for professionals already employed in the field. Real Estate includes the study of fundamentals, methods and techniques of many different aspects of the profession. Real estate offers many opportunities for trained specialists who enjoy working with people.

DISTINCTIVE FEATURES

All MSJC real estate courses are taught by professionals current in the field. Guest speakers provide useful insights on present and future expectations in the Southern California real estate market. The Office of Real Estate Appraisers (OREA) has determined that RE 144, Real Estate Appraisal, at MSJC meets the following 13 requirements, of 22 necessary, for licensing and certification of appraisers: Influences on Real Estate Value, Legal Considerations in Appraisal, Types of Value, Economic Principles, Real Estate Markets and Analysis, Valuation Process, Property Description, Highest and Best Use Analysis, Appraisal Statistical Concepts, Sales Comparison Approach, Site Value, Cost Approach and Gross Rent Multiplier Analysis.

CAREER OPPORTUNITIES

Real Estate Salesperson * Land Developer * Loan Officer * Broker * Appraiser * Escrow Officer

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 of Science degree in Real Estate is available to students taking 18 units in Real Estate and completing all other MSJC General Education Option A requirements.

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
BADM 201 Legal Environment of Business 3 units
RE 144 Real Estate Appraisal 3 units
RE 145 Real Estate Economics 3 units
RE 146 Real Estate Mortgage Broker 3 units
RE 149 Occupational Internship: Real Estate 1-4 units
RE 150 Escrow I 3 units
RE 154 Property Management 3 units
Instructional Programs

Social/Behavioral Sciences

Degree(s)
A.A. in Social/Behavioral Sciences *(4430 AA SOC B)*
 (*with General Education Requirements Option A*)

Certificate(s)
None

Employment Concentration Certificate(s)
None

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 and at least 18 units in the following areas:

- Administration of Justice – 102, 111
- Anthropology – 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 116, 121+, 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
- Legal – 100, 103+
- Nutrition - 100
- Political Science – 101, 102, 103, 104, 120,
- 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.
**PROGRAM DESCRIPTION**

The sociology program at Mt. San Jacinto College is designed to benefit students pursuing bachelor's degree preparation and careers in sociology or related social and behavioral sciences, as well as students desiring a personal understanding of interaction and social organization as it applies to everyday living.

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.

**DISTINCTIVE FEATURES**

The instructional process in Sociology involves a high degree of student participation through group and individual activity. In some courses, students will learn about dynamic social processes through the use of internet research, computer simulations and modeling technologies.

**CAREER OPPORTUNITIES**

All human service careers * Sociologist * Social Worker * Youth Counselor * Criminologist * Public Opinion Analyst * Social Scientist * Employment Counselor * Lawyer * Public Relations Consultant * Statistician * Gerontologist * Recreation Program Director * Child Care Program Developer * Urban and Regional Planner * Interviewer/Researcher * Parole, Probation or Correctional Officer * Social Program Planner * Market Researcher * Community Organization Worker * Law Enforcement Officer * Mental Health Counselor * University and College Teachers

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**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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.

**EMPLOYMENT CONCENTRATIONS**

**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
Student Government Association

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description
The Associated Student Body provides membership opportunities for students who are interested in elected and appointed campus positions. It also attracts students interested in community leadership roles, and politics as a career. Emphasis is on governing structure, policies and operations of the Associated Student Body. Basic parliamentary procedures are studied as well as development of leadership and organizational skills. The Associated Student Body (ASB) is an organization designed to provide opportunities for social and cultural interaction with students, to develop leadership and responsibility.

Distinctive Features
Students will play an active role on campus committees and shared governance. Throughout the semester, class members are encouraged to take an active role in activities as well as travel to state conferences and become acquainted with the legislation affecting community colleges.

Career Opportunities
Public Administrators * Community Service Officers * Policy Analysts * Urban and Regional Planners * Public Relations Officers * Marketing Directors * Business Executives and Managers

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 should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)
A.A. in Theater Arts 4405 AA.THA
(with General Education Requirements Option A)
A.S. in Technical Theater 8679 AT.THE
(with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater 8681 CT.MUS.THEAT
Certificate in Technical Theater 8679 CT.TTHE

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

Theater Arts is the study of drama. It is concerned with the performance of theater using the human form, voice, script and design.

DISTINCTIVE FEATURES

Theater Arts at MSJC is part of one of the most active performing arts programs of any college its size. In addition to providing students a path to facilitate matriculation to a four-year college, it gives the serious student an opportunity to commit himself or herself to an active and challenging program of class work and play production in a small liberal arts college environment.

CAREER OPPORTUNITIES

Actor * Technician * Scenic and Lighting Designer * Teacher * Costume Designer * Stage Manager * Makeup Designer * Playwright * Director * Children’s Theater Director * Entertainer * Theater Management Specialist

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.A. in Theater Arts (18 units)

Required Courses (9 units)
THA 101 Introduction to Theater 3 units
THA 110 Fundamentals of Acting 3 units
THA 117 Stagecraft 3 units

Additional Required Courses (one of the following)
THA 201 Rehearsal and Performance 3 units
THA 205 Summer Repertory Theater 3 units
DAN 209/MUS 209/THA 209 Musical Production 1-4 units

Elective Courses (any 6 units)
THA 105 Voice for the Actor 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 119 Fundamentals of Directing 3 units
THA 132 Acting for the Classical Theater 3 units
THA 200 Actor’s Workshop 3 units
THA 205 Summer Repertory Theater 3 units

In addition to the 18 units of the major coursework, students must complete all MSJC General Education Option A requirements for the Associate of Art (AA) degree in Theater Arts.
Instructional Programs

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 of Science degree in Technical Theater.

The Certificate/Associate of 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.

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 (18 units)

Required Courses (11 units minimum)
- DAN 121 Beginning Ballet 1 unit
- DAN 122 Beginning Modern Dance 1 unit
- DAN 123 Beginning Jazz Dance 1 unit
- 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 209/MUS 209/THA 209 Musical Production 1-4 units
- MUS 207 Techniques of Musical Theater 3 units
- THA 109 Movement for Actors 3 units
- THA 110 Fundamentals of Acting 3 units

Elective Courses
(7 units total from at least 2 of 3 areas)

Area A:
- MUS 115 Beginning Voice – 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
- MUS 207 Techniques of Musical Theater 3 units

Area B:
- THA 105 Voice for the Actor 3 units
- THA 111 Intermediate Acting 3 units
- THA 200 Actor’s Workshop 3 units

Area C:
- DAN 129 Intermediate Tap Dance 2 units
- DAN 133 American, Popular Dance on Stage, Screen and Television 3 units
- DAN 204 Musical Theater Dance Techniques 3 units
Instructional Programs

Water Technology

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

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

Degree(s)
A.S. in Water Technology 14270 AS.WATR
(with General Education Requirements Option A)

Certificate(s)
Certificate in Water Technology 14270 CT.WATR

Employment Concentration Certificate(s)
None

Program Description

Water Technology is a career oriented vocational program involving the study of water/wastewater theory and principles. An Associate degree and a certificate program are available. 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.

Career Opportunities

Water Treatment Plant Operator * Wastewater Treatment Plant Operator * Water Distribution Operator

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.

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 Advanced Wastewater Treatment 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

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 of Science degree in Water Technology. The total units required for an Associate of Science (AS) degree in Water Technology may be met by completing any 18 units in the Water Technology program. In addition, students must complete all MSJC General Education Option A requirements for the Associate of Science degree in Water Technology. See counselor for recommended vocational and academic courses.
Course Descriptions

**ADMINISTRATION OF JUSTICE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 071</td>
<td>Penal Code 832</td>
<td>3</td>
<td>This course is designed to prepare individuals for peace officer activities as required by California Penal Code Section 832. Students will study penal code sections pertaining to laws of arrest, arrest and control techniques and receive firearms training. This course meets California Peace Officer Standard and Training (POST PC832) requirements. <strong>Prerequisite:</strong> None. <strong>Other Enrollment Criteria:</strong> Student must have a clearance letter from the California Department of Justice (DOJ) allowing them to complete the firearms portion of this course. After DOJ ensures the student does not have a criminal letter, DOJ will send the student a certification letter's. Students must be 18 years of age and be physically able to participate in the arrest and control portion of the class. <strong>Not transferable</strong></td>
</tr>
<tr>
<td>AJ 101</td>
<td>Criminal Law</td>
<td>3</td>
<td>The course studies the historical development, philosophy, and constitutional provisions of law, classification of crimes and their application to the criminal justice system through review of case law, methodology, and concepts of law as a social force. It explores crimes against persons, property, terrorism, gangs, drugs and studies frequently used sections of the Penal Code. This is a core course in the Administration of Justice and Corrections programs and has been approved by CPOST. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>AJ 102</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td><strong>AA/AS General Education:</strong> AA/AS B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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 process involving justice from detection of crime to parole offender; evaluation of modern police services in the areas of drugs, gangs, terrorism and a survey of career opportunities. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>AJ 103</td>
<td>Criminal Evidence</td>
<td>3</td>
<td>This course provides fundamental information about the rules governing the admissibility of evidence in court, including 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. Includes the identification of evidence in criminal cases and the collection and preservation of evidence. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>AJ 104</td>
<td>Patrol Procedures (formerly Patrol Procedures and Defensive Tactics)</td>
<td>3</td>
<td>Basic responsibilities, techniques and methods of police patrol and operations; including theories of patrol and goals, patrol environment and hazards, community-oriented policing and problem-oriented policing, patrol supervision, staffing and deployment, special issues in patrol operations and upgrading the patrol function, traffic enforcement, the handling of criminal activity, report writing and ethics in law enforcement as the relate to the patrol officer. <strong>Prerequisite:</strong> AJ 102 (with a grade of ‘C’ or better). <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>AJ 105</td>
<td>Public Safety Communications</td>
<td>3</td>
<td>Students study techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety reports, i.e. crime/violation/incident reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in interviewing, note taking, report writing, and testifying. This course is a core course in the Administration of Justice Corrections Certificate. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>AJ 106</td>
<td>Juvenile Procedures I</td>
<td>3</td>
<td>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, plus the identification of drugs and their abuse are covered. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>AJ 108</td>
<td>Criminal Investigation</td>
<td>3</td>
<td>This course provides information about the theories of criminal law, criminal evidence and crime scene identification tasks. Crime scene report writing and diagramming; ethics in law enforcement especially as they relate to the criminal investigator; collection and preservation of physical evidence; sources of information; interviews and interrogation. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
</tbody>
</table>
AJ 111  Administration of Justice  3 units
AA/AS General Education: AA/AS B2  LEC 48-54
This course is a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement; included are judicial systems; bail; extradition and rendition; voir dire; direct, cross, redirect, recross, examination; rebuttal, judge’s charge and instruction to the jury; writs; motions; appeals; jeopardy; elemency; and sentencing. **Prerequisite:** None.  **Transfers to CSU only**

AJ 114  Laws of Arrest, Search and Seizure  3 units  LEC 48-54
This course provides an in-depth study of statutory and case law dealing with arrests and proper methods to conduct searches; mechanics of obtaining search warrants via the proper identification of probable cause; search warrant service requirements and analysis of appropriate case law decisions. This course is an elective course in both the Administration of Justice Associate Degree and certificate. **Prerequisite:** AJ 102.  **Transfers to CSU only**

AJ 118  Police Community Relations  3 units  LEC 48-54
This course is an analysis of a police-community relations program with emphasis on various police operational and organizational practices specifically aimed at improvement of police-community relations. **Prerequisite:** None.  **Transfers to both UC/CSU**

AJ 125  Vice Control  3 units  LEC 48-54
This course provides an introduction to statutory and case law dealing with vice enforcement; including prostitution, gambling, lewd conduct, bookmaking and alcohol violations, detection and apprehension of violators. This course also examines the relationships of vice crimes to organized crime, problems in the community, and general unconventional crimes. This course is intended for students pursuing a certificate or degree in Administration of Justice. **Prerequisite:** None.  **Transfers to CSU only**

AJ 127  Defensive Tactics for Public Safety Personnel  3 units  LEC 48-54
This course provides the student with the basic skills and knowledge to adequately defend themselves from attack and injury while in the course of their duties. The course stresses effective, proven defensive techniques and methods for weaponless defense and control of aggressive subjects. **Prerequisite:** Students should be either entry level or in-service police, fire, or EMS personnel All students MUST be in good physical condition and able to participate in demanding physical training.  **Transfers to CSU only**

AJ 128  Traffic Control, Enforcement and Investigation  3 units  LEC 48-54
This course is designed to prepare the student to understand the basic concept of traffic flow; traffic index and control; the enforcement and factors contributing to the problem; the causational factors of accidents and their investigation; the proper scene management of traffic accidents, relevant factors of prevention, the study of vehicle code laws, their inventory, storage and seizure. **Prerequisite:** None.  **Transfers to CSU only**

AJ 130  Firearms  3 units  LEC 48-54
This is a modern police firearms course, designed to fit the specific need of the professional law enforcement officer, which meets all Police Officer’s Standards for Training (POST) requirements for law enforcement firearms training. Upon course completion, the student will have a thorough knowledge of the nomenclature of the police service revolver, related laws, shotgun and machine gun training. May be taken 2 times for credit. **Prerequisite:** None.  **Transfers to CSU only**

AJ 140  Principles of Biology in Forensics  4 units  LEC 48-54/LAB 48-54
The course includes application of general biology in forensic examination/ identification of common body fluids and genetic marker (DNA). It also introduces students to instruments and techniques used to respond to a crime scene, collect evidence and complete the examination and identification process. Also includes writing appropriate response and examination reports and moot court testimony as an expert witness. This course is an applied science course with primarily dry labs intended for non-science majors. **Prerequisite:** None.  **Recommended Preparation:** Successful students will have completed high school biology. Completion of AJ 103 or AJ 108 or an approximately six-month work experience in law enforcement is recommended.  **Transfers to CSU only**

AJ 141  Principles of Chemistry in Forensics  4 units  LEC 48-54/LAB 48-54
This course is an applied science course with primarily dry labs intended for non science majors. The course includes concepts of general, organic and inorganic chemistry with emphasis on the chemistry leading to the structural and chemical identification of controlled substances such as marijuana, cocaine and heroin. The course includes study of clandestine operation of methamphetamine and associate hazards related to evidence collection and identification. Also includes collection and examination of evidence and writing reports. **Prerequisite:** None.  **Recommended Preparation:** Successful students will have completed high school biology. Completion of AJ 103 or AJ 108 or work experience in law enforcement is recommended.  **Transfers to CSU only**
Course Descriptions

**AJ 142 Principles of Toxicology in Forensics**
LEC 48-54/LAB 48-54

The course includes concepts of general biology/chemistry with emphasis on the biochemistry and biology of body fluids. Isolation and identification of substances abused from body fluids, and onset of intensity of the action of drugs after administration (pharmacokinetics of substances abused). Includes application of forensic toxicological methods and instrumental techniques used in examination and identification of body fluids. This course is an applied science course with primarily dry labs intended for non-science majors. **Prerequisite:** None. **Recommended Preparation:** Successful students will have completed high school biology and have college level reading skills. Completion of AJ 103 or AJ 108 or work experience in law enforcement is recommended. **Transfers to CSU only**

**AJ 149 Occupational Internship:** Administration Of Justice
OI 16-72

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. May be taken 4 times for credit. **Prerequisite:** Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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 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. May be taken 4 times for credit. **Prerequisite:** Previous Administration of Justice classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

**CORRECTIONS**

**CORR 101 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, general laws (i.e., codes, statutes, case law, etc.) 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 Criminal Justice field. This is a core course in the Administration of Justice Corrections Certificate and has been approved by CPOST. **Prerequisite:** None. **Transfers to CSU only**

**CORR 102 Control and Supervision in Corrections**
LEC 48-54

This course provides an overview of the methods, practices, and theory related to the custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. It introduces and discusses issues of custodial control and analyzes interaction between the offender and the correctional employee. Other topics include the effects of violence, overcrowding, gangs, substance abuse. This is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** Previous experience in Corrections or CORR 101. **Transfers to CSU only**

**CORR 103 Correctional Interviewing and Counseling**
LEC 48-54

This course provides an overview of the counseling and interviewing techniques available to practitioners in Corrections. Students learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This course is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** Previous experience in Corrections or CORR 101. **Transfers to CSU only**

**CORR 104 Legal Aspects of Corrections**
LEC 48-54

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual’s perspective of the corrections environment, the civil rights of prisoners, and responsibilities and liabilities of corrections staff. This is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** AJ 101. **Transfers to CSU only**
ALCOHOL/DRUG STUDIES

ADS 090 Survey of Alcohol/Drug Studies 1 unit 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 Introduction and Overview of Alcohol and Drug Studies 3 units 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. Transfers to CSU only

ADS 102 Pharmacology and Biomedical Aspects of Alcohol and Other Drugs 3 units 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. Transfers to CSU only

ADS 103 Law and Ethics, Community Prevention, Education, Outreach and Referral 3 units 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/Corequisite: ADS 101. Transfers to CSU only

ADS 104 Case Management: Assessment, Orientation Treatment, Planning and Relapse Prevention 3 units 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. Transfers to CSU only

ADS 110 Introduction to Counseling 3 units 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. Transfers to CSU only

ADS 115 Individual, Family and Group Counseling 3 units 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 or PSYC 110. Transfers to CSU only
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 116</td>
<td>Introduction to Dual Diagnosis</td>
<td>3 units</td>
<td>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. May be taken 3 times for credit. <strong>Prerequisite:</strong> ADS 110/PSYC 110 and PSYC 108 (both with a grade of “C” or better). <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ADS 118</td>
<td>Dual Diagnosis: Counseling &amp; Case Management</td>
<td>3 units</td>
<td>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. May be taken 3 times for credit. <strong>Prerequisite:</strong> ADS 116. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ADS 120</td>
<td>Personal and Professional Growth for Alcohol and Drug Counselors</td>
<td>3 units</td>
<td>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. <strong>Prerequisite:</strong> ADS 101; ADS 102; ADS 103; ADS 104. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ADS 149</td>
<td>Occupational Internship: Alcohol and Drug Studies</td>
<td>1-4 units</td>
<td>This capstone class provides the ADS student a field experience at a community recovery program in order to assist them in putting to practice the theories learned in the ADS program. Under the supervision of a recovery program manager, the student practices on-the-job skills in screening, intake, admission procedures, orientation, individual and group counseling, referral, and aftercare. This course provides the opportunity for ADS students to work with other professionals in the field. Students enrolled must have completed all but one of the ADS courses in the ADS Program. May be taken 4 times for credit. <strong>Prerequisite:</strong> The student must have completed all but one of the ADS required courses. Each student must be enrolled for the full semester and complete 7 units including the student’s occupational experience or be enrolled in the “Alternate Plan”. The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. <strong>Corequisite:</strong> 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. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ADS 150</td>
<td>Practicum Seminar</td>
<td>3 units</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> All course work completed although one core or skill class may be taken concurrently with internship. <strong>Corequisite:</strong> ADS 149. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ADS 299</td>
<td>Special Projects: Alcohol/Drug Studies</td>
<td>1-3 units</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Previous Alcohol/Drug Studies classes; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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</table>
AH 070 Survey of Health Occupations 1 unit 
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. Prerequisite: None. Offered as credit/no-credit only. Not transferable

AH 072 Medical Office Assistant: Administrative 3 units 
LEC 48-54

This class prepares the student for employment in a variety of settings. Training will prepare students to perform basic administrative, clerical and technical supportive services. Prerequisite/Corequisite: MATH 051. Not transferable

AH 073 Medical Office Assistant: Technician: Back Office 4 units 
LEC 48-54/LAB 48-54

The technical medical office assistant will perform specific clinical duties including preparing patients for examinations, assisting the doctor, and performing office procedures. The student will also perform certain diagnostic tests, take and record vital signs and learn to assist with minor surgery. Prerequisite: None. Not transferable

AH 076 First Responder Medical 3 units 
LEC 48-54

Introduction to pre-hospital emergency care, with instruction and supervised practice of first aid techniques and basic life support. Completion of course qualifies the student to apply to California EMS for certification as a First Responder. Prerequisite: Healthcare Provider CPR card required on the first day of class. Not transferable

AH 077 First Responder to EMT - 1 3.5 units 
LEC 40-45/LAB 48-54

This course develops and applies basic emergency care concepts for upgrading the First Responder into an Emergency Medical Technician. Prerequisite: AH 076 or current First Responder certification (required by Riverside County EMSA) and two years of using First Responder skills. Not transferable

AH 082 Telemetry Technician 3.5 units 
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 Medical Terminology 3 units 
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 120 Emergency Medical Technician I 5 units 
LEC 64-72/LAB 48-54

This semester course provides the student with the knowledge and skills to care for the ill or injured person in the pre-hospital setting. This course is taken to help the student prepare for working with fire service or ambulance service. Completion of this course qualifies the student to sit for the National Registry certification exam which is a required certification for Fire Service or Ambulance service work. Hospital clinical and ambulance or squad ride-along required. May be taken 2 times for credit. Prerequisite: American Heart Association Healthcare Provider CPR or American Red Cross Professional Rescuer CPR card and 18 years of age by the 10th week of class. Background check, TB clearance and physical exam required. Recommended Preparation: NURS 100. Transfers to CSU only

AH 120B Advanced Emergency Medical Technician 5 units 
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. May be taken 2 times for credit. Prerequisite: AH 120 (with a grade of ‘C’ or better) or an Emergency Medical Technician certification. Not transferable

AH 121 Emergency Medical Technician I Basic (Refresher) 2.5 units 
LEC 32-36/LAB 24-27

This course is designed for the student who is currently a practicing Emergency Medical Technician or has a lapsed certification and is wishing to regain his/her Emergency Medical Technician status. Prerequisite: Health Care Provider CPR card and previous Emergency Medical Technician - I certification not expired for more than 24 months. Offered as credit/no-credit only. Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
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<tbody>
<tr>
<td>AH 122</td>
<td>Medical Ethics</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<td></td>
<td>The allied health care student will learn about</td>
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<td></td>
<td>laws related to patient rights, intentional torts,</td>
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<td></td>
<td>negligence, and malpractice litigation. The</td>
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<td></td>
<td>course will alert the students of their rights,</td>
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<td>duties, and legal responsibilities within the</td>
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<td>context of their function as a member of the</td>
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<td></td>
<td>allied health care team.  <strong>Prerequisite:</strong> None.</td>
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<td><strong>Transfers to CSU only</strong></td>
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<tr>
<td>AH 123</td>
<td>Teaching Emergency Medical Technician Skills for</td>
<td>1 unit</td>
<td>LEC 16-18</td>
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<tr>
<td></td>
<td>Emergency Care</td>
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<td></td>
<td>This is an introductory course to prepare</td>
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<td></td>
<td>individuals to work as teaching assistants or</td>
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<td></td>
<td>trainers in emergency medical areas. Course</td>
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<td></td>
<td>includes techniques of teaching, skills</td>
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<td>performance and grading criteria, procedures for</td>
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<td></td>
<td>equipment cleaning and maintenance and hands on</td>
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<td></td>
<td>practice using these techniques and evaluation</td>
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<td></td>
<td>methods. <strong>Prerequisite:</strong> EMT-1, Paramedic, or RN.</td>
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<td></td>
<td><strong>Transfers to CSU only</strong></td>
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<tr>
<td>AH 124</td>
<td>Pathophysiology</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<td></td>
<td>This course provides a survey of general</td>
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<td></td>
<td>principles of the disease process of organs</td>
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<td></td>
<td>and systems of the human anatomy. It includes</td>
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<td></td>
<td>chronic and acute diseases; respiratory, bone,</td>
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<td></td>
<td>and gastrointestinal tract diseases; diseases of</td>
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<td></td>
<td>the genitourinary systems and reproductive</td>
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<td>organs; and infectious diseases and neoplasms.</td>
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<td></td>
<td><strong>Prerequisites:</strong> BIOL 100, NURS 100 and AH 095</td>
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<td>(all with a grade of ‘C’ or better). **Transfers</td>
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<td>to CSU only</td>
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<tr>
<td>AH 125</td>
<td>EMT-1 Basic Challenge Exam</td>
<td>5 units</td>
<td>LEC 80-90</td>
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<td></td>
<td>This course is designed for individuals who wish</td>
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<td></td>
<td>to earn an EMT-1A certificate. <strong>Prerequisite:</strong></td>
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<td></td>
<td>An individual may obtain an EMT-1 Course</td>
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<td>Completion Certificate by successfully passing</td>
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<td>pre-established standards, developed by</td>
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<td></td>
<td>and/or approved by the EMT-1 Approving Authority</td>
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<td></td>
<td>(Riverside County Department of Health) pursuant</td>
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<td></td>
<td>to section 100066 of the Riverside County</td>
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<td></td>
<td>Department of Health Regulations. Individuals</td>
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<td></td>
<td>eligible to take the exam (Physicians, Physician</td>
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<td>Assistants, Nurse Practitioners, RNs, Paramedics)</td>
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<td></td>
<td>shall be permitted to take the EMT-1 challenge</td>
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<td>examination only one time. The course challenge</td>
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<td></td>
<td>exam shall consist of a competency-based written</td>
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<td></td>
<td>and skills examination. An individual who fails</td>
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<td></td>
<td>to achieve a passing score on the EMT-1</td>
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<td></td>
<td>challenge examination must then successfully</td>
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<td></td>
<td>complete an EMT-1 Basic Course to receive an</td>
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<td></td>
<td>EMT-1 course completion record. **Transfers to</td>
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<td>CSU only</td>
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<tr>
<td>AH 126</td>
<td>Techniques in Patient Care</td>
<td>3 units</td>
<td>LEC 32-36/LAB 48-54</td>
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<td></td>
<td>This course is designed to teach the student</td>
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<tr>
<td></td>
<td>basic patient care techniques including the</td>
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<td>responsibilities and relationships of various</td>
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<td>allied health departments in a health care</td>
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<td></td>
<td>setting. Aseptic and surgical techniques</td>
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<td></td>
<td>will be discussed along with universal precautions.</td>
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<td></td>
<td>Emergency conditions and procedures are included.</td>
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<td><strong>Prerequisite:</strong> None. **Other Enrollment</td>
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<td></td>
<td>Criteria:** CPR Healthcare Provider Card. **</td>
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<td>Transfers to CSU only</td>
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<tr>
<td>AH 127</td>
<td>Infant to Adult Basic and Advanced Life Support</td>
<td>3 units</td>
<td>LEC 32-36/LAB 48-54</td>
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<tr>
<td></td>
<td>This course is designed for medical professionals</td>
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<td></td>
<td>who will be working in the acute care setting or</td>
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<td></td>
<td>are preparing to work in the acute care setting.</td>
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<td>The following are examples of the individuals that</td>
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<td>would benefit from taking this class: individual</td>
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<td></td>
<td>in the nursing profession, Pre-hospital Care,</td>
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<td></td>
<td>Physicians Assistants, Nurse Practitioners and</td>
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<td></td>
<td>physicians. Advanced topics in resuscitation are</td>
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<td></td>
<td>taught. The student will resuscitate an infant,</td>
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<td></td>
<td>child, and adult in a mock resuscitation setting.</td>
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<td></td>
<td>May be taken an unlimited number of times.</td>
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<td></td>
<td><strong>Prerequisite:</strong> Nursing student, Licensed</td>
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<td></td>
<td>Vocational Nurse, Registered Nurse, Paramedic,</td>
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<td></td>
<td>Emergency Medical Technician, Physician Assistant,</td>
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<td>Nurse Practitioner, Physician, student Physician,</td>
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<td></td>
<td>or Respiratory Therapist. **Recommended</td>
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<td></td>
<td>Preparation:** Basic Electrocardiogram course</td>
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<td></td>
<td>and Anatomy and Physiology. <strong>Not transferable</strong></td>
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<tr>
<td>AH 149</td>
<td>Occupational Internship: Medical Assisting</td>
<td>1-4 units</td>
<td>OI 16-72</td>
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<tr>
<td></td>
<td>Clinical</td>
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<td><strong>Transfers to CSU only</strong></td>
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<td></td>
<td>The purpose of this course is to enable eligible</td>
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<td>students to include supervised on-the-job training</td>
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<td></td>
<td>as an integral part of the total college</td>
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<td></td>
<td>educational program. This is accomplished through</td>
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<td></td>
<td>a planned program of learning experiences, which</td>
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<td></td>
<td>combines academic and vocational learning at school</td>
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<td>with new learning experiences on the job in an</td>
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<td></td>
<td>occupational setting. May be taken 4 times for</td>
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<td></td>
<td>credit. <strong>Prerequisite:</strong> Each student must be</td>
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<td>enrolled for the full semester and complete 7</td>
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<td></td>
<td>units including the student's occupational</td>
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<td>experience or be enrolled in the “Alternate Plan.”</td>
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<td>The alternate plan allows a student to attend</td>
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<td>school and participate in work experience</td>
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<td></td>
<td>alternately. Please refer to the Occupational</td>
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<td></td>
<td>Handbook for specific information. **Transfers</td>
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<td></td>
<td>to CSU only</td>
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<tr>
<td>AH 154</td>
<td>Medical Office Operations</td>
<td>3 units</td>
<td>LEC 32-36/LAB 48-54</td>
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<td></td>
<td>This course contains advanced terminology: legal</td>
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<td></td>
<td>and medical implications of preparing and</td>
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<td>securing medical documents; transcription</td>
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<td>materials and exercises adapted from actual</td>
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<td>medical documents. This course introduces basic,</td>
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<td></td>
<td>universal concepts of medical insurance and</td>
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<td></td>
<td>billing procedures. <strong>Prerequisite:</strong> None.</td>
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<td><strong>Transfers to CSU only</strong></td>
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**AMERICAN SIGN LANGUAGE**

**ASL 100** American Sign Language I 4 units  
*AA/AS General Education: AA/AS C  LEC 64-72*  
Students are introduced to American Sign Language as it is used within the Deaf culture. Students are able to use 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 second language. *Prerequisite:* None. *Transfers to both UC/CSU*

**ASL 101** American Sign Language II 4 units  
*AA/AS General Education: AA/AS C  LEC 64-72*  
This course is the second in a sequence that studies the structure, vocabulary and conversational strategies of American Sign Language as it is used within the Deaf culture. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a second language. *Prerequisite:* ASL 100. *Transfers to both UC/CSU*

**ASL 102** Fingerspelling 3 units  
*AA/AS General Education: AA/AS C  LEC 48-54*  
This course introduces students to the American Manual Alphabet (Finger spelling), numbers, spelled loan signs (lexical borrowing), initializations, acronyms and abbreviations commonly used within the context of American Sign Language. Expressive and receptive skills will be developed. *Prerequisite:* ASL 100. *Recommended Preparation:* ASL 101. *Transfers to CSU only*

**ASL 103** American Sign Language III 4 units  
*AA/AS General Education: AA/AS C  LEC 64-72*  
This course is the third in a sequence that studies the structure, vocabulary, and conversational strategies of American Sign Language as it is used within the Deaf culture. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a second language. *Prerequisite:* ASL 101. *Transfers to both UC/CSU*

**ASL 104** American Sign Language IV 4 units  
*AA/AS General Education: AA/AS C  LEC 64-72*  
This course is the fourth in a sequence that studies the structure, vocabulary, and conversational strategies of American Sign Language as it is used within the Deaf culture. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a second language. *Prerequisite:* ASL 103. *Transfers to both UC/CSU*

**ASL 110** Awareness of Deaf Culture 3 units  
*AA/AS General Education: AA/AS C and F  LEC 48-54*  
This course provides an introduction to American Deaf Culture, the history, the community and the language. Deaf cultural values, characteristics and dynamics will be discussed as well as issues related to minority dynamics, the double/multiple minority experience. Organizations and individual perceptions of self in relation to group identity, along with political views as examined through articles, books, and videotaped interviews will be studied. *Prerequisite:* None. *Transfers to both UC/CSU*

**ANATOMY & PHYSIOLOGY**

**ANAT 101** Human Anatomy & Physiology I 5 units  
*AA/AS General Education: AA/AS A  LEC 48-54/LAB 96-108  CAN BIOL SEQ B*  
Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, and tissue levels of organization. It is a systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive system and metabolic systems. This course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. *Prerequisite:* None. *Recommended Preparation:* High school or college Biology or Chemistry.

**ANAT 101H** Honors Human Anatomy & Physiology I 5 units  
*AA/AS General Education: AA/AS A  LEC 48-54/LAB 96-108*  
Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, and tissue levels of organization. It is a systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive system and metabolic systems. This course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. *Prerequisite:* Acceptance in the Honors Enrichment Program. *Recommended Preparation:* High school or college Biology or Chemistry. *Transfers to both UC/CSU*

**ANAT 102** Human Anatomy & Physiology II 5 units  
*AA/AS General Education: AA/AS A  LEC 48-54/LAB 96-108  CAN BIOL SEQ B*  
Anatomy and Physiology 102 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.
Course Descriptions

ANAT 102H  Honors Human Anatomy & Physiology II  5 units

AA/AS General Education: AA/AS A LEC 48-54/LAB 96-108

Anatomy and Physiology 102 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: Acceptance in the Honors Enrichment Program; ANAT 101. Transfers to both UC/CSU

ANAT 299  Special Projects: Anatomy & Physiology  1-3 units

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. May be taken 4 times for credit. 

Prerequisite: Previous Anatomy classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

ANTHROPOLOGY

ANTH 101  Physical Anthropology  3 units

AA/AS General Education: AA/AS A LEC 48-54

Transfers to both UC/CSU CAN ANTH 2

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This includes an introduction to human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and information about 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.

ANTH 101H  Honors Physical Anthropology  3 units

AA/AS General Education: AA/AS A LEC 48-54

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This includes an introduction to human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and information about 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: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ANTH 102  Cultural Anthropology  3 units

AA/AS General Education: AA/AS B2 and F LEC 48-54

Transfers to both UC/CSU CAN ANTH 4

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 is intended for students who are interested in the people around them and students planning on careers that will involve working with other people. Prerequisite: None.

ANTH 102H  Honors Cultural Anthropology  3 units

AA/AS General Education: AA/AS B2 and F 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 is intended for students who are interested in the people around them and students planning on careers that will involve working with other people. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ANTH 103A  Native North Americans  3 units

AA/AS General Education: AA/AS B2 and F LEC 48-54

This course is an anthropological study of the first societies to inhabit North America from prehistoric times to the present. Ethnohistory, archaeology, linguistics, 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. Intended for anthropology, ethnic studies, history, political science, sociology, education, and peace studies students and all others with an interest in the topic. Prerequisite: None. Transfers to both UC/CSU

ANTH 103B  Northwest Coast Indian Cultures  3 units

AA/AS General Education: AA/AS B2 and F 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. The course is intended for students of anthropology, history, ethnic studies, American studies, international relations, environmental science, and fisheries, and for those interested in the topic or the region. Prerequisite: None. Transfers to both UC/CSU

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Course Descriptions

ANTH 103C Cultures of the Pacific Islands 3 units
AA/AS General Education: AA/AS B2 and F 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. The course is intended for students of anthropology, history, international relations, ethnic studies, tourism, fisheries, biology and natural history, as well as anyone interested in the region. Prerequisite: None. Transfers to both UC/CSU

ANTH 103D Latin American Cultures 3 units
AA/AS General Education: AA/AS B2 and F LEC 48-54
This course uses archaeology, ethnohistory, linguistics and cultural anthropology to understand the cultures and societies of Latin America from their beginning to the present. This course is intended for students of anthropology, history, international relations, ethnic studies, tourism, geography, and natural history, as well as anyone interested in the region and its people. Prerequisite: None. Transfers to both UC/CSU

ANTH 103E Cultures of Africa 3 units
AA/AS General Education: AA/AS B2 and F 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. The course is intended for students of anthropology, history, international relations, ethnic studies, tourism, development, and African studies, as well as anyone interested in the region. Prerequisite: None. Transfers to both UC/CSU

ANTH 104 World Prehistory 3 units
AA/AS General Education: AA/AS B2 LEC 48-54
This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. It is designed for behavioral science majors planning to transfer and/or others interested in the subject. Prerequisite: None. Transfers to both UC/CSU

ANTH 104H Honors World Prehistory 3 units
AA/AS General Education: AA/AS B2 LEC 48-54
This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. It is designed for behavioral science majors planning to transfer and/or others interested in the subject. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ANTH 110 Anthropology Laboratory 1 unit
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. May be taken 4 times for credit. Prerequisite: None. Not transferable

ANTH 115 Introduction to Archaeology 3 units
AA/AS General Education: AA/AS B2 LEC 48-54
Transfers to both UC/CSU CAN ANTH 6
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. This course is suitable for anthropology majors, history majors and for all students curious about the archaeological record of the human past. Prerequisite: None.

ANTH 116 Introduction to Archaeology Lab 1 unit
AA/AS General Education: AA/AS B2 LAB 48-54
This course is an introduction to the laboratory techniques used in archaeological investigation. It will include practice with the recovery, cataloging, and analysis of stone tools, ceramics, plant and animal remains, and other kinds of artifacts. This course is intended for students interested in archaeology, those pursuing careers in history, art, and anthropology, and those who are interested in museum studies. Prerequisite/Corequisite: ANTH 115. Transfers to both UC/CSU

ANTH 121 California Indians 3 units
AA/AS General Education: AA/AS B2 and F LEC 48-54
This is a survey course about the culture and society of Native Californians in prehistory, during the Spanish period, during the Mexican period, and under the government of the United States. Special emphasis is given to the effects of introduced diseases, religions, governments, and lifeways upon the Native Californians from contact times through the present. This course is intended for students who want to be teachers, history and/or anthropology majors, and all who are interested in the people of California. *Cross-listed as HIST 121. Prerequisite: None. Transfers to both UC/CSU
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 149</td>
<td>Occupational Internship</td>
<td>1-4</td>
<td>OI 16-72</td>
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<tr>
<td></td>
<td>Anthropology:</td>
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<td></td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ANTH 201</td>
<td>Introduction to Forensic Anthropology</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td><strong>AA/AS General Education: AA/AS A</strong></td>
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<td></td>
<td>LEC 48-54</td>
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<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ANTH 101. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ANTH 205</td>
<td>Archaeological Excavation</td>
<td>3</td>
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<td></td>
<td>LEC 16-18/LAB 96-108</td>
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<td>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. This course is intended for students who wish to pursue entry-level jobs in archaeology, and for students transferring to four-year schools with majors in Native American studies, anthropology, earth sciences, history, and art history. A field trip may be required. May be taken 2 times for credit. <strong>Prerequisite/Corequisite:</strong> ANTH 115. <strong>Recommended Preparation:</strong> MATH 090 and ENGL 098. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ANTH 210</td>
<td>Archaeology Laboratory</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>LEC 16-18/LAB 96-108</td>
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<td>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. This course is intended for students preparing for entry-level jobs in archaeology and for those desiring to transfer to four-year schools with majors in Native American studies, anthropology, earth sciences, art history, museology, and history. May be taken 2 times for credit. <strong>Prerequisite/Corequisite:</strong> ANTH 115. <strong>Recommended Preparation:</strong> MATH 090 and ENGL 098. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ANTH 215</td>
<td>Archaeological Survey</td>
<td>3</td>
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<td></td>
<td>LEC 16-18/LAB 96-108</td>
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<td>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. May be taken 2 times for credit. <strong>Prerequisite/Corequisite:</strong> ANTH 115. <strong>Recommended Preparation:</strong> MATH 090 and ENGL 098. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ANTH 299</td>
<td>Special Projects: Anthropology</td>
<td>1-3</td>
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<td>IS 16-54</td>
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<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Previous Anthropology classes; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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Mt. San Jacinto College 2006 - 2007 Catalog
ART

ART 100  Art Appreciation  3 units

AA/AS General Education: AA/AS C  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. This course is intended for students in Art or Multimedia. 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. Transfers to both UC/CSU

ART 101  Art History: Prehistoric Through Medieval Art  3 units

AA/AS General Education: AA/AS C  LEC 48-54

Transfers to both UC/CSU  CAN ART 2

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. Prerequisite: None.

ART 101H  Honors Art History: Prehistoric Through Medieval Art  3 units

AA/AS General Education: AA/AS C  LEC 48-54

Transfers to both UC/CSU

This course is a survey class that provides a base of art historical knowledge covering the development of art from 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. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ART 102  Art History: Renaissance to 20th Century Art  3 units

AA/AS General Education: AA/AS C  LEC 48-54

Transfers to both UC/CSU  CAN ART 4

This course surveys Modernistic art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historical settings, events, and styles, with an emphasis on Modernistic culture and products in the United States and Europe. This course is intended for students majoring in Art or Multimedia. In addition, this course provides aesthetic background for students of Modern history and philosophy. Prerequisite: None. Transfers to both UC/CSU

ART 102H  Honors Art History: Renaissance to 20th Century Art  3 units

AA/AS General Education: AA/AS C  LEC 48-54

Transfers to both UC/CSU

This course surveys art historical knowledge covering the development of Western art from the 15th century to the 20th century. Students will study a variety of art forms and artists in the context of cultural and historical settings, 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. Transfers to both UC/CSU

ART 103  Introduction to Modernism  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course surveys Modernistic art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historical settings, events, and styles, with an emphasis on Modernistic culture and products in the United States and Europe. This course is intended for students majoring in Art or Multimedia. In addition, this course provides aesthetic background for students of Modern history and philosophy. Prerequisite: None. Transfers to both UC/CSU

ART 103H  Honors Introduction to Modernism  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course surveys Modernistic art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historical settings, events, and styles, with an emphasis on Modernistic culture and products in the United States and Europe. This course is intended for students majoring in Art or Multimedia. In addition, this course provides aesthetic background for students of Modern history and philosophy. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ART 108  Beginning Drawing  3 units

AA/AS General Education: AA/AS C  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 elements, compositional principles, perspective, and the development of observational, motor, and creative skills. Emphasis is on black and white media. May be taken 4 times for credit. Prerequisite: None. Transfers to both UC/CSU

ART 109  Intermediate Drawing  3 units

AA/AS General Education: AA/AS C  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. May be taken 4 times for credit. Prerequisite: ART 108. Transfers to both UC/CSU
ART 112  Life Drawing  3 units  
**AA/AS General Education: AA/AS**  
**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. May be taken 4 times for credit.  
**Prerequisite:** ART 108.  **Transfers to both UC/CSU**

ART 115  Painting I  2 units  
**AA/AS General Education: AA/AS**  
**LEC 16-18/LAB 48-54**  
**Transfers to both UC/CSU**  
**CAN ART 10**  
This course is an introduction to the fundamentals of painting. Coursework includes an exploration of materials, methods, and techniques, the application of color theory and the principles of composition, and the development of visual perception and creative skills. May be taken 4 times for credit.  
**Prerequisite:** ART 108, ART 120 or portfolio.

ART 116  Painting II  2 units  
**AA/AS General Education: AA/AS**  
**LEC 16-18/LAB 48-54**  
**Transfers to both UC/CSU**  
**CAN ART 10**  
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. May be taken 4 times for credit.  
**Prerequisite:** ART 115 or portfolio.  
**Transfers to both UC/CSU**

ART 118  Watercolor/Mixed Media  2 units  
**AA/AS General Education: AA/AS**  
**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. May be taken 4 times for credit.  
**Prerequisite:** ART 108 or portfolio.  
**Transfers to both UC/CSU**

ART 119  Mural Painting (formerly Introduction to Mural Painting)  2 units  
**AA/AS General Education: AA/AS**  
**LEC 16-18/LAB 48-54**  
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. May be taken 4 times for credit.  
**Prerequisite:** ART 115 or portfolio.  
**Transfers to both UC/CSU**

ART 120  2D Design  3 units  
**AA/AS General Education: AA/AS**  
**LEC 32-36/LAB 48-54**  
This course introduces the student to the art elements of line, shape, space, value, texture, color, and form and the principles of 2D design. Students will explore design concepts through visual analysis, problem solving projects, and presentation. This class is designed for students majoring in Art, Multimedia, and Photography as well as for students wishing to fulfill the Humanities requirement for general education. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

ART 121  Design and Color  3 units  
**AA/AS General Education: AA/AS**  
**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.  
**Transfers to both UC/CSU**

ART 122  3D Design  3 units  
**AA/AS General Education: AA/AS**  
**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. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Recommended Preparation:** ART 120.  
**Transfers to both UC/CSU**

ART 123  Graphic Design I  3 units  
**AA/AS General Education: AA/AS**  
**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. May be taken 4 times for credit.  
**Prerequisites:** Both ART 130A and ART 130B, or MUL 110 (all with a grade of “C” or better).  
**Recommended Preparation:** ART 120 and ART 108.  
**Transfers to CSU only**

ART 124  Time Based Media  3 units  
**AA/AS General Education: AA/AS**  
**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.**  
May be taken 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Additional Information</th>
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</thead>
<tbody>
<tr>
<td>ART 125</td>
<td>Typography I</td>
<td>3</td>
<td>LEC 32-36/LAB 48-54&lt;br&gt;This course covers the history and development of basic letterforms. In studio work, lettering is explored as a design form through calligraphy, logotype development, mechanical typography, and page layout techniques. Class projects are oriented toward development of knowledge in typographical theories. Required for Visual Communication (Graphic Design) majors. Recommended for majors in art, multimedia, and practicing professionals. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ART 120. Transfers to CSU only</td>
</tr>
<tr>
<td>ART 141</td>
<td>Illustration</td>
<td>3</td>
<td>AA/AS General Education: AA/AS C LEC 32-36/LAB 48-54&lt;br&gt;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. May be taken 4 times for credit. <strong>Prerequisite:</strong> ART 108. Transfers to CSU only</td>
</tr>
<tr>
<td>ART 128</td>
<td>Beginning Photography</td>
<td>3</td>
<td>AA/AS General Education: AA/AS C LEC 16-18/LAB 96-108&lt;br&gt;Transfers to both UC/CSU CAN ART 18&lt;br&gt;This course is an introduction to traditional chemistry-based black and white 35mm photography. Concepts include exposure control, chemical mixing, technical issues relating to 35mm black and white emulsion-based film development, Black and White enlarger printing, image archiving, and technical and aesthetic black and white photographic image creation are covered. The course includes written research covering historical and contemporary photographers and photographic techniques. *Cross-listed as PHOT 118. <strong>Prerequisite:</strong> None.</td>
</tr>
<tr>
<td>ART 130A</td>
<td>Digital Art - Imaging (formerly ART 140 Digital Art I)</td>
<td>2</td>
<td>AA/AS General Education: AA/AS C LEC 16-18/LAB 48-54&lt;br&gt;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 Humanities requirements. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>ART 130B</td>
<td>Digital Art - Illustration (formerly ART 140 Digital Illustration)</td>
<td>2</td>
<td>AA/AS General Education: AA/AS C LEC 16-18/LAB 48-54&lt;br&gt;Recommended for majors in art, multimedia, and practicing professionals. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>ART 151</td>
<td>Ceramic Arts</td>
<td>3</td>
<td>AA/AS General Education: AA/AS C LEC 32-36/LAB 48-54&lt;br&gt;Transfers to both UC/CSU CAN ART 6&lt;br&gt;Ceramic Arts is designed to familiarize students with the skills, methods and aesthetics of Fine Art Ceramics. Students will learn and practice important ceramics processes, and critically evaluate the forms they create. The class may be taken up to four times in order for students to master these skills. This course is intended for students wishing to fulfill the MSJC Humanities General Education requirement and for students wishing to gain proficiency in Ceramic Arts. May be taken 4 times for credit. <strong>Prerequisite:</strong> None.</td>
</tr>
<tr>
<td>ART 160</td>
<td>Sculpture</td>
<td>2</td>
<td>AA/AS General Education: AA/AS C LEC 16-18/LAB 48-54&lt;br&gt;This course is an introduction to the fundamentals of sculpture. Coursework includes an exploration of materials, methods, techniques, elements of 3D design and principles of order, and the development of creative skills. Emphasis is placed on modeling from life; nude models may be used. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill Humanities requirements. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to UC/CSU</td>
</tr>
<tr>
<td>ART 170</td>
<td>Foundry-Ceramic Shell Casting</td>
<td>2</td>
<td>AA/AS General Education: AA/AS C LEC 16-18/LAB 48-54&lt;br&gt;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. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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## Course Descriptions

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<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Prerequisite(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td>ART 171</td>
<td>Bronze Sand-Casting</td>
<td>2</td>
<td>ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ART 223</td>
<td>Graphic Design II (formerly 136)</td>
<td>3</td>
<td>ART 136 Visual Communication I)</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability. <strong>Recommended Preparation:</strong> ART 125. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>ART 299A</td>
<td>Special Projects: Drawing</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ART 299B</td>
<td>Special Projects: Painting</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ART 299C</td>
<td>Special Projects: Ceramics</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ART 299D</td>
<td>Special Projects: Sculpture</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ART 299E</td>
<td>Special Projects: Foundry</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ART 299F</td>
<td>Special Projects: Design</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>ART 299G</td>
<td>Special Projects: Visual Concepts</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ART 299I</td>
<td>Special Projects: Art History</td>
<td>1-3</td>
<td>ART 120, ART 123, ART 130A and ART 130B, or Portfolio Review/Demonstrated Ability.</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> ART 101 or ART 102; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
<td>Prerequisites</td>
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<tr>
<td>ART 299J</td>
<td>Special Projects: Graphic Design</td>
<td>1-3</td>
<td>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. May be taken 2 times for credit. <strong>Prerequisite:</strong> ART 123; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ART 299P</td>
<td>Special Projects: Portfolio</td>
<td>1-3</td>
<td>This course will allow students to work on portfolio development. It is intended for students who already have a body of work but who wish to package that work into a presentable format. It can also be used for students who wish to update and refurbish already complete projects. May be taken 2 times for credit. <strong>Prerequisite:</strong> Previous art classes. A contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>ASTR 101</td>
<td>Introduction to Astronomy</td>
<td>4</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Collegiate level reading and math skills. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>ASTR 299</td>
<td>Special Projects: Astronomy</td>
<td>1-3</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Previous Astronomy classes; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUD 140</td>
<td>Beginning Studio Recording</td>
<td>3</td>
<td>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. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUD 141</td>
<td>Intermediate Studio Recording</td>
<td>3</td>
<td>**Cross-listed as MUS 140. May be taken 2 times for credit. This course continues, at a more advanced level, the instruction from MUS 140, Beginning Studio Recording. Students must have received a “C” or better in MUS 140 for admission to this course. This course offers instruction in multi-track recording techniques. Other techniques for this class include: equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. **Cross-listed as MUS 141. May be taken 3 times for credit. <strong>Prerequisite:</strong> MUS/AUD 140 with a minimum grade of “C” or better. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUD 142</td>
<td>Advanced Studio Recording I</td>
<td>3</td>
<td>**Cross-listed as MUS 142. May be taken 2 times for credit. This course is the study of techniques used for audio-for-video. Students must have completed MUS 140 and 141 to be admitted to this class. Study will include: multi-track recording, mixing, Foley, signal processing, and ADR. **Cross-listed as MUS 143. May be taken 2 times for credit. <strong>Prerequisite:</strong> MUS/AUD 141 with a minimum grade of “C” or better. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUD 143</td>
<td>Advanced Studio Recording II</td>
<td>3</td>
<td>**Cross-listed as MUS 143. May be taken 2 times for credit. Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. **Cross-listed as MUS 144. May be taken 2 times for credit. <strong>Prerequisite:</strong> MUS/AUD 141 with a minimum grade of “C” or better. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUD 145</td>
<td>Midi &amp; Computer Recording</td>
<td>3</td>
<td>**Cross-listed as MUS 145. May be taken 2 times for credit. This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. **Cross-listed as MUS 146. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td>AUD 146</td>
<td>Recording Music and Live Sound</td>
<td>3</td>
<td>**Cross-listed as MUS 147. May be taken 3 times for credit. Recording Music and Live Sound offers instruction in mixing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. **Cross-listed as MUS 148. May be taken 3 times for credit. <strong>Prerequisite:</strong> MUS/AUD 140. <strong>Transfers to CSU only</strong></td>
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</tbody>
</table>
Course Descriptions

AUD 147  The Music & Audio Business  3 units  LEC 48-54
This course acquaints students with business practices in the music & audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as BADM 147 and MUS 147.  Prerequisite: None.  Transfers to CSU only

AUD 148  Radio Production  3 units  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

AUTOMOTIVE/TRANSPORTATION

AUME 073  Tune-Up and Diagnosis  4 units  LEC 48-54/LAB 48-54
A course designed for the engine tune-up specialist which consists of electrical theory, the operation, testing and servicing of batteries, starting, charging, ignition, emission control and fuel systems. May be taken 2 times for credit.  Prerequisite: None.  Not transferable

AUME 080  Bus/Heavy Equipment Servicer (Fuels and Lubricants)  2.5 units  LEC 16-18/LAB 72-81
This course is designed to teach bus-servicing skills in one semester. The course prepares the learner for the fast-growing industry, while also preparing them for entry into the challenging and rewarding Transit Coach Technology field. Course content is presented in two individual components of nine-weeks each, thus allowing open entry/open exit. This course is the first of a two-part sequence. In the first nine-week segment, the student will learn to work safely in the transit coach shop environment, learn bus models in relation to diesel alternative fuel type (CNG), learn and distinguish all fluid and oils including alternative lubricants. Student will also learn to document all fueling, fare box probing information, including filling out work orders by code.  Prerequisite: None.  Transfers to CSU only

AUME 081  Bus/Heavy Equipment Servicer (Preventative Maintenance and Minor Repair)  2.5 units  LEC 16-18/LAB 72-81
This course is one of two courses intended to prepare the student to work in the transportation industry. In this course, the student will learn to work safely in the transit coach shop environment, learn bus preventative maintenance and minor defect repairs.  Prerequisite: None.  Not transferable

AUME 083  Brake and Suspension Systems  4 units  LEC 48-54/LAB 48-54
This course, designed for the suspension systems technician, consists of theory and repair procedures for modern suspension systems and braking devices on import and domestic vehicles. May be taken 2 times for credit.  Prerequisite: None.  Not transferable

AUME 090  RV Maintenance and Repair  3 units  LEC 32-36/LAB 48-54
A 5-hour per week course designed to teach the maintenance and repair service skills typical of those associated with recreation vehicles that are towed or self-propelled. May be taken 2 times for credit.  Prerequisite: None.  Not transferable

AUME 100  Basic Auto Mechanics  4 units  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. May be taken 2 times for credit.  Prerequisite: None.  Transfers to CSU only

AUME 118  Automotive Air Conditioning and Heating  4 units  LEC 40-45/LAB 72-81
This course is an in-depth study of the design and operation of contemporary domestic and import air conditioning/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). May be taken 2 times for credit.  Prerequisite: None.  Transfers to CSU only

AUME 119  Automotive Brake Systems  4 units  LEC 40-45/LAB 72-81
This course covers the operation, diagnosis, and repair procedures of automotive brake systems. This course also prepares students for entry-level employment in Automotive Brakes. The experience gained in this course prepares the student for the ASE Certification Test.  Prerequisite: None.  Recommended Preparation: AUME 100 or high school automotive classes.  Transfers to CSU only
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites and Notes</th>
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<tbody>
<tr>
<td>AUME 120</td>
<td>Suspension and Alignment Principles</td>
<td>4</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 122</td>
<td>Engine Performance I</td>
<td>4</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 123</td>
<td>Engine Performance II</td>
<td>4</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 124</td>
<td>Engine Theory and Repair</td>
<td>5</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 126</td>
<td>Automotive Electrical/ Electronics I</td>
<td>4</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 127</td>
<td>Automotive Electrical/ Electronics II</td>
<td>4</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 132</td>
<td>Automotive Service Advisor</td>
<td>2</td>
<td>Transfers to CSU only</td>
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<tr>
<td>AUME 133</td>
<td>Auto Service Shop Management</td>
<td>2</td>
<td>Transfers to CSU only</td>
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This course covers theory, diagnosis, and repair procedures of modern suspension/steering systems on import/domestic vehicles and light trucks. The course prepares the student to enter the automotive repair industry as an entry-level suspension/alignment technician and prepares the student to take the Automotive Service Excellence written certificate exam. **Prerequisite:** None. **Recommended Preparation:** AUME 100 or previous high school automotive classes. **Transfers to CSU only**

This course provides an in-depth study of the design and operation of domestic and import ignition, fuel and emission control systems. Emphasis is placed on the problems of accurate diagnosis and the proper repair procedures for these engine systems. This course is designed for the learner wishing to develop skills in diagnosis and repair of earlier technologies of engine performance. In addition, this course will prepare the learner for continuation towards later model technology and eventually computer-controlled systems. This course, in combination with AUME 123, also prepares the student for the ASE A-8 exam. May be taken 2 times for credit. **Prerequisite:** None. **Recommended Preparation:** AUME 100 or previous high school automotive classes. **Transfers to CSU only**

This course is an in-depth study of the design and operation of fuel management systems including domestic and import feedback carburetor and fuel injection systems, electronic ignition systems used - up to computer-controlled systems. Emphasis is placed on the correct diagnosis of and proper repair procedures for those systems. The use of current diagnostic-test equipment used in today’s industry and strategies necessary to determine needed repairs are covered. This course, in conjunction with AUME 122 will prepare the student for the ASE A-8 exam. May be taken 2 times for credit. **Prerequisite:** None. **Recommended Preparation:** AUME 100 or previous high school automotive courses. **Transfers to CSU only**

This is a course in engine repair, rebuilding and the operation of modern engines. This entry-level course is appropriate for persons with limited experience with automotive technology, desiring to do repairs on automotive engines or build skills towards engine performance and diagnostics. Operational theory and repair practice involves safety, engine diagnosis, use of test equipment, disassembly, and re-assembly. This course is a recommended elective toward a General Technician Automotive Certificate. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to CSU only**

This course covers the diagnosis and repair/replacement of major electrical components of automobiles and light trucks. Major areas of study include: batteries, starting and charging systems and electrical accessories. May be taken 2 times for credit. **Prerequisite:** None. **Recommended Preparation:** AUME 100 or previous high school automotive course. **Transfers to CSU only**

This course covers the theory of electricity, use of meters and test equipment, use of wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and light trucks. Major areas of study include solid state electronics, electronic ignition modules, electronic voltage regulators, electronic fuel injection systems, electrical accessories, and use of digital test and diagnostic equipment. This course, taken with AUME 126, will assist the student in preparing for the ASE A-6 exam. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to CSU only**

Designed to explore and develop desirable characteristics and skills common to the successful automotive service advisor. **Prerequisite:** None. **Transfers to CSU only**

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 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:** Student should be familiar with the automotive industry and auto shop operations. **Transfers to CSU only**
### Course Descriptions

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites/Notes</th>
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<tbody>
<tr>
<td>AUME 135</td>
<td>Automotive Technician Certification Preparation</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<td>This is a course to prepare technicians and advanced auto students for certification by the National Institute for Automotive Service Excellence (ASE). Bureau of Auto Repair (California) license information is also covered. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 140</td>
<td>Computerized Engine Controls I</td>
<td>4 units</td>
<td>LEC 48-54/LAB 48-54</td>
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<td>This course is an in-depth study of the use of computers for the control of various engine functions on General Motors vehicles. Topics included are: basic computer operation, closed/open loop fuel control, input and output devices, computer assisted spark advance, carburetor operation and fuel injection. This course is designed for students preparing to take the ASE L-1 exam and to ultimately become a smog technician. May be taken 2 times for credit. <strong>Prerequisite:</strong> AUME 122 and AUME 123 or equivalent automotive employment experience or appropriate ASE certification. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 141</td>
<td>Computerized Engine Controls II</td>
<td>4 units</td>
<td>LEC 48-54/LAB 48-54</td>
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<td>A continuation of AUME 140 subject matter where emphasis is directed toward Ford, Chrysler, American Motors and other selected import vehicles using computer engine controls. May be taken 2 times for credit. <strong>Prerequisite:</strong> AUME 140 or equivalent automotive engine trade experience or appropriate ASE certification. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 142</td>
<td>Computerized Engine Controls III</td>
<td>4 units</td>
<td>LEC 48-54/LAB 48-54</td>
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<td>This course is a continuation of AUME 140 or 141 subject matter where emphasis is directed toward imported Asian and European vehicles using computerized engine control systems. Topics included are: basic computer operation, closed/open loop fuel control, input and output devices, computer assisted spark advance, carburetor operation and fuel injection. This course covers the design, operation, diagnosis and repair procedures for these systems. This course is designed for the student preparing to take the ASE-L1 exam to ultimately become a smog technician. May be taken 2 times for credit. <strong>Prerequisite:</strong> AUME 140 and AUME 141 or equivalent automotive engine performance trade experience or appropriate ASE certification. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 149</td>
<td>Occupational Internship: Auto Mechanics</td>
<td>1-4 units</td>
<td>OI 16-72</td>
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<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Previous Auto Mechanics classes; each student must be enrolled for the full semester and complete 7 units (including the Occupational Internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 150</td>
<td>Introduction to Alternative Fuels</td>
<td>2.5 units</td>
<td>LEC 32-36/LAB 24-27</td>
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<td>This is an introductory course on alternative fuels and how they are used in modern motor vehicles. Various alternative fuels will be compared, such as compressed natural gas (CNG), liquefied natural gas (LNG) and electricity. The theory of operation, system components, and safe handling of these fuels are included. This course would be appropriate for consumers and fleet managers. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 151</td>
<td>CNG Emissions/Tune-Up</td>
<td>2.5 units</td>
<td>LEC 32-36/LAB 24-27</td>
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<td>This course is an introduction to the emissions and control devices found on natural gas vehicles. Vehicle performance, conservation, air quality improvement and emission standards will be covered. Natural gas vehicle testing will include both Federal Test Procedure (FTP) and Inspection/Maintenance 240 (IM240). This course is appropriate for individuals working in the industry. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>AUME 152</td>
<td>CNG Fuel Storage and Delivery</td>
<td>2.5 units</td>
<td>LEC 32-36/LAB 24-27</td>
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<td>This course is designed to provide the student with knowledge of fueling procedures for natural gas vehicles. Vehicle fueling station, safety issues and regulations of natural gas will be included. The course is appropriate for consumers as well as those working in transportation industry. This course meets Department of Transportation (DOT) safety requirements and Transportation Safety Institute (TSI) requirements. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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AUME 153  Gaseous Fuels (CNG)  2.5 units  
Electronic Control Systems  
LEC 32-36/LAB 24-27  
An introductory, lecture-lab course on natural gas vehicles and their electronic control systems. Basic electronics will be reviewed as well as specific CNG electronic systems. CNG systems covered include Gaseous Fuel Injection (GFI), Batech, Gas Engine Management (GEM/MES), MOGAS Inc. and Detroit Diesel Electronic Control Systems (DDECS).  
Prerequisite: None. Transfers to CSU only  

AUME 154  NGV Fuel Systems/Troubleshooting  3 units  
LEC 32-36/LAB 48-54  
This course is designed to provide students with troubleshooting skills for use with NGV vehicles. Topics will include electrical and mechanical delivery of both gasoline and compressed natural gas (CNG) fuel systems. Training experiences in the laboratory activity will support “real world” problem solving. 
Prerequisite: None. Transfers to CSU only  

AUME 175  Automatic Transmissions/Transaxles  4 units  
LEC 40-45/LAB 72-81  
This course covers the theory and current diagnosis, repair and rebuilding procedures of modern automatic transmissions/transaxles in late-model American automobiles. It also includes diagnosis and repair of on-board diagnostics, including computer-controlled systems as they pertain to the transmission/transaxle. This course will help the student prepare for the ASE exam.  
Prerequisite: None. Transfers to CSU only  

AUME 185  Manual Transmissions and Transaxles  4 units  
LEC 40-45/LAB 72-81  
This course covers the theory and current diagnosis, repair, and rebuilding procedures of modern transmissions/transaxles in late model American and Japanese automobiles. The course also includes diagnosis and repair of manual and hydraulic clutch systems and will help the student prepare for the ASE exam or advance technician’s skills.  
Prerequisite: None. Transfers to CSU only  

AUME 299  Special Projects: Auto Mechanics  1-6 units  
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. May be taken 4 times for credit.  
Prerequisite: Previous Auto Technology classes; a contract must be completed with the instructor prior to enrollment. 
Transfers to CSU only  

BIOL 100  Human Biology (formerly Introduction to Human Biology)  4 units  
AA/AS General Education: AA/AS A  
LEC 48-54/LAB 48-54  
Integrated lectures, laboratory exercises, discussions, and films are designed to study modern biological concepts presented in a human context. The concepts include biological chemistry, cellular basis of life, energetics, cell cycle, anatomy, physiology, reproduction, development, genetics, demography, ecology, and evolution. Included in the course are discussions of current topics on environmental, nutritional, and public health issues as they relate to the human condition.  
Prerequisite: None. Transfers to CSU only  

BIOL 115  Topics in Biology  4 units  
AA/AS General Education: AA/AS A  
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: None. Transfers to both UC/CSU  

BIOL 115H  Honors Topics in Biology  4 units  
AA/AS General Education: AA/AS A  
LEC 48-54/LAB 48-54  
This is an introductory course with a lab designed for the non-science major’s curriculum. This course emphasizes the use of scientific inquiry to investigate biological principles presented in an evolutionary context and an ecological framework. Basic 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.  
Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU
Course Descriptions

**BIOL 116  Natural History and Biodiversity**  4 units

*AA/AS General Education: AA/AS A  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 field and laboratory study of flora and fauna includes field recognition of plant species, ethnobotany, and identification of major mammals, reptiles and birds of the areas studies. Four Saturday field labs count for eight of the lab meetings. Students must provide their own transportation. Course recommended for non-science majors or as an elective for science majors. Transportation to field activities and a Palm Springs tram fee and fee to enter Indian Canyons Oasis are the responsibility of the student.

**Prerequisite:** None.  **Recommended Preparation:** Previous Biology/ Chemistry class work in high school or college.  **Transfers to both UC/CSU**

**BIOL 117  Conservation Biology**  3 units

*AA/AS General Education: AA/AS A  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. It 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. This course is recommended for science and non-science majors.  **Prerequisite:** None.  **Transfers to both UC/CSU**

**BIOL 125  Microbiology**  5 units

*AA/AS General Education: AA/AS A  LEC 48-54/LAB 96-108  Transfers to both UC/CSU  CAN BIOL 14*

This course is an intensive study of microbiological sciences designed for those majoring in the biological sciences or various health professions. The course is divided into three sections: 1) General microbiology (kinds of microorganisms, physiology, genetics, growth, control, and identification). 2) Medical Microbiology (host/parasite relationships, immunology, epidemiology, and infectious diseases). 3) Environmental Microbiology (microbial relationships of water, food and agriculture). This course is Associate Degree applicable, transfers as course credit to CSU and limited transfer to UC.  **Prerequisite:** Completion of CHEM 100 with a grade of “C” or better.

**BIOL 130  Marine Biology**  4 units

*AA/AS General Education: AA/AS A  LEC 48-54/LAB 48-54*

Marine Biology emphasizes fundamental principles and concepts of biology by studying marine organisms within the ocean environment in which they live. Topics include: the physical and chemical environment of the oceans, characteristics of living organisms, classification of marine organisms, comparative anatomy and physiology, marine ecosystems and interactions, adaptations to the marine environment, and humanity’s effect on the oceans. Students may be required to attend two possible Saturday field trips.  **Prerequisite:** None.  **Transfers to both UC/CSU**

**BIOL 134  Human Heredity and Evolution**  3 units

*AA/AS General Education: AA/AS A  LEC 48-54*

An introductory course in basic human genetics and evolution emphasizing their relationship to physical and mental health. This course introduces students to the basic principles of 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 technical implications of human heredity and evolution. This course is a lower division elective in the sciences, intended for non-majors.  **Prerequisite:** None.  **Transfers to both UC/CSU**

**BIOL 135  Introduction to Evolution**  3 units

*AA/AS General Education: AA/AS A  LEC 48-54*

This introductory course explores the concepts, history and controversy surrounding evolutionary theory. The course introduces students to the basic principles of scientific study using evolution as its main theme. It is recommended for science and non-science majors.  **Prerequisite:** None.  **Transfers to both UC/CSU**

**BIOL 135H  Honors Introduction to Evolution**  3 units

*AA/AS General Education: AA/AS A  LEC 48-54*

This introductory course explores the concepts, history and controversy surrounding evolutionary theory. The course introduces students to the basic principles of scientific study using evolution as its main theme. It is recommended for science and non-science majors.  **Prerequisite:** Acceptance in Honors Enrichment Program.  **Transfers to both UC/CSU**

**BIOL 140  Ecology**  4 units

*AA/AS General Education: AA/AS A  LEC 48-54/LAB 48-54*

A study of ecological principles designed to be an elective in the life sciences. The focus is on the inter-relationships of the biotic and abiotic environments. Students are expected to attend four field trips to include ocean, mountain, chaparral and desert communities and write a paper in scientific format using statistical measures.  **Prerequisite:** None.  **Transfers to both UC/CSU**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 142</td>
<td>The World of Insects</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
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<td></td>
<td>LEC 48-54/LAB 48-54</td>
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</table>

This course introduces students to the ecology, systematics, morphology, and evolution of insects, using insect interactions with humans as a main theme. The course meets the lecture and lab requirements for a life science course for non-science majors and those needing a major’s elective for the biology or environmental studies programs. The laboratory portion of the course encompasses lab and field activities where students experience insect diversity, ecological, evolutionary, morphological, and agricultural roles “hands-on”. Prerequisite: None. Transfers to both UC/CSU.

<table>
<thead>
<tr>
<th>BIOL 143</th>
<th>Animal Behavior</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
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<tr>
<td></td>
<td>LEC 48-54</td>
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</tbody>
</table>

This introductory course explores the genetic, environmental, and evolutionary basis of behaviors in animals. The course introduces students to the basic principles of scientific study using animal behavior as its main theme. It is recommended for science and non-science majors. Prerequisite: None. Transfers to both UC/CSU.

<table>
<thead>
<tr>
<th>BIOL 144</th>
<th>Plant Biology</th>
<th>4</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
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<td></td>
<td>LEC 48-54/LAB 48-54</td>
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</table>

This course examines plants as functional organisms and includes a survey of the Plant Kingdom and selected organisms of the Monera, Fungi, and Protista Kingdoms. The flowering plants are used as the model system to study structure, function, evolution, reproduction, genetics, and the role of plants in nature. Modern and classical methods are used in laboratory experiments. This class is for non-majors or as an elective for majors. Prerequisite: None. Transfers to both UC/CSU.

<table>
<thead>
<tr>
<th>BIOL 146</th>
<th>Biodiversity</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
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<td>LEC 48-54</td>
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</table>

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. The course is intended for non-majors and students majoring in Environmental Studies. Prerequisite: None. Transfers to both UC/CSU.

<table>
<thead>
<tr>
<th>BIOL 148</th>
<th>Field Studies in Tropical Ecology of Costa Rica</th>
<th>4 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
</tbody>
</table>

This introductory course explores topics in ecology and conservation, using Costa Rican tropical rainforest 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 La Selva Biological Research Station in Costa Rica. This course is recommended for science and non-science majors. A fee will be charged. Prerequisite: None. Transfers to CSU only.

<table>
<thead>
<tr>
<th>BIOL 150</th>
<th>General Biology I</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
<td>LEC 48-54/LAB 96-108</td>
</tr>
</tbody>
</table>

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 (both with a grade of “C” or better).

<table>
<thead>
<tr>
<th>BIOL 150H</th>
<th>Honors General Biology I</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
<td>LEC 48-54/LAB 96-108</td>
</tr>
</tbody>
</table>

General Biology I is the first class in a two part series and covers the chemical basis of life, cellular structure and function, metabolism and photosynthesis, cellular reproduction, Mendelian and modern genetics, and a detailed survey of classification and the five kingdoms of life. The course is intended for science majors and students seeking a comprehensive coverage of biology in preparation for careers in medicine, biomedical research, and related fields. A field trip may be required. Prerequisite: Acceptance in Honors Enrichment Program. Recommended Preparation: High school or college Biology/Chemistry. Transfers to both UC/CSU.

<table>
<thead>
<tr>
<th>BIOL 151</th>
<th>General Biology II</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AA/AS General Education: AA/AS A</td>
<td>LEC 48-54/LAB 96-108</td>
</tr>
</tbody>
</table>

General Biology II 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 is an intensive course intended for science majors and students pursuing careers in biology, medicine, biomedical research, and related fields. Prerequisite: Completion of BIOL 150 with a grade of “C” or better.
Course Descriptions

BIOL 151H  Honors General Biology II 5 units
AA/AS General Education: AA/AS A
LEC 48-54/LAB 96-108
General Biology II 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 is an intensive course intended for science majors and students pursuing careers in biology, medicine, biomedical research, and related fields. Prerequisite: Acceptance in the Honors Enrichment Program; BIOL 150 with a grade of “C” or better. Transfers to both UC/CSU

BIOL 201 Biostatistics 4 units
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 or a minimum score of 3 on the AP Calculus exam), and BIOL 115 or BIOL 150 & 151 or ENVS 101 & 102 or BIOL 140 or ENVS 110 with a minimum grade of ‘C’ (or a minimum score of 3 on the AP Biology exam or a minimum score of 3 on the AP Environmental Science exam). Transfers to both UC/CSU

BIOL 299 Special Projects: Biology 1-5 units
IS 16-90
An arranged class to study a selected topic or experimental design by contract with the instructor. May be taken 4 times for credit. Prerequisite: Previous Biology classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

BUSINESS

ACCOUNTING

ACCT 057 Accounting Applications .5 unit
Practicum LAB 24-27
This practicum reviews and reinforces the theory and applications taught in courses for Bookkeeping, Financial and Managerial Accounting, and Computerized Accounting. This course offers practice assignments and testing and is recommended for the student desiring to reinforce their understanding of accounting principles and how to increase productivity by using computerized accounting software for solving problems and implementing accounting procedures. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: Prior completion or concurrent enrollment in one of the following: ACCT 075, 075A, 075B, 075C, 124, 124A, 124B, 124C, 124H, 125, 125H, 126. Offered as credit/no-credit only. Not transferable

ACCT 075 Bookkeeping 3 units
LEC 48-54
A basic course in systematic record keeping of business transactions using the double entry bookkeeping system, and employing the use of both manual and computerized accounting software techniques. Prerequisite: None. Not transferable

ACCT 075A Bookkeeping, Part 1 1 unit
LEC 16-18
This is a basic course in systematic record keeping of business transactions using the double entry bookkeeping system. This course is designed for the student preparing for a career in bookkeeping or accounting services. This is the first of three 1-unit courses covering bookkeeping concepts and principles in completing the accounting cycle and preparing typical financial statements used in business. The successful completion of all three 1-unit courses, ACCT 075A, 075B, and 075C, in sequence, is the equivalent of ACCT 075, 3 units. Prerequisite: None. Not transferable

ACCT 075B Bookkeeping, Part 2 1 unit
LEC 16-18
This is a basic course in systematic record keeping of business transactions using the double entry bookkeeping system. This course is designed for the student preparing for a career in bookkeeping or accounting services. This is the second of three 1-unit courses covering bookkeeping concepts and principles in completing the accounting cycle and preparing typical financial statements used in business. The successful completion of all three 1-unit courses, ACCT 075A, 075B, and 075C, in sequence, is the equivalent of ACCT 075, 3 units. Prerequisite: ACCT 075A. Not transferable
ACCT 075C  Bookkeeping, Part 3  1 unit

This is a basic course in systematic record keeping of business transactions using the double entry bookkeeping system. This course is designed for the student preparing for a career in bookkeeping or accounting services. This is the third of three 1-unit courses covering bookkeeping concepts and principles in completing the accounting cycle and preparing typical financial completing the accounting cycle and preparing typical financial statements used in business. The successful completion of all three 1-unit courses, ACCT 075A, 075B, 075C, in sequence, is the equivalent of ACCT 075, 3 units.  

Prerequisite: ACCT 075B.  Not transferable.

ACCT 080  Deducting The Cost Of Business Assets  1 unit

This course explores the theory and application of deducting the cost of business assets on a tax return. These include, but are not limited to, depreciation, amortization, bonus depreciation, expense election, luxury car limitations, and listed property. This course is certified by the California Tax Education Council (CTEC) as fulfilling the annual 20-hour continuing education requirement for annual renewal of a Tax Preparer’s Certificate with the State of California. May be taken 4 times for credit.  

Prerequisite: None.  Recommended Preparation: Knowledge of general financial accounting principles.  Not transferable.

ACCT 081  General Concepts Concerning Corporate Taxation  1 unit

This course explores theory and application of general concepts of corporate taxation. These include, but are not limited to, introduction to corporate taxation, determining the corporate tax liability, procedural matters, investor gains and losses, dividends, and tax planning considerations. This course is certified by the California Tax Education Council (CTEC) as fulfilling the annual 20-hour (12 federal, 4 state, 4 federal and/or state) CE requirement for annual renewal of a Tax Preparer’s Certificate with the State of California. May be taken 4 times for credit.  

Prerequisite: None.  Not transferable.

ACCT 124A  Financial Accounting - Principles of Accounting I, Part 1  1 unit

This course is designed to prepare the accounting/business administrative student for upper division course work. This one-unit course is an introduction to the basic structure of financial accounting as it relates to the corporate type of business enterprise. This is the first of three one-unit courses covering major accounting concepts and principles in completing the accounting cycle and preparing typical financial statements used in business.  

Prerequisite: None.  Recommended Preparation: CAPP 122C.  Transfers to CSU only

ACCT 124B  Financial Accounting - Principles of Accounting I, Part 2  1 unit

This course is designed to prepare the accounting/business administrative student for upper division course work. This one-unit course is an introduction to the basic structure of financial accounting as it relates to the corporate type of business enterprise. This is the second of three one-unit courses covering major accounting concepts and principles in the preparation of typical reports using financial accounting functions in business.  

Prerequisite: None.  Recommended Preparation: CAPP 122C.  Transfers to CSU only

ACCT 124C  Financial Accounting - Principles of Accounting I, Part 3  1 unit

This course is designed to prepare the accounting/business administrative student for upper division course work. This one-unit course is an introduction to the basic structure of financial accounting as it relates to the corporate type of business enterprise. This is the third of three one-unit courses covering major accounting concepts and principles relating to corporate organizations, stock and bond equity rights, statements of cash flow and financial statement analysis used in business.  

Prerequisite: None.  Recommended Preparation: CAPP 122C.  Transfers to CSU only

ACCT 124H  Honors Financial Accounting - Principles of Accounting I  3 units

An introduction to the basic structure of financial accounting as it relates to business enterprises, this course covers major concepts and principles used in completing the accounting cycle, preparing typical financial statements, preparing reports using financial accounting functions, and completing financial statement analyses.  

Prerequisite: Acceptance in the Honors Enrichment Program.  Recommended Preparation: CAPP 122C.  Transfers to both UC/CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Transfers to both UC/CSU CAN BUS 4 CAN BUS SEQ A</td>
</tr>
<tr>
<td>ACCT 125H</td>
<td>Honors Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Transfers to both UC/CSU</td>
</tr>
<tr>
<td>ACCT 126</td>
<td>Beginning Computer Accounting</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Transfers to CSU only</td>
</tr>
<tr>
<td>ACCT 127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4</td>
<td>LEC 64-72</td>
<td>Transfers to CSU only</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 098A</td>
<td>Developing Effective Time Management Techniques</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098C</td>
<td>Developing Leadership in Organizations</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098E</td>
<td>Raising Performance Levels Through Motivation</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
<tr>
<td>BADM 098G</td>
<td>Business Ethics</td>
<td>.5</td>
<td>LEC 8-9</td>
</tr>
</tbody>
</table>
Course Descriptions

**BADM 103 Introduction to Business** 3 units

This course is designed for the student who desires a basic course in the principles, strategies, and techniques of written and oral business communication. This second course concentrates on writing memos and letters. This is the second of three 1-unit courses emphasizing the analyzing of problems and implementing of solutions involving appropriate methods of business communication. The successful completion of all three 1-unit courses (BADM 104A, BADM 104B, and BADM 104C) in sequence is equivalent to BADM 104, three units. 

**Prerequisite:** None. 

**Recommended Preparation:** ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

**BADM 104 Business Communications** 3 units

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. Provides a review of grammar, spelling, and mechanics. *Cross-listed as ENGL 104. 

**Prerequisite:** None. 

**Recommended Preparation:** ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

**BADM 104A Business Communications** 1 unit 

This course is designed for the student who desires a basic course in the principles, strategies, and techniques of written and oral business communication. This beginning course concentrates on communication foundations and the writing process. This is the first of three 1-unit courses emphasizing the analyzing of problems and implementing of solutions involving appropriate methods of business communication. The successful completion of all three 1-unit courses (BADM 104A, BADM 104B, and BADM 104C) in sequence is the equivalent of BADM 104, three units. 

**Prerequisite:** None. 

**Recommended Preparation:** ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

**BADM 104B Business Communications** 1 unit 

This course is designed for the student who desires a basic course in the principles, strategies, and techniques of written and oral business communication. This second course concentrates on writing memos and letters. This is the second of three 1-unit courses emphasizing the analyzing of problems and implementing of solutions involving appropriate methods of business communication. The successful completion of all three 1-unit courses (BADM 104A, BADM 104B, and BADM 104C) in sequence is equivalent to BADM 104, three units. 

**Prerequisite:** None. 

**Recommended Preparation:** ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

**BADM 104C Business Communications** 1 unit 

This course is designed for the student who desires a basic course in the principles, strategies, and techniques of written and oral business communication. This third course concentrates on writing reports and proposals, giving oral presentations, and writing employment messages. This is the third of three 1-unit courses emphasizing the analyzing of problems and implementing of solutions involving appropriate methods of business communication. The successful completion of all three 1-unit courses (BADM 104A, BADM 104B, and BADM 104C) in sequence is the equivalent of BADM 104, three units. 

**Prerequisite:** None. 

**Recommended Preparation:** ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

**BADM 104H Honors Business Communications** 3 units

This course is 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. This course 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 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095. 

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Course Descriptions

BADM 120  Sales and Marketing in Hospitality  3 units
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 AGTM 120.
Prerequisite: None. Transfers to CSU only

BADM 121  Sanitation and Safety in Resort Management  2 units
LEC 32-36
This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards. *Cross-listed as AGTM 121.
Prerequisite: None. Transfers to CSU only

BADM 122  Resort Food & Beverage Operation  3 units
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 AGTM 122.
Prerequisite: None. Transfers to CSU only

BADM 123  Menu Planning in Resort Management  2 units
LEC 32-36
This course studies the basic principles of menu making for a variety of types of food service operations within the golf industry, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations. *Cross-listed as AGTM 123.
Prerequisite: None. Transfers to CSU only

BADM 147  The Music & Audio Business  3 units
LEC 48-54
This course acquaints students with business practices in the music & audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as AUD 147 and MUS 147.
Prerequisite: None. Transfers to CSU only

BADM 149  Occupational Internship: Business  1-4 units
OI 16-72
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. May be taken 4 times for credit. Prerequisite: Previous Business courses. Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Handbook for specific information. Transfers to CSU only

BADM 150  Small Business Entrepreneurship  3 units
LEC 48-54
The role of management in small business with emphasis on planning, financing, personnel, marketing, record keeping, some applicable laws, available governmental assistance and techniques for starting and staying in business. Prerequisite: None. Transfers to CSU only

BADM 157  Principles of Salesmanship  3 units
LEC 48-54
A study of fundamental principles of creative selling. Developing prospects, types of customers and methods of presentation, the close and follow-up are topics covered. Emphasis is placed on ethical and legal considerations in addition to economic benefits.
Prerequisite: None. Transfers to CSU only

BADM 170  Introduction to International Business  3 units
LEC 48-54
An introductory course in international business. This course will cover the basics of doing business beyond the borders of the United States. It covers economic basics of trade, regulatory issues, geographic/cultural problems and the nuances of revised business practices required for foreign trade.
Prerequisite: None. Transfers to CSU only

BADM 201  Legal Environment of Business  3 units
LEC 48-54
Transfers to both UC/CSU CAN BUS 8
This course covers the legal environment as it pertains to profit/nonprofit organizations and the ethical and political influences on them. Included: Business legal systems, sources of law, and social and ethical influences on business operations.
Prerequisite: None.
BADM 299  Special Projects: Business  1-3 units  

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. May be taken 4 times for credit.  

Prerequisite:  Previous Business classes; a contract must be completed with the instructor prior to enrollment.  

Transfers to CSU only

**COMPUTER APPLICATIONS**

CAPP 056  Computer Applications  .5 unit  

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. May be taken 4 times for credit.  

Prerequisite: None.  

Recommended Preparation:  Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. Offered as credit/no-credit only.  

Not transferable

CAPP 065  Formatting Term Papers  1 unit  

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.  

Recommended Preparation: OTEC 144A or equivalent experience.  

Keyboarding speed by touch at 25 wpm desirable.  

Not transferable

CAPP 080  Introduction to Technology  1 unit  

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 120C  Using Microsoft Office 2003 - Level 1 (formerly CAPP 120B)  3 units  

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 Specialist (MOS) Core-level Exams in the four above applications.  

Prerequisite: None.  

Transfers to CSU only

CAPP 121C  Using Microsoft Word 2003 - Level 1 (formerly CAPP 121B)  3 units  

Students learn fundamental word processing skills including creating a document, formatting characters and paragraphs, setting margins and tabs, and moving and copying text. Other features include find and replace, page and section breaks, page numbers, headers and footers. Students also format tables and newspaper columns. They create and use styles, graphics, charts, templates, and wizards.  

Prerequisite: None.  

Recommended Preparation: OTEC 144.  

Transfers to CSU only

CAPP 121C1  Using Microsoft Word 2003 - Level 1, Part 1 (formerly CAPP 121B1)  1 unit  

Students learn the fundamental word processing skills necessary to create document, select, and edit text, format characters and paragraphs, set margins, print options, and hyperlinks.  

Prerequisite: None.  

Recommended Preparation: OTEC 144 or typing speed of 30 wpm.  

Transfers to CSU only

CAPP 121C2  Using Microsoft Word 2003 - Level 1, Part 2 (formerly CAPP 121B2)  1 unit  

Students learn additional fundamental word processing skills including setting tabs, tabbed columns, moving and copying text, using Find and Replace, inserting page and section breaks, page numbering, headers and footers, as well as, create tables.  

Prerequisite: None.  

Recommended Preparation: OTEC 144 or typing speed of 30 wpm and basic word processing skills.  

Transfers to CSU only

CAPP 121C3  Using Microsoft Word 2003 - Level 1, Part 3 (formerly CAPP 121B3)  1 unit  

This course is the third in a series of three 1-unit courses equivalent to CAPP 121C Using Microsoft Word-Level 1 (3-units). This series of three 1-unit courses is an alternate time format that enables students to complete 1-unit in six weeks or a 2-day eight-hour section, etc. Each 1-unit course teaches a specific skill set that can help the student attain a job or advance in their career.  

Prerequisite: None.  

Recommended Preparation: OTEC 144 or typing speed of 30 wpm and basic word processing skills.  

Transfers to CSU only
Course Descriptions

CAPP 122C  Using Microsoft Excel 2003 - 3 units
Level 1 (formerly CAPP 122B)  LEC 48-54

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 Specialist (MOS) Expert-Level Exam in Excel. **Prerequisite:** None. **Transfers to CSU only**

CAPP 122C1  Using Microsoft Excel 2003 - 1 unit
Level 1, Part 1
(formerly CAPP 122B1)  LEC 16-18

This course focuses on the introductory aspects of Microsoft Excel. Students will create and edit electronic spreadsheets changing the appearance and using formulas to calculate totals. This is the first of three one-unit courses covering electronic spreadsheet software used in business. **Prerequisite:** None. **Transfers to CSU only**

CAPP 122C2  Using Microsoft Excel 2003 - 1 unit
Level 1, Part 2
(formerly CAPP 122B2)  LEC 16-18

This course focuses on the intermediate aspects of Microsoft Excel, the spreadsheet software of Microsoft Office. Students will learn to work with templates, charts and graphs. This is the second of three one-unit courses covering electronic spreadsheet software used in business. **Prerequisite:** None. **Recommended Preparation:** Previous Excel experience. **Transfers to CSU only**

CAPP 122C3  Using Microsoft Excel 2003 - 1 unit
Level 1, Part 3
(formerly CAPP 122B3)  LEC 16-18

This course focuses on the advanced aspects of Microsoft Excel, the spreadsheet software of Microsoft Office. Students will work with complex formulas, scenarios, macros, databases and data maps. This is the third of three one-unit courses covering electronic spreadsheet software used in business. **Prerequisite:** None. **Recommended Preparation:** Previous Excel experience. **Transfers to CSU only**

CAPP 123C  Using Microsoft Access 2003 - 3 units
Level 1 (formerly CAPP 123B)  LEC 48-54

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 123C1  Using Microsoft Access 2003 - 1 unit
Level 1, Part 1
(formerly CAPP 123B1)  LEC 16-18

This course focuses on the introductory aspects of Microsoft Access, the information management portion of Microsoft Office. Students will design and create databases, tables and records, as well as work with queries. This is the first of three one-unit courses covering database and information management used in business. **Prerequisite:** None. **Transfers to CSU only**

CAPP 123C2  Using Microsoft Access 2003 - 1 unit
Level 1, Part 2
(formerly CAPP 123B2)  LEC 16-18

This course focuses on the intermediate aspects of Microsoft Access, the information portion of Microsoft Office. Students will manipulate records, create, modify and use custom reports and forms as well as publishing data to the Web. This is the second of three one-unit courses covering database and information management used in business. **Prerequisite:** None. **Recommended Preparation:** Experience with Microsoft Access. **Transfers to CSU only**

CAPP 123C3  Using Microsoft Access 2003 - 1 unit
Level 1, Part 3
(formerly CAPP 123B3)  LEC 16-18

This course focuses on the advanced aspects of Microsoft Access, the information management portion of Microsoft Office. Students will create different types of fields, macros, command buttons, combo boxes and switchboards. This is the third of three one-unit courses covering database and information management used in business. **Prerequisite:** None. **Recommended Preparation:** Experience with Microsoft Access. **Transfers to CSU only**

CAPP 124C  Using Microsoft PowerPoint 2003 - 3 units
Level 1
(formerly CAPP 124B)  LEC 48-54

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 MOS (Microsoft Office Specialist) certification as well as students who are interested in improving their interpersonal communication skills. **Prerequisite:** None. **Transfers to CSU only**

CAPP 124C1  Using Microsoft PowerPoint 2003 - 1 unit
Level 1, Part 1
(formerly CAPP 124B1)  LEC 16-18

This course focuses on the introductory aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will design, create and edit electronic slide shows with animation, outlines and clip art. This is the first of three one-unit courses covering presentation software used in business. **Prerequisite:** None. **Transfers to CSU only**
CAPP 124C2  Using Microsoft PowerPoint  
2003 - Level 1, Part 2 
(formerly CAPP 124B2)  
LEC 16-18  
This course focuses on the intermediate aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will use embedded visuals and interactive OLE documents to enhance a slide show. This is the second of three one-unit courses covering presentation software used in business. Prerequisite: None. Transfers to CSU only

CAPP 124C3  Using Microsoft PowerPoint  
2003 - Level 1, Part 3 
(formerly CAPP 124B3)  
LEC 16-18  
This course focuses on the advanced aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will learn to create templates as well as how to apply complex sound and animation effects to a presentation. This is the third of three one-unit courses covering presentation software used in business. Prerequisite: None. Transfers to CSU only

CAPP 125C  Excel for Business and Accounting  
3 units  
LEC 48-54  
Excel skills for business and accounting users. Course will focus on case studies, selecting and applying features and techniques for solving common accounting problems. Students will work with spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT 124, CAPP 125C1, and CAPP 125C2 or have equivalent accounting experience, CAPP 125C. Prerequisite: None. Recommended Preparation: CAPP 125C1 or equivalent experience. Transfers to CSU only

CAPP 125C1  Excel 1 - Basics for Business and Accounting  
1 unit  
LEC 16-18  
An introduction to Microsoft Excel. Course will focus on the basic features of Excel, as well as useful techniques for using the software for business applications. Students will work with spreadsheet formatting, formulas, functions, and charts. Designed for students with little or no experience in Excel. This is the first of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP 125C. Prerequisite: None. Transfers to CSU only

CAPP 125C2  Excel 2 - for Business Users  
1 unit  
LEC 16-18  
Excel skills for business users. Course will focus on case studies, selecting and applying features and techniques that will improve business productivity. Students will work with advanced spreadsheet features including formatting, formulas, functions, and charts. Designed for students who have completed CAPP 125C1 or have equivalent experience. This is the second of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP 125C. Prerequisite: None. Recommended Preparation: CAPP 125C1 or equivalent experience. Transfers to CSU only

CAPP 125C3  Excel 3 - for Accounting Users  
1 unit  
LEC 16-18  
Excel skills for accounting users. Course will focus on case studies, selecting and applying features and techniques for solving common accounting problems. Students will work with advanced spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT 124, CAPP 125C1, and CAPP 125C2 or have equivalent accounting experience in both accounting and Excel. This is the third of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP 125C. Prerequisite: None. Recommended Preparation: ACCT 124 or ACCT 124 A, B, & C or equivalent accounting experience, CAPP 125C1 and CAPP 125C2, or equivalent Excel experience. Transfers to CSU only

CAPP 126A  Using Adobe PageMaker 7.0 - Level 1  
3 units  
LEC 48-54  
This course introduces the student to the principles, concepts, and techniques of desktop publishing. The focus in this course will be on composition and layout of multiple page documents that include text, graphics, and artwork. This course is designed for the student who wants to use desktop publishing applications for business applications. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience. Transfers to CSU only

CAPP 126C  Using InDesign 2.0  
3 units  
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
Course Descriptions

CAPP 126D  Using Microsoft Publisher 2003  3 units
(formerly CAPP 126B)  LEC 48-54
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 131A1  Using Eudora 5.2  1 unit  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 131C1  Using Microsoft Outlook 2003  1 unit  LEC 16-18
(formerly CAPP 131B1)
This course focuses on the aspects of Microsoft Outlook, the time management portion of Microsoft Office. Students will work with calendars, appointments, task and contact lists and manage daily, weekly and monthly events.  
Prerequisite: None. Transfers to CSU only

CAPP 135C  Using Microsoft Project 2003  3 units
Level 1 (formerly CAPP 135B)  LEC 48-54
This course introduces students to the essential tools and techniques used in modern project management, especially as they apply to Information Technology projects. 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 140C  Using Microsoft Office 2003  3 units
Level 2 (formerly CAPP 140B)  LEC 48-54
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: None. Transfers to CSU only

CAPP 141C  Using Microsoft Word 2003  3 units
Level 2 (formerly CAPP 141B)  LEC 48-54
Refinement of the basic skills learned in Word Processing I and practice with the more sophisticated features of word processing computer software multi-page documents including page formatting, footnotes, macros, merge document assembly, sort, select, tables and graphics.  
Prerequisite: CAPP 121C. Transfers to CSU only

CAPP 141C1  Using Microsoft Word 2003  1 unit
Level 2, Part 1  (formerly CAPP 141B1)  LEC 16-18
Utilizing Microsoft Word software, students will develop theory and practical applications in advanced features that include formatting with styles, using templates, creating macros, creating footnotes and endnotes, and working with master documents. This course assumes student has prior experience with MS Word.  
Prerequisite: None. Transfers to CSU only

CAPP 141C2  Using Microsoft Word 2003  1 unit
Level 2, Part 2  (formerly CAPP 141B2)  LEC 16-18
Utilizing Microsoft Word software, students will refine word processing skills, develop theory and practice applications in advanced features that include creating and using online forms, managing toolbars and menus, creating and using charts, and creating Web pages. This course assumes student has prior experience with MS Word.  
Prerequisite: None. Transfers to CSU only

CAPP 141C3  Using Microsoft Word 2003  1 unit
Level 2, Part 3  (formerly CAPP 141B3)  LEC 16-18
Utilizing Microsoft Word software, students will refine word processing skills, develop theory and practice applications in advanced features that include the current version of Office applications. This course assumes student has prior experience with MS Word.  
Prerequisite: None Transfers to CSU only

CAPP 143C  Using Microsoft Access 2003  3 units
Level 2 (formerly CAPP 143B)  LEC 48-54
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: None. Transfers to CSU only

CAPP 160C  Using Microsoft Office 2003  3 units
Level 3 (formerly CAPP 160B)  LEC 48-54
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, Excel, and Access products to build programs that extend the capabilities of MS Office, and to integrate these applications with other software applications and business processes. This course is designed for students who want to learn how to extend MS Office capabilities to provide automated support for business processes.  
Prerequisite: None. Transfers to CSU only
OFFICE TECHNOLOGY

OTEC 095  Business English  3 units
LEC 48-54
Students will learn 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. This course is recommended for all Business majors and vocational business students. It is particularly recommended as a precursor to or as a class to be taken concurrently with BADM/ENGL 104, Business Communication and Technical Writing. *Cross-listed as ENGL 095. Prerequisite: None. Not transferable

OTEC 144  Keyboarding and Document Formatting  3 units
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. This is a basic course in the Office Administration curriculum and is a life-long learning skill. Prerequisite: None. Transfers to CSU only

OTEC 144A  Keyboarding and Document Formatting, Part 1  1 unit
LEC 16-18
This beginning course provides students with the skills necessary to enter computer data by touch on the alphanumeric keyboard. Students learn the basic techniques of the touch system in the mastery of the keyboard. Students also will learn introductory information in word processing. The successful completion of all three 1-unit courses (OTEC 144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC 144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Transfers to CSU only

OTEC 144B  Keyboarding and Document Formatting, Part 2  1 unit
LEC 16-18
Students review the basic techniques of the touch system in the mastery of the keyboard to develop speed and accuracy in keyboarding data. They also develop the basic formatting skills in word processing necessary to produce memorandums and letters. The successful completion of all three 1-unit courses (OTEC 144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC 144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Recommended Preparation: OTEC 144A or have prior knowledge of keyboarding by touch and basic word processing skills. Transfers to CSU only

OTEC 144C  Keyboarding and Document Formatting, Part 3  1 unit
LEC 16-18
Students continue to improve the basic techniques of the touch system in the mastery of the keyboard and develop speed with accuracy in keyboarding data. They also review the basic formatting skills necessary to produce memorandums and letters. Students then develop skills necessary to produce reports, and tables. The successful completion of all three 1-unit courses (OTEC 144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC 144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Recommended Preparation: OTEC 144A and OTEC 144B or have prior knowledge of keyboarding by touch and basic word processing skills necessary to create memos and letters. Transfers to CSU only

OTEC 145  Document Formatting II  3 units
LEC 48-54
Students will further develop their typing skills in order to prepare for a career in the clerical-secretarial field. Students will develop advanced techniques in production of letters, manuscript, tables, and forms utilizing a word processing software program. Prerequisite: OTEC 144 or OTEC 144a, OTEC 144b, and OTEC 144c or typing speed of 30 WPM. Transfers to CSU only
### Course Descriptions

**CHEMISTRY**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>OTEC 178</td>
<td>Office Procedures and Systems</td>
<td>3</td>
<td>This course develops effective office administration and customer service skills necessary for employment as a receptionist, clerk, secretary, administrative assistant, or help desk personnel. Students enhance their file management, business correspondence, listening, and telephone skills as well as improving time management, organizational, and presentation skills. Students compare and develop winning resumes, application letters, and successful interview techniques. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Students should be able to keyboard at least 30 wpm and be able to correctly format memos and letters in a word processing program such as MS Word. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introduction to Chemistry</td>
<td>4</td>
<td><strong>AA/AS General Education:</strong> AA/AS A <strong>LEC 48-54</strong> <strong>LAB 48-54</strong> 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. <strong>Prerequisite:</strong> MATH 090 or equivalent. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
<td>5</td>
<td><strong>AA/AS General Education:</strong> AA/AS A <strong>LEC 48-54/LAB 96-108</strong> <strong>Transfers to both UC/CSU</strong> <strong>CAN CHEM 2</strong> <strong>CAN CHEM SEQ A</strong> 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. <strong>Prerequisite:</strong> Two years of high school Algebra or Math 096 or equivalent (all with a grade of ‘C’ or better).</td>
</tr>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
<td>5</td>
<td><strong>AA/AS General Education:</strong> AA/AS A <strong>LEC 48-54/LAB 96-108</strong> <strong>Transfers to both UC/CSU</strong> <strong>CAN CHEM 4</strong> <strong>CAN CHEM SEQ A</strong> 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. <strong>Prerequisite:</strong> CHEM 101 with a grade of “C” or better.</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Organic Chemistry I</td>
<td>5</td>
<td><strong>AA/AS General Education:</strong> AA/AS A <strong>LEC 48-54/LAB 96-108</strong> 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. <strong>Prerequisite:</strong> CHEM 102 or equivalent, with a grade of “C” or better. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>CHEM 113</td>
<td>Organic Chemistry II</td>
<td>5</td>
<td><strong>AA/AS General Education:</strong> AA/AS A <strong>LEC 48-54/LAB 96-108</strong> 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. <strong>Prerequisite:</strong> CHEM 112 or equivalent, with a grade of “C” or better. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>CHEM 299</td>
<td>Special Projects: Chemistry</td>
<td>1-3</td>
<td><strong>IS 16-54</strong> 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. May be taken 3 times for credit. <strong>Prerequisite:</strong> Previous Chemistry classes; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
</tr>
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</table>

**CHILD DEVELOPMENT & EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE 101</td>
<td>Principles of Early Childhood</td>
<td>3</td>
<td><strong>AA/AS General Education</strong> <strong>LEC 48-54</strong> This class is the first in a series of Child Development and Education classes. Through observation students will become familiar with 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, professional ethics and career options. <strong>Prerequisite:</strong> None. <strong>Other Enrollment Criteria:</strong> 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. <strong>Transfers to CU only</strong></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
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<tr>
<td>CDE 102</td>
<td>Language and Literacy Experiences for Young Children</td>
<td>3</td>
<td>This course is designed to provide students with a theoretical foundation for language acquisition and early literacy development of young children, birth through age 8. Emphasis is placed on observation, assessment and developmentally appropriate practices that teachers and caregivers can use to facilitate children’s development of receptive and expressive language and emerging literacy skills. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CDE 101 and CDE 110.</td>
</tr>
<tr>
<td>CDE 103</td>
<td>Creative Curriculum for Young Children</td>
<td>3</td>
<td>This course addresses creative teaching methods and curriculum development. Observing children’s play as a foundation for curriculum that addresses the developmental needs of the whole child, being responsive to individual differences. Students plan, implement, and evaluate learning experiences that are creative, integrative and activity-based. <strong>Prerequisite:</strong> CDE 101 and CDE 110.</td>
</tr>
<tr>
<td>CDE 109</td>
<td>Children’s Music</td>
<td>3</td>
<td>This course is designed to teach techniques valuable for use with children of pre-school through grade school ages. Included in the class will be notation, singing and basic music skills. <strong>Cross-listed as MUS 113.</strong> <strong>Prerequisite:</strong> None.</td>
</tr>
<tr>
<td>CDE 110</td>
<td>Child Development</td>
<td>3</td>
<td>This course addresses children’s 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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Ability to demonstrate collegiate level reading and writing, since the course depends heavily upon close reading, multiple-choice and essay exams, and extensive report writing.</td>
</tr>
<tr>
<td>CDE 110H</td>
<td>Honors Child Development</td>
<td>3</td>
<td>This course addresses children’s 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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> Ability to demonstrate collegiate level reading and writing, since the course depends heavily upon close reading, multiple-choice and essay exams, and extensive report writing.</td>
</tr>
<tr>
<td>CDE 111</td>
<td>Child Health, Safety and Nutrition</td>
<td>3</td>
<td>This course meets Title V and Title XXII preventive health and safety requirements as outlined in Assembly Bill 243. This course is designed for the childcare teacher or director. It will prepare the center employee to maintain a healthful childcare environment. Pertinent laws and needed information regarding safety, childhood disease and nutrition will be studied.</td>
</tr>
<tr>
<td>CDE 111A</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>1</td>
<td>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. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit.</td>
</tr>
<tr>
<td>CDE 111B</td>
<td>Child Maltreatment</td>
<td>1</td>
<td>This course examines child maltreatment, the effect of child maltreatment on typical child development, the four types of child maltreatment, causes of child maltreatment, mandated reporting requirements for licensed child care providers, possible treatment options regarding child maltreatment and prevention strategies. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit.</td>
</tr>
</tbody>
</table>
Course Descriptions

CDE 112C Becoming a Health Advocate in the Early Childhood Setting  1 unit
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 a Health Advocate in the Early Childhood setting. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE 111. Transfers to CSU only

CDE 113 Art for the Young Child  2 units
LEC 24-27/LAB 24-27

This course addresses the development of teacher’s 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: CDE 101 or CDE 110 (both with a grade of ‘C’ or better). Transfers to CSU only

CDE 114 Music/Movement Experiences for Teachers Of Young Children  3 units

AA/AS General Education: AA/AS C
LEC 48-54

Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Schulwek, Dalcroze, Laban and Kodaly students learn a conceptual framework from which they create innovative plans that integrate music and movement into the classroom curriculum. Although the focus of the course is on the preschool curriculum, the concepts explored are applicable to all elementary levels. *Cross-listed as DAN 114 and MUS 110. May be taken 2 times for credit. Prerequisite: None. Transfers to CSU only

CDE 115 Science and Math in Early Childhood  3 units
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 119 Infant and Toddler Growth and Development  3 units
LEC 48-54

The course examines current theories and research about normal and exceptional 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: None. Recommended Preparation: CDE 110. Transfers to CSU only

CDE 120 Infant and Toddler Education and Care  3 units
LEC 48-54

This course provides a caregiving framework for students preparing to work in infant/toddler childcare settings. Emphasized are developmental caregiving strategies as established and outlined by Title 22 and Title 5 state requirements, developmentally appropriate practices, accreditation standards set by the National Association for the Education of Young Children and high quality practices recommended by California State Department of Education and WestEd. Prerequisite: None. Recommended Preparation: CDE 119. Transfers to CSU only

CDE 125 Child, Family and Community  3 units

AA/AS General Education: AA/AS B2
LEC 48-54

This course provides a framework for understanding the development of young children within the context of the family, school, peer group, community and media, including culture, religion, economics, politics and change. Students will practice skills in working with parents from the culturally diverse California community and will develop a list of community references as well as understand the referral process. Major theoretical perspectives and applications for working with children and their families will be examined. Prerequisite: None. Transfers to CSU only

CDE 125H Honors Child, Family and Community  3 units

AA/AS General Education: AA/AS B2
LEC 48-54

This course provides a framework for understanding the development of young children within the context of the family, school, peer group, community and media, including culture, religion, economics, politics and change. Students will practice skills in working with parents from the culturally diverse California community and will develop a list of community references as well as understand the referral process. Major theoretical perspectives and applications for working with children and their families will be examined. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to CSU only

CDE 126 Administration and Supervision of Early Childhood Education Programs I  3 units
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, budgeting, staffing issues and compliance with state regulations. This course meets Title XXII 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. Recommended Preparation: CDE 103, CDE 110, and CDE 111. Transfers to CSU only
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CDE 128</td>
<td>Administration and Supervision of Early Childhood Education Programs II</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<td>This course provides in-depth study of the components of high quality early childhood programs and of the director's role in developing and administrating 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 XXII requirements for center directors and it applies toward the Child Development Site Supervisor and Program Director Permits. <strong>Prerequisite:</strong> CDE 126. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 129</td>
<td>Family Child Care Home</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<td>This course is designed to meet the specific needs of the family child care provider. Topics include licensing regulations, recordkeeping, 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. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 129A</td>
<td>Home Child Care Operation</td>
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<td></td>
<td><strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<td></td>
<td>This course is designed to prepare students to operate a family childcare home business. Students will also practice appropriate guidance techniques and be informed of community resources for children and families. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 129B</td>
<td>Guidance in Home Child Care</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> CDE 129A. <strong>Transfers to CSU only</strong></td>
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<td></td>
<td>This course is designed to meet the specific needs of the family child care provider. It will prepare students to develop and implement developmentally appropriate curriculum for infants and toddlers. <strong>Prerequisite:</strong> CDE 129A. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 129C</td>
<td>Curriculum for Home Child Care</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> CDE 129A and CDE 129B. <strong>Transfers to CSU only</strong></td>
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<td></td>
<td>This course is designed to meet the specific needs of the family childcare provider. It will prepare students to plan and implement developmentally appropriate curriculum for preschoolers and school age children. <strong>Prerequisite:</strong> CDE 129A and CDE 129B. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 131</td>
<td>Children's Literature</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for English 101. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>CDE 131H</td>
<td>Honors Children's Literature</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td></td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> ENGL 101. <strong>Transfers to both UC/CSU</strong></td>
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<td>CDE 134</td>
<td>Adult Supervision</td>
<td>2</td>
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<td><strong>AA/AS General Education: AA/AS B2</strong></td>
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<td></td>
<td><strong>LEC 32-36</strong></td>
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<td>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. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels). <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Completion of at least 24 units in Child Development and Education courses and two years teaching experience. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 137</td>
<td>Curriculum and Program Planning for School-Age Child Care</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td></td>
<td><strong>LEC 48-54</strong></td>
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<td>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. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, can be used toward satisfying professional growth requirements, and may satisfy local district requirements for paraeducator training. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CDE 136. <strong>Transfers to CSU only</strong></td>
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### Course Descriptions

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
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<tr>
<td>CDE 140</td>
<td>Children and Youth With Exceptional Needs</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS B2</strong></td>
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<td></td>
<td>This course provides an overview of the unique</td>
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<td></td>
<td>characteristics and needs of exceptional children</td>
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<td></td>
<td>and their families from birth through age twenty-</td>
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<td></td>
<td>one. This course includes the historical and</td>
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<td></td>
<td>legislative foundation for civil rights and</td>
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<td></td>
<td>education services for individuals with</td>
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<tr>
<td></td>
<td>disabilities. Emphasis is given to professional</td>
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<td></td>
<td>roles and collaboration, locating community</td>
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<td></td>
<td>resources, and developing an awareness of</td>
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<td></td>
<td>cultural issues and considerations. This course</td>
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<td>is required for the completion of the Early</td>
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<td>Childhood Studies Certificate and A.S. Degree.</td>
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<td>It partially meets the specialization requirement</td>
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<td></td>
<td>for the Master Level of the Child Development</td>
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<td>Permit and can be used towards satisfying</td>
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<td></td>
<td>professional growth requirements. <strong>Prerequisite:</strong></td>
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<td></td>
<td>None. <strong>Recommended Preparation:</strong> CDE 110.</td>
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<td></td>
<td><strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 141</td>
<td>Exceptional Child - Adapting Early Childhood</td>
<td>3</td>
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<td>Curricula <strong>AA/AS General Education: AA/AS B2</strong></td>
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<td></td>
<td>This course is designed to prepare early childhood</td>
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<td></td>
<td>educators to work with young children (birth to</td>
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<td></td>
<td>age eight) with special needs. Topics include</td>
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<td></td>
<td>identification and assessment, early intervention</td>
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<td>services, school-age transition, environmental</td>
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<td></td>
<td>modifications, and curricular adaptations.</td>
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<td></td>
<td>Emphasis is given to developing effective</td>
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<td></td>
<td>collaboration between professionals and families.</td>
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<td></td>
<td>This course partially satisfies the specialization</td>
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<td></td>
<td>requirement for the Master Level of the Child</td>
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<td>Development Permit and can be used as an elective</td>
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<td></td>
<td>towards satisfying professional growth</td>
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<td></td>
<td>requirements. <strong>Prerequisite:</strong> CDE 110.</td>
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<td></td>
<td><strong>Recommended Preparation:</strong> CDE 103 and CDE 140.</td>
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<td><strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 146</td>
<td>A Relationship-Based Approach to Early Childhood</td>
<td>3</td>
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<td>Practicum I <strong>LEC 48-54</strong></td>
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<td>This course will examine recent research on</td>
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<td>child development and brain development while</td>
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<td>recognizing the impact of relationships in</td>
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<td>child care settings. Emphasis is on research and</td>
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<td></td>
<td>the impact trauma, stress and emotional neglect</td>
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<td></td>
<td>have on the developing child. Modeling and</td>
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<td></td>
<td>guidance of adult caregiving styles that</td>
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<td></td>
<td>promote emotional wellness of young children</td>
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<td></td>
<td>will be a focus. This course applies toward the</td>
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<td></td>
<td>specialization requirement at the Master Teacher</td>
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<td></td>
<td>level of the Child Development Permit. <strong>Prerequisite:</strong></td>
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<tr>
<td></td>
<td>None. <strong>Recommended Preparation:</strong> CDE 110.</td>
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<td></td>
<td><strong>Not transferable</strong></td>
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<tr>
<td>CDE 147</td>
<td>Early Childhood Education Practicum I</td>
<td>3</td>
<td><strong>LEC 32-36/LAB 48-54</strong></td>
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<td></td>
<td>This course provides a foundation for the</td>
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<td></td>
<td>development of a positive guidance program</td>
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<td></td>
<td>(including relationship building and communication</td>
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<td></td>
<td>skills based on principles of child development).</td>
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<td>In a laboratory setting students will gain</td>
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<td></td>
<td>experience observing children and documenting</td>
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<td></td>
<td>their developmental progress as well as</td>
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<td></td>
<td>experience in applying guidance techniques to</td>
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<td></td>
<td>meet the needs of the individual child and</td>
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<td></td>
<td>groups of children. <strong>Prerequisite:</strong> CDE 101 and CDE</td>
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<td>110. <strong>Other Enrollment Criteria:</strong> Students</td>
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<td></td>
<td>must do their student teaching in a college-</td>
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<td></td>
<td>approved early childhood education setting for</td>
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<td></td>
<td>three hours each week. To enroll in this course,</td>
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<td></td>
<td>and to gain employment in the field of early</td>
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<td>childhood education, students must meet state</td>
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<td></td>
<td>requirements for TB and criminal record</td>
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<td></td>
<td>clearance. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 148</td>
<td>Early Childhood Education Practicum II</td>
<td>3</td>
<td><strong>LEC 32-36/LAB 48-54</strong></td>
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<tr>
<td></td>
<td>This course provides a student teaching</td>
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<td></td>
<td>experience. Emphasizes positive child guidance,</td>
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<td></td>
<td>classroom management, developing organizational</td>
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<td></td>
<td>strategies, and environmental design. Students</td>
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<td>prepare for the workplace by developing</td>
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<td>curriculum and creating professional portfolios.</td>
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<td>Required for CDE Certificate and major for A.S.</td>
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<tr>
<td></td>
<td>degree. Partially fulfills work experience or</td>
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<td></td>
<td>course work requirements for Child Development</td>
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<td></td>
<td>Permit. <strong>Prerequisite:</strong> CDE 147 and CDE 103.</td>
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<td></td>
<td><strong>Other Enrollment Criteria:</strong> Students must do</td>
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<td></td>
<td>their student teaching in a college-approved</td>
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<td></td>
<td>early childhood education setting for four hours</td>
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<td></td>
<td>each week. To enroll in this course, and to</td>
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<td>gain employment in the field of early childhood</td>
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<td>education, students must meet state requirements</td>
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<td></td>
<td>for TB and criminal record clearance. **Transfers</td>
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<td>to CSU only**</td>
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<tr>
<td>CDE 201A</td>
<td>Creating Developmentally Appropriate Materials</td>
<td>0.5</td>
<td><strong>LEC 8-9</strong></td>
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<tr>
<td></td>
<td>for the Early Childhood Classroom</td>
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<td></td>
<td>This course is presented in a full day workshop</td>
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<td></td>
<td>format. Workshops focus on Learning Environments</td>
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<td></td>
<td>and Activities, responding to current training</td>
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<td></td>
<td>needs and interests of early childhood educators</td>
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<td></td>
<td>and community employers. May be taken 4 times</td>
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<td></td>
<td>for credit. <strong>Prerequisite:</strong> None. Offered as</td>
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<td></td>
<td>credit/no-credit only. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CDE 201B</td>
<td>Enriched Learning Environments</td>
<td>0.5</td>
<td><strong>LEC 8-9</strong></td>
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<td></td>
<td>This course is presented in a full day workshop</td>
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<td></td>
<td>format. Workshops focus on Learning Environments</td>
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<td></td>
<td>and Activities, responding to current training</td>
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<td>needs and interests of early childhood educators</td>
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<td></td>
<td>and community employers. May be taken 4 times</td>
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<td></td>
<td>for credit. <strong>Prerequisite:</strong> None. Offered as</td>
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<td></td>
<td>credit/no-credit only. <strong>Transfers to CSU only</strong></td>
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### Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Mode</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>CDE 201C</td>
<td>Music and/or Movement Experiences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201D</td>
<td>Creative Art Experiences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201E</td>
<td>Math and/or Science Experiences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201F</td>
<td>Emergent Literacy</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201G</td>
<td>Outdoor Experiences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201H</td>
<td>Large Group Experiences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201I</td>
<td>Multiple Intelligences</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201J</td>
<td>Sensory Integration and Learning</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201K</td>
<td>Cultural Diversity Issues</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201L</td>
<td>Working With High Risk Children and Families</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201M</td>
<td>Helping Children Cope With Stress</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE 201N</td>
<td>Facilitating Computer Learning in the Early Childhood Classroom</td>
<td>.5 unit</td>
<td>LEC 8-9</td>
<td>None. Offered as credit/no-credit only. Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

CDE 202A  High Scope Education  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202B  Montessori Education  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202C  Family Child Care  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202D  School-Age Child Care  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202E  Foster Parenting  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202F  State Program Standards  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 202G  Reggio Emilia  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 203A  Working With High Risk Children and Families  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 203B  Working With Parents  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 203C  Staff Relations  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 203D  Personnel Management for Early Childhood Education Administrators  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only

CDE 203E  Budgeting for Early Childhood Education Administrators  .5 unit
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 
Prerequisite: None. Offered as credit/no-credit only. Transfers to CSU only
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
</table>
| CDE 203F    | Disaster Preparedness              | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 203G    | Helping Children Cope With Stress  | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204A    | Orientation to the National        | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Association For the Education of   |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
|             | Young Children Accreditation       |       |              | |
| CDE 204B    | Time Management for Early          | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Childhood Education Professionals   |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204C    | Careers in Early Childhood         | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Education                          |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204D    | Advocating for Children            | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Program Management, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204E    | Professional Growth                | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Planning for the Child Development Permit |      |              | This course is presented in a full day workshop format. Workshops focus on Personal and Professional Development, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204F    | Stress Management for Professionals| 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Personal and Professional Development, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 204G    | Preventative Health Practices      | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Personal and Professional Development, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 205A    | Authentic Assessment               | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             |                                    |       |              | This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 205B    | Behavior Management/Conflict       | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Resolution                         |       |              | This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
| CDE 205C    | Working Effectively With           | 0.5   | None         | Offered as credit/no-credit only. Transfers to CSU only
|             | Exceptional Children               |       |              | This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. |
Course Descriptions

**CDE 205D  Helping Children Cope With Stress**  .5 unit  LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. **Prerequisite:** None. Offered as credit/no-credit only. **Transfers to CSU only**

**CDE 205E  Play-Based Assessment**  .5 unit  LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. **Prerequisite:** None. Offered as credit/no-credit only. **Transfers to CSU only**

**CDE 205F  How and When to Make Referrals**  .5 unit  LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. **Prerequisite:** None. Offered as credit/no-credit only. **Transfers to CSU only**

**CDE 299  Special Projects: Child Development and Education**  .5-3 units  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. May be taken 3 times for credit. **Prerequisite:** Previous Child Development and Education classes; a contract must be completed with the instructor prior to enrollment. Offered as credit/no-credit only. **Transfers to CSU only**

**EDUCATION/TEACHER PREPARATION**

**ED 132  Adolescent Literature**  3 units  AA/AS General Education: AA/AS C  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. *Cross-listed as ENGL 132. Prerequisite: None. Recommended Preparation: ENGL 101. Transfers to CSU only**

**ED 132H  Honors Adolescent Literature**  3 units  AA/AS General Education: AA/AS C  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. *Cross-listed as ENGL 132H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL 101. Transfers to CSU only**

**ED 135  Introduction to Education**  3 units  AA/AS General Education: AA/AS B2  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. This course partially satisfies requirements for the Child Development Permit and Child Development with School Age Emphasis Permit. The course may be used for satisfying professional growth requirements for Permit renewal and may meet local district requirements for paraeducator training. **Prerequisite:** None. **Transfers to both UC/CSU**

**ED 136  Child Growth and Development During the School Years**  3 units  AA/AS General Education: AA/AS B2  LEC 48-54
This course is designed for school age childcare providers, before/after school providers, instructional assistants, and is required for the California Child Development Permit with School Age Emphasis. 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 (age 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. **Transfers to CSU only**
Course Descriptions

ED 138 Practicum in Elementary and Secondary Settings
AA/AS General Education: AA/AS B2  LEC 32-36/LAB 48-54
This course is designed to provide students with a practical understanding of elementary and secondary school classrooms and teaching practices. Emphasis is given to observation, environmental design, curriculum development, organization, communication, and positive guidance strategies. This course partially satisfies requirements for the Child Development Permit and Child Development with School Age Emphasis Permit. It may be used for satisfying professional growth requirements for Permit renewal and may meet local district requirements for paraeducator training. **Prerequisite:** ED 135 or equivalent coursework or experience. **Recommended Preparation:** CDE 110 or ED 136. **Transfers to CSU only**

ED 142 The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings
AA/AS General Education: AA/AS B2  LEC 48-54
This course is designed to prepare educators to work with children and youth with exceptional needs in elementary and secondary classroom settings. Emphasis is given to identification and assessment procedures, environmental modifications, and curricular adaptations, for children and adolescents with special needs. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit, can be used towards satisfying professional growth requirements, and may meet local district requirements for paraeducator training. **Prerequisite:** CDE 110 or ED 136. **Transfers to CSU only**

ED 160 Technology in the Classroom
AA/AS General Education: AA/AS B2  LEC 48-54
This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. *Cross-listed as MUL 160. **Prerequisite:** None. **Transfers to CSU only**

COMM 100 Public Speaking
AA/AS General Education: AA/AS D2  LEC 48-54
**Transfers to both UC/CSU CAN SPCH 4**
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:** None.

COMM 103 Interpersonal Communication
AA/AS General Education: AA/AS D2  LEC 48-54
**Transfers to CSU only CAN SPCH 8**
This course develops and applies the 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. This course is designed to meet graduation and transfer requirements. **Prerequisite:** None.

COMM 104 Advocacy and Argument
AA/AS General Education: AA/AS D2  LEC 48-54
**Transfers to both UC/CSU**
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. The course is designed to meet graduation and transfer requirements in oral communication and critical thinking. **Prerequisite:** None.

COMM 106 Small Group Communication
AA/AS General Education: AA/AS D2  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. **Transfers to CSU only**
### Course Descriptions

**COMM 108 Intercultural Communication**  3 units  
**AA/AS General Education: AA/AS B2 and F**  
**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. **Prerequisite:** None. **Transfers to both UC/CSU**

**COMM Honors Intercultural Communication**  3 units  
**AA/AS General Education: AA/AS B2 and F**  
**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. **Transfers to both UC/CSU**

**COMM 110 Communications Media Survey**  3 units  
**AA/AS General Education: AA/AS B2**  
**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, including gender and cultural diversity. The course is designed to meet associate degree and transfer requirements. It is aimed at students who intend to pursue careers in media or wish to be consumers that are more critical. **Prerequisite:** None. **Transfers to both UC/CSU**

**COMM 113 Oral Interpretation of Literature**  3 units  
**AA/AS General Education: AA/AS C**  
**LEC 48-54**  
This course analyzes literature for the purpose of oral interpretation. The appropriate selection, the use of vocal skills and facial and body skills will be developed in order to present works of literature to an audience. **Prerequisite:** None. **Transfers to both UC/CSU**

**COMM 201 Advanced Public Speaking**  3 units  
**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. **Transfers to both UC/CSU**

**COMM 299 Special Projects:** 1-3 units  
**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. May be taken 3 times for credit. **Prerequisite:** Previous Communication classes; a contract with the instructor must be filled out prior to enrollment. **Transfers to CSU only**

### COMPUTER INFORMATION SYSTEMS

### COMPUTER APPLICATIONS

**CAPP 039 Software Applications Certification Test Review**  1 unit  
**Certification Test Review**  
**LEC 16-18**  
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 or 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 Computer Applications Workshop**  5 unit  
**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. May be taken 4 times for credit. **Prerequisite:** None. **Recommended Preparation:** Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. Offered as credit/no-credit only. **Not transferable**
CAPP 080  Introduction to Technology  1 unit

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 120C  Using Microsoft Office 2003 - Level 1 (formerly CAPP 120B)

LEC 48-54

This course is for the student who wants to learn the concepts of Microsoft Office computer applications. Students will begin 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 Specialist (MOS) Core-level Exams in the four above applications. Prerequisite: None. Transfers to CSU only

CAPP 121C  Using Microsoft Word 2003 - Level 1 (formerly CAPP 121B)

LEC 48-54

Students learn fundamental word processing skills including creating a document, formatting characters and paragraphs, setting margins and tabs, and moving and copying text. Other features include form and replace, page and section breaks, page numbers, headers and footers. Students also format tables and newspaper columns. They create and use styles, graphics, charts, templates, and wizards. Prerequisite: None. Recommended Preparation: OTEC 144. Transfers to CSU only

CAPP 121C1 Using Microsoft Word 2003 - Level 1, Part 1 (formerly CAPP 121B1)

LEC 16-18

Students learn the fundamental word processing skills necessary to create document, select, and edit text, format characters and paragraphs, set margins, print options, and hyperlinks. Prerequisite: None. Recommended Preparation: OTEC 144 or typing speed of 30 wpm. Transfers to CSU only

CAPP 121C2 Using Microsoft Word 2003 - Level 1, Part 2 (formerly CAPP 121B2)

LEC 16-18

Students learn additional fundamental word processing skills including setting tabs, tabbed columns, moving and copying text, using Find and Replace, inserting page and section breaks, page numbering, headers and footers, as well as, create tables. Prerequisite: None. Recommended Preparation: OTEC 144 or typing speed of 30 wpm and basic word processing skills. Transfers to CSU only

CAPP 121C3 Using Microsoft Word 2003 - Level 1, Part 3 (formerly CAPP 121B3)

LEC 16-18

This course is the third in a series of three 1-unit courses equivalent to CAPP 121C Using Microsoft Word-Level 1 (3-units). This series of three 1-unit courses is an alternate time format that enables students to complete 1-unit in six weeks or a 2-day eight-hour section, etc. Each 1-unit course teaches a specific skill set that can help the student attain a job or advance in their career. Prerequisite: None. Recommended Preparation: OTEC 144 or typing speed of 30 wpm and basic word processing skills. Transfers to CSU only

CAPP 122C  Using Microsoft Excel 2003 - Level 1 (formerly CAPP 122B)

LEC 48-54

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 Specialist (MOS) Expert-Level Exam in Excel. Prerequisite: None. Transfers to CSU only

CAPP 122C1 Using Microsoft Excel 2003 - Level 1, Part 1 (formerly CAPP 122B1)

LEC 16-18

This course focuses on the introductory aspects of Microsoft Excel. Students will create and edit electronic spreadsheets changing the appearance and using formulas to calculate totals. This is the first of three one-unit courses covering electronic spreadsheet software used in business. Prerequisite: None. Transfers to CSU only

CAPP 122C2 Using Microsoft Excel 2003 - Level 1, Part 2 (formerly CAPP 122B2)

LEC 16-18

This course focuses on the intermediate aspects of Microsoft Excel, the spreadsheet software of Microsoft Office. Students will learn to work with templates, charts and graphs. This is the second of three one-unit courses covering electronic spreadsheet software used in business. Prerequisite: None. Recommended Preparation: Previous Excel experience. Transfers to CSU only
Course Descriptions

CAPP 122C3 Using Microsoft Excel 2003 - 1 unit
Level 1, Part 3
(formerly CAPP 122B3) LEC 16-18
This course focuses on the advanced aspects of Microsoft Excel, the spreadsheet software of Microsoft Office. Students will work with complex formulas, scenarios, macros, databases and data maps. This is the third of three one-unit courses covering electronic spreadsheet software used in business. Prerequisite: None. Recommended Preparation: Previous Excel experience. Transfers to CSU only

CAPP 123C Using Microsoft Access 2003 - 3 units
Level 1 (formerly CAPP 123B) LEC 48-54
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 123C1 Using Microsoft Access 2003 - 1 unit
Level 1, Part 1
(formerly CAPP 123B1) LEC 16-18
This course focuses on the introductory aspects of Microsoft Access, the information management portion of Microsoft Office. Students will design and create databases, tables and records, as well as work with queries. This is the first of three one-unit courses covering database and information management used in business. Prerequisite: None. Transfers to CSU only

CAPP 123C2 Using Microsoft Access 2003 - 1 unit
Level 1, Part 2
(formerly CAPP 123B2) LEC 16-18
This course focuses on the intermediate aspects of Microsoft Access, the information portion of Microsoft Office. Students will manipulate records, create, modify and use custom reports and forms as well as publishing data to the Web. This is the second of three one-unit courses covering database and information management used in business. Prerequisite: None. Recommended Preparation: Experience with Microsoft Access. Transfers to CSU only

CAPP 123C3 Using Microsoft Access 2003 - 1 unit
Level 1, Part 3
(formerly CAPP 123B3) LEC 16-18
This course focuses on the advanced aspects of Microsoft Access, the information management portion of Microsoft Office. Students will create different types of fields, macros, command buttons, combo boxes and switchboards. This is the third of three one-unit courses covering database and information management used in business. Prerequisite: None. Recommended Preparation: Experience with Microsoft Access. Transfers to CSU only

CAPP 124C Using Microsoft PowerPoint 2003 - 3 units
Level 1, Part 1
(formerly CAPP 124B) LEC 48-54
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 MOS (Microsoft Office Specialist) certification as well as students who are interested in improving their interpersonal communication skills. Prerequisite: None. Transfers to CSU only

CAPP 124C1 Using Microsoft PowerPoint 2003 - 1 unit
Level 1, Part 1
(formerly CAPP 124B1) LEC 16-18
This course focuses on the introductory aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will design, create and edit electronic slide shows with animation, outlines and clip art. This is the first of three one-unit courses covering presentation software used in business. Prerequisite: None. Transfers to CSU only

CAPP 124C2 Using Microsoft PowerPoint 2003 - 1 unit
Level 1, Part 2
(formerly CAPP 124B2) LEC 16-18
This course focuses on the intermediate aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will use embedded visuals and interactive OLE documents to enhance a slide show. This is the second of three one-unit courses covering presentation software used in business. Prerequisite: None. Transfers to CSU only

CAPP 124C3 Using Microsoft PowerPoint 2003 - 1 unit
Level 1, Part 3
(formerly CAPP 124B3) LEC 16-18
This course focuses on the advanced aspects of Microsoft PowerPoint, the presentation software of Microsoft Office. Students will learn to create templates as well as how to apply complex sound and animation effects to a presentation. This is the third of three one-unit courses covering presentation software used in business. Prerequisite: None. Transfers to CSU only

CAPP 126A Using Adobe PageMaker 7.0 - 3 units
Level 1 LEC 48-54
This course introduces the student to the principles, concepts, and techniques of desktop publishing. The focus in this course will be on composition and layout of multiple page documents that include text, graphics, and artwork. This course is designed for the student who wants to use desktop publishing applications for business applications. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience. Transfers to CSU only
CAPP 126C  Using InDesign 2.0  3 units
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 126D  Using Microsoft Publisher 2003  3 units
(formerly CAPP 126B)  LEC 48-54
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 131A1  Using Eudora 5.2  1 unit
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 131C1  Using Microsoft Outlook 2003  1 unit
(formerly CAPP 131B1)  LEC 16-18
This course focuses on the aspects of Microsoft Outlook, the time management portion of Microsoft Office. Students will work with calendars, appointments, task and contact lists and manage daily, weekly and monthly events. Prerequisite: None. Transfers to CSU only

CAPP 135C  Using Microsoft Project 2003 - 3 units
Level 1 (formerly CAPP 135B)  LEC 48-54
This course introduces students to the essential tools and techniques used in modern project management, especially as they apply to Information Technology projects. 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 140C  Using Microsoft Office 2003 - 3 units
Level 2 (formerly CAPP 140B)  LEC 48-54
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: None. Transfers to CSU only

CAPP 141C  Using Microsoft Word 2003 - 3 units
Level 2 (formerly CAPP 141B)  LEC 48-54
Refinement of the basic skills learned in Word Processing I and practice with the more sophisticated features of word processing computer software multi-page documents including page formatting, footnotes, macros, merge document assembly, sort, select, tables and graphics. Prerequisite: CAPP 121C. Transfers to CSU only

CAPP 141C1 Using Microsoft Word 2003 - 1 unit
Level 2, Part 1
(formerly CAPP 141B1)  LEC 16-18
Utilizing Microsoft Word software, students will develop theory and practical applications in advanced features that include formatting with styles, using templates, creating macros, creating footnotes and endnotes, and working with master documents. This course assumes student has prior experience with MS Word. Prerequisite: None. Transfers to CSU only

CAPP 141C2 Using Microsoft Word 2003 - 1 unit
Level 2, Part 2
(formerly CAPP 141B2)  LEC 16-18
Utilizing Microsoft Word software, students will refine word processing skills, develop theory and practice applications in advanced features that include creating and using online forms, managing toolbars and menus, creating and using charts, and creating Web pages. This course assumes student has prior experience with MS Word. Prerequisite: None. Transfers to CSU only

CAPP 141C3 Using Microsoft Word 2003 - 1 unit
Level 2, Part 3
(formerly CAPP 141B3)  LEC 16-18
Utilizing Microsoft Word software, students will refine word processing skills, develop theory and practice applications in advanced features that include the current version of Office applications. This course assumes student has prior experience with MS Word. Prerequisite: None. Transfers to CSU only
Course Descriptions

CAPP 143C  Using Microsoft Access 2003 - 3 units
Level 2 (formerly CAPP 143B)  LEC 48-54
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: None. Transfers to CSU only

CAPP 160C  Using Microsoft Office 2003 - 3 units
Level 3 (formerly CAPP 160B)  LEC 48-54
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, Excel, and Access products to build programs that extend the capabilities of MS Office, and to integrate these applications with other software applications and business processes. This course is designed for students who want to learn how to extend MS Office capabilities to provide automated support for business processes. Prerequisite: None. Transfers to CSU only

COMPUTER SCIENCE/INFORMATION SYSTEMS

CSIS 039  IT Certification Test Review  1 unit
LEC 16-18
The focus of this course is on reviewing information technology concepts and taking practice exams in preparation for Information Technology (IT) 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. May be taken 4 times for credit. Prerequisite: None. Not transferable

CSIS 060  Using Windows XP  3 units
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, basic security, file and folder management, and software and hardware installations. An emphasis is made on helping students solve typical problems. May be taken 4 times for credit. Prerequisite: None. Not transferable

CSIS 101  Introduction to Computers and Data Processing  3 units
AA/AS General Education: AA/AS D2  LEC 48-54
Transfers to both UC/CSU  CAN CSCI 2
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.

CSIS 103  Introduction to the Internet  3 units
LEC 48-54
This course provides an overview of the many services available on the Internet. Students will learn about Internet browsers and their extensions, WWW, email, search engines, using the Internet for research, chat and instant messaging, uploading and downloading files using FTP servers, storage services, Internet security concepts, e-commerce and the various career opportunities associated with the Internet. Prerequisite: None. Recommended Preparation: CAPP 080 or basic computer skills. Transfers to CSU only

CSIS 104  Fundamentals of Computer Programming  3 units
AA/AS General Education: AA/AS D2  LEC 48-54
Introduction to program concepts in which the student will analyze, formulate, code and debug a series of programs related to everyday life. Prerequisite: None. Transfers to both UC/CSU

CSIS 111A  Basic Programming - Level I  3 units
AA/AS General Education: AA/AS D2  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. Transfers to both UC/CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 112A</td>
<td>Visual Basic Programming - Level 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
<td></td>
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<td></td>
<td><strong>LEC 48-54</strong></td>
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<tr>
<td></td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td>CSIS 113A</td>
<td>C++ Programming - Level 1</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td></td>
<td>This course introduces the student to the principles 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, data types and declarations, control structures, functions, arrays, pointers and strings. This course is designed for the student who wishes to learn a programming language; no prior programming experience is required. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>CSIS 113B</td>
<td>JAVA Programming - Level 1</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td></td>
<td>Introduction to program concepts in which the student will analyze, formulate, code and debug a series of programs related to everyday life. This course is designed for the CIS student who is interested in expanding their programming skills in the area of Object-Oriented Programming (OOP), especially as it pertains to applications development on the World Wide Web. This course introduces the student to the principles 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, if-then/else constructs, looping and arrays. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>CSIS 113C</td>
<td>C# Programming</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td>This course will provide students with the knowledge and skills they need to develop applications with C# programming language and the .NET development platform. The course will focus on program structure, language syntax, and implementation details. This course is intended for students with some previous programming experience. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>CSIS 114A</td>
<td>SQL Programming - Level 1</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td></td>
<td>This course introduces the student to fourth generation languages and programming techniques using SQL. Using Entity-Relationship (ER) modeling techniques, students will analyze, design, and implement database schema using the SQL programming language. The following SQL features will be covered: data definition language (DDL) elements and data manipulation language (DML) elements. This course is designed for the student who wishes to learn a database programming language; no prior programming experience is required. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>CSIS 114B</td>
<td>PL/SQL Programming - Level 1</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td>This course introduces the student to advanced fourth generation database language programming using Oracle PL/SQL. Students will learn PL/SQL programming skills including syntax rules, data types, logic control, exception clauses, and cursor processing. This course is designed for students who plan to work in an Oracle database environment. <strong>Prerequisite:</strong> CSIS 114A. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CSIS 115A</td>
<td>HTML Programming - Level 1</td>
<td>3</td>
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<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td>An extensive course on the newest techniques utilized in HyperText Markup Language (HTML) Web Authoring. Students are introduced to the basic skills necessary to create a Web Page, Cascading Style Sheets (CSS), the use of HTML editors, and an examination of emerging technologies like the eXtensible HyperText Markup Language (XHTML). <strong>Prerequisite:</strong> CSIS 103 or prior Internet experience. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CSIS 115B</td>
<td>XML Design - Level 1</td>
<td>3</td>
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<td><strong>AA/AS General Education: AA/AS D2</strong></td>
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<td><strong>LEC 48-54</strong></td>
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<td>This course introduces students to the extensible Markup Language (XML) and the eXtensible Style Language. XML syntax features will be covered as well as definitions (DTDs), schemas, and document rendering. This course is designed for students who wish to learn about advanced internet publishing technologies. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>CSIS 116</td>
<td>Creating Active Server Pages</td>
<td>3</td>
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<td></td>
<td>with VBScript</td>
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<td><strong>LEC 48-54</strong></td>
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<td></td>
<td>This course introduces students to Active Server Pages using VBScript. Students will use basic VBScript control structures to create web pages that generate dynamic web content. Topics include ADO recordsets, error handling, and standard ASP components. <strong>Prerequisite/Corequisite:</strong> CSIS 115A. <strong>Recommended Preparation:</strong> CSIS 112 or previous Visual Basic programming recommended. <strong>Transfers to CSU only</strong></td>
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</tbody>
</table>
Course Descriptions

CSIS 116A  Web Scripting with PERL and JavaScript  3 units

AA/AS General Education: AA/AS D2  LEC 48-54
An introductory course in Web scripting using PERL and JavaScript. Students will learn to integrate PERL server scripts and JavaScript client scripts to create dynamic web applications. Topics include application of network protocols, advanced HTML features, dynamic page development using CGI interface, and database web connectivity using MySQL. Prerequisite: None. Recommended Preparation: Some HTML or previous programming experience recommended. Transfers to CSU only

CSIS 116B  Developing ASP.NET Web Applications  3 units

AA/AS General Education: AA/AS D2  LEC 48-54
An introduction to ASP.NET Web Development using Microsoft Visual Basic. 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: Some HTML or previous programming experience. Transfers to CSU only

CSIS 116C  Internet Scripting With JavaScript  3 units

This course teaches students the basic concepts of client-side JavaScripting used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. Cross-listed as MUL 158. Prerequisite: CSIS 101, CSIS 103 or MUL 110. Transfers to CSU only

CSIS 116D  PHP Web Development  3 units

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. May be taken 4 times for credit. Prerequisite: CSIS 115A or CSIS 117C or equivalent experience. Transfers to CSU only

CSIS 117A  Embedded Systems Programming  3 units

AA/AS General Education: AA/AS D2  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. Transfers to CSU only

CSIS 118A  Visual Basic Programming - Level 2  3 units

AA/AS General Education: AA/AS D2  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 or equivalent. Transfers to both UC/CSU

CSIS 120A  C++ Programming - Level 2  3 units

AA/AS General Education: AA/AS D2  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. This course is designed for students who wish to further develop their C++ programming skills. Prerequisite: CSIS 113A. Transfers to both UC/CSU

CSIS 123B  JAVA Programming - Level 2  3 units

AA/AS General Education: AA/AS D2  LEC 48-54
This course introduces the student to 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, if-then/else constructs, looping, and arrays. This course is designed for students who wish to further develop their JAVA programming skills. Prerequisite: CSIS 113B. Transfers to both UC/CSU
CSIS 124A SQL Programming - Level 2 3 units

AA/AS General Education: AA/AS D2 LEC 48-54
This course continues the exploration of fourth generation languages and programming techniques using SQL. Using Entity-Relationship (ER) modeling techniques, students will analyze, design, and implement complex database schema using the SQL programming language. The following SQL features will be covered: advanced data definition language (DDL) elements, advanced data manipulation language (DML) elements, and data control language (DCL) elements. This course is designed for students who wish to further develop their SQL database programming skills. Prerequisite: CSIS 114A. Transfers to boll UC/CSU

CSIS 124B PL/SQL Programming - Level 2 3 units

AA/AS General Education: AA/AS D2 LEC 48-54
This course continues the exploration of PL/SQL programming styles and techniques. Advanced PL/SQL features will be covered, including; stored procedures, functions, and packages, database schema triggers, and database constraints. This course is designed for students who wish to further develop their PL/SQL database programming skills. Prerequisite: CSIS 114B. Transfers to CSU only

CSIS 132 Creating Visual Basic Database Applications 3 units

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. Transfers to CSU only

CSIS 149 Occupational Internship: Computers 1-4 units

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. May be taken 4 times for credit. Prerequisite: Previous Computer courses; each student must be enrolled for the full semester and complete 7 units including the student’s occupational experience or be enrolled in the “Alternate Plan.” The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. Transfers to CSU only

CSIS 151 Using the OS Command Line Interface 3 units

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. This course is designed for students preparing for A+ certification, as well as students planning a career in system administration and management. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience. Transfers to CSU only

CSIS 153 Using UNIX 3 units

This course introduces students to the fundamental features of the UNIX operating system. Students will be introduced to command line basics, file and directory management, text editors, and shell programming. This course is designed for students who will be working in, or providing support to others who work in the UNIX environment. Prerequisite: None. Transfers to CSU only

CSIS 154 Using and Configuring Windows Operating Systems 3 units

AA/AS General Education: AA/AS D2 LEC 48-54
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. This course is designed for students preparing for A+ certification, as well as students planning a career in system administration and management. Prerequisite: None. Transfers to CSU only

CSIS 181 Computer Hardware - Level 1 4 units

This course is an introduction to microcomputer hardware, peripherals, and system software. Topics include basic troubleshooting, system configuration and setup. This course will prepare the student for A+ Certification Exam. Prerequisite: None. Transfers to CSU only

CSIS 190 Network Media 3 units

This course introduces students to the theory and concepts of guided and unguided network media. Students will design cable plans, and use the lab facilities to build and test patch cables and cable runs. This course is designed for students preparing for Network+ certification, as well as students planning a career in system or network administration. Prerequisite: None. Transfers to CSU only
Course Descriptions

CSIS 191  Network Hardware - Level 1  4 units
**AA/AS General Education: AA/AS D2**  LEC 64-72
This course introduces students to 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. This course is designed for the student who is interested in learning about data communications and networking hardware, as well as career options in network support. **Prerequisite:** CSIS 181.  **Transfers to CSU only**

CSIS 201  System Analysis and Design  3 units
**AA/AS General Education: AA/AS D2**  LEC 48-54
This course introduces the principles, design, and techniques of computer system design. Emphasis is on analyzing and solving problems relating to the design/re-design of a computer system. CASE (Computer Aided Software Engineering) will be introduced and utilized. **Prerequisite:** CIS 110/CSIS 101 or equivalent.  **Transfers to both UC/CSU**

CSIS 202  Networks and Data Communications  3 units  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 214  Principles of Database Management Systems  3 units  LEC 48-54
This course introduces students to the role of database management systems in the delivery of sophisticated business information systems. This course is designed for students interested in learning about modern information systems development. **Prerequisite:** None.  **Transfers to CSU only**

CSIS 223A  Linux System Administration -  Level 1  3 units  LEC 48-54
This course introduces students to 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. This course is designed for students preparing for Linux certification, as well as students planning a career in system administration and management. **Prerequisite:** None.  **Recommended Preparation:** CSIS 153.  **Transfers to CSU only**

CSIS 233A  Linux System Administration -  Level 2  LEC 48-54
This course teaches students the skills they will need to manage a Linux system in a networked environment. 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:** CSIS 223A.  **Transfers to CSU only**

CSIS 298A  CIS Special Topics: Programming  .5-3 units  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 4 times for credit. **Prerequisite:** None.  **Transfers to CSU only**

CSIS 299  Special Projects: Computers  1-3 units  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. May be taken 3 times for credit. **Prerequisite:** Previous computer courses; a contract must be completed with the instructor prior to enrollment.  **Transfers to CSU only**

**NETWORKING**

NET 100  Local Area Network Design and Switch Management  3 units  LEC 48-54
This course is designed to provide students in networking the fundamental concepts of local area network design and the basics of switch management including Cisco Catalyst operations and VLANs. This course is designed to help students prepare for CCNA exam from Cisco Systems and meets the requirements of the Cisco Network Academy. May be taken 4 times for credit. **Prerequisite:** CSIS 202.  **Transfers to CSU only**

NET 101  Layer 3 Routing and Router Management  3 units  LEC 48-54
This course is designed to provide students in networking the fundamental concepts of layer 3 routing and the basics of router management including Cisco IOS software configuration and routing protocols such as RIP and IGRP. This course is designed to help students prepare for the CCNA exam from Cisco Systems and meets the requirements of the Cisco Network Academy. May be taken 4 times for credit. **Prerequisite:** CSIS 202.  **Transfers to CSU only**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 102</td>
<td>Wide Area Network Design and Protocol Configuration</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 120</td>
<td>Installing, Configuring, and Administering a Windows Client Operating System</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 121</td>
<td>Managing and Maintaining a Microsoft Windows Server Environment</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 122</td>
<td>Implementing, Managing, and Maintaining a Windows Network Infrastructure</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 140</td>
<td>Network Security Fundamentals</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 141</td>
<td>Hardening the Infrastructure</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 142</td>
<td>Network Defense and Countermeasures</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 160</td>
<td>Web Server Administration</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
<tr>
<td>NET 161</td>
<td>Implementing Advanced Web Site Designs</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Prerequisite: CSIS 202. Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

NET 162 Designing a Web Infrastructure 3 units for E-Commerce  
LEC 48-54

The course is designed to provide students in networking with the ability to design a web infrastructure for e-commerce. Students will learn essential concepts required to understand the foundations of a web site designed to sell products and meet specific marketing goals. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. Prerequisite: CSIS 202. Transfers to CSU only

ORACLE

ORA 039 Oracle Certification 1 unit Test Review  
LEC 16-18

The focus of this course is on reviewing Oracle database technology concepts and taking practice exams in preparation for Oracle 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. May be taken 4 times for credit. Prerequisite: None. Not transferable

ORA 171B Oracle Forms Release 6 - Level 1 3 units  
LEC 48-54

This course introduces students to the Oracle Forms Release 6 Builder Environment. Students will learn to create basic and master-detail form modules utilizing text items, check boxes, list items, radio groups and list of values (LOVs). Students will also learn how to use and define triggers. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: None. Recommended Preparation: CSIS 124A. Transfers to CSU only

ORA 172B Oracle Reports Release 6 - Level 1 3 units  
LEC 48-54

This course introduces students to the Oracle Reports Builder Environment. Students will learn how to design, create and run reports. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: None. Recommended Preparation: CSIS 124A. Transfers to CSU only

ORA 181B Oracle Forms Release 6 - Level 2 3 units  
LEC 48-54

This is a second-level course in Oracle Forms development. Students will learn how to create and manage menu modules, control windows and canvases, define data sources, and manage projects with Project Builder. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: ORA 171B. Transfers to CSU only

ORA 182B Oracle Reports Release 6 - Level 2 3 units  
LEC 48-54

This is a second-level course in Oracle Reports development. Students will learn how to use and define report parameters and report triggers. Students will also be introduced to the Graphics Builder environment and will design and build basic charts. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: ORA 172B. Transfers to CSU only

ORA 241B Oracle 9.2i Database Administration - Level 1 3 units  
LEC 48-54

This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for Oracle Database Administration certification exam, as well as students planning for a career in database administration and management. Prerequisite: None. Recommended Preparation: CSIS 114A. Transfers to CSU only

ORA 241B Oracle 9.2i Database Administration - Level 2 3 units  
LEC 48-54

This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for the Oracle Database Administration certification exams, as well as students planning for a career in database administration and management. Prerequisite: ORA 241B. Transfers to CSU only

ORA 261B Oracle 9.2i Database Administration - Level 3 3 units  
LEC 48-54

This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, network architecture, and network security risks and their solutions. This course is designed for students preparing for the Oracle Database Administration certification exams, as well as students planning for a career in database administration and management. Prerequisite: ORA 241B. Transfers to CSU only

ORA 271B Oracle 9.2i Database Administration - Level 4 3 units  
LEC 48-54

This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include database performance issues, database reconfiguration, and tuning. This course is designed for students preparing for Oracle certification, as well as students planning for a career in database administration and management. Prerequisite: ORA 241B. Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite:</th>
<th>Transfers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 100</td>
<td>History and Appreciation of Dance</td>
<td>3</td>
<td>Through videotapes, lectures, readings and in-class discussions, the universal human activity known as dancing is explored in this cross-cultural course which looks at 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 to reveal the universal as well as the culture-specific nature of the dancing body and its audiences. This is a requirement for dance majors and meets graduation requirement for a multicultural and/or humanities course for the non-major. *Cross-listed as HIST 151.</td>
<td>None.</td>
<td>to both UC/CSU</td>
</tr>
<tr>
<td>DAN 108</td>
<td>Improvisation for Dance and Theater</td>
<td>3</td>
<td>Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, contract improvisation, theater games and dance, the student will learn spontaneity, immediacy and commitment in non-scripted theater. This course is for the dance and/or theater major, meets general education and transfer requirements and is for any performer or student interested in developing their intuitive responses in all performance. May be taken 2 times for credit.</td>
<td>None.</td>
<td>to both UC/CSU</td>
</tr>
<tr>
<td>DAN 114</td>
<td>Music/Movement Experiences for Teachers Of Young Children</td>
<td>3</td>
<td>Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Schulwerk, Dalcroze, Laban and Kodaly students learn a conceptual framework from which they create innovative plans that integrate music and movement into the classroom curriculum. Although the focus of the course is on the preschool curriculum, the concepts explored are applicable to all elementary levels. *Cross-listed as CDE 114 and MUS 110. May be taken 2 times for credit.</td>
<td>None.</td>
<td>to CSU only</td>
</tr>
<tr>
<td>DAN 120</td>
<td>Conditioning and Alignment for Dance</td>
<td>2</td>
<td>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. May be taken 4 times for credit.</td>
<td>None.</td>
<td>to both UC/CSU</td>
</tr>
<tr>
<td>DAN 121</td>
<td>Beginning Ballet</td>
<td>1</td>
<td>This beginning level course is an introduction to the classical dance techniques of ballet. Emphasis is on alignment, strength, flexibility, balance and musicality as inherent in classical dance technique. Historical perspectives, terminology, basic barre and center combinations are explored. Throughout the course, particular attention is placed on the development of a strong core, uplifted stance, and overall movement with confidence. This course meets a requirement for the dance major, CSU/UC transfer, and is of interest to the general education student who is interested in developing body confidence through classical dance technique. May be taken 4 times for credit.</td>
<td>None.</td>
<td>to both UC/CSU</td>
</tr>
<tr>
<td>DAN 122</td>
<td>Beginning Modern Dance</td>
<td>1</td>
<td>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. Some of the techniques which may be covered are: Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Horton, Hawkins, Taylor, Tharp, Hay, Farber, as well as the contemporary styles of current modern dance artists. Strong emphasis is on the development of dynamic alignment, suppleness and flexibility, rhythmicality and musicality, endurance and balance and on the acquisition of a beginning modern dance movement vocabulary. May be taken 4 times for credit.</td>
<td>None.</td>
<td>to both UC/CSU</td>
</tr>
</tbody>
</table>
## Course Descriptions

### DAN 123  Beginning Jazz Dance  1 unit

**AA/AS General Education: AA/AS C or E**  
**LAB 48-54**

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. This class meets a requirement for the dance major and the transfer student and would be of interest to dancers and non-dancers alike. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

### DAN 124  Beginning Tap Dance  1 unit

**AA/AS General Education: AA/AS C or E**  
**LAB 48-54**

An introduction to the uniquely American dance form known as tap, this course emphasizes basic traditional tap steps, combinations and rhythms, and introduces the rhythm-based work of jazz-tap as performed in concert. Strong emphasis is on the relationship of steps, rhythms, and music. Choreographic elements, proper preparation and general historic references are included. This class meets a requirement for the dance major and the transfer student and would be of interest to dancers, musical theater performers, actors, musicians, and anyone interested in exploring this unique American dance form. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

### DAN 125  Introduction to Choreography  3 units

**AA/AS General Education: AA/AS C or E**  
**LEC 48-54**

Through lectures, readings, movement studies and video analysis, this beginning study of choreographic theory, history and practice emphasizes the analysis of dance as an art form through the elements of space, shape, motion, time and energy. Students will complete a series of short, choreographic assignments through which they will be encouraged to develop a personal dance aesthetic and unique choreographic voice. Choreographic forms and principles will be introduced. May be taken 2 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

### DAN 126  Intermediate Modern Dance  2 units

**AA/AS General Education: AA/AS C or E**  
**LEC 16-18/LAB 48-54**

This course offers a continuing study of modern dance techniques, which may include but are not limited to the styles and techniques of jazz innovators such as Cole, Giordano, Luigi, Robbins, Fosse, Tremaine. Contemporary and commercial styles may also be studied. Historical and theoretical understandings of jazz technique from film, television, and stage are a primary focus, as well as the development of the dancer's technical and expressive skills. May be taken 4 times for credit.  
**Prerequisite:** DAN 123 or equivalent experience.  
**Transfers to both UC/CSU**

### DAN 127  Intermediate Jazz Dance  2 units

**AA/AS General Education: AA/AS C or E**  
**LEC 16-18/LAB 48-54**

This course offers a continuing study of jazz dance techniques, which may include but are not limited to the styles and techniques of jazz innovators such as Cole, Giordano, Luigi, Robbins, Fosse, Tremaine. Contemporary and commercial styles may also be studied. Historical and theoretical understandings of jazz technique from film, television, and stage are a primary focus, as well as the development of the dancer's technical and expressive skills. May be taken 4 times for credit.  
**Prerequisite:** DAN 123 or equivalent experience.  
**Transfers to both UC/CSU**

### DAN 128  Intermediate Ballet  2 units

**AA/AS General Education: AA/AS C or E**  
**LEC 24-27/LAB 24-27**

This intermediate level course is a further study of classical ballet dance techniques of ballet masters such as Vaganova, Cecchetti, and Balanchine, as well as contemporary ballet innovators. Historical and theoretical understandings of ballet technique are a primary focus, as well as the development of the dancer's technical and expressive skills. May be taken 4 times for credit.  
**Prerequisite:** DAN 121 or equivalent experience.  
**Transfers to both UC/CSU**

### DAN 129  Intermediate Tap Dance  2 units

**AA/AS General Education: AA/AS C or E**  
**LEC 24-27/LAB 24-27**

This intermediate course is a further study of the uniquely American dance form known as tap. This course emphasizes developing technique, aesthetics, style, musicianship, and improvisational skills in both musical theater tap and concert tap forms. Historical and theoretical understandings of tap technique are a integral focus. This class meets a requirement for the dance major and would be of interest to dancers, musical theater performers, actors, and musicians. May be taken 4 times for credit.  
**Prerequisite:** DAN 124 or previous tap experience.  
**Transfers to both UC/CSU**

### DAN 133  American Popular Dance on Stage, Screen, and Television  3 units

**AA/AS General Education: AA/AS C**  
**LEC 48-54**

This survey of American popular and classical dance on stage, screen and television emphasizes the cultural and social history of the dance styles known as tap, jazz, ballroom, show dancing, modern dance, and the ballet from the late 18th century to the present, as they develop and/or appear in early show dances, minstrelsy, vaudeville, Broadway and Hollywood musicals, and music television videos. This course fulfills requirements for the dance major, MSJC Humanities, and is for all interested in American theatrical dance styles.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**
DAN 140  Music for Dance  3 units  
AA/AS General Education: AA/AS C  LEC 48-54
Music for Dance is a course for dancers and other performing artists who wish to understand music and alternative forms of accompaniment from a physical perspective. Structure, timing, phrasing, rhythmic impulses, notation, along with music literature resources are explored. Music history, contemporary music trends, legal implications of usage, and accompaniment as creative resource material, are emphasized. Prerequisite: None. Transfers to both UC/CSU

DAN 201  Dances of the World  1 unit  
AA/AS General Education: AA/AS C and F  LEC 8-9/LAB 24-27
Through sequential master classes, lectures, demonstrations, text readings, internet research, and performances-live and video taped, students explore cultural dance, as a product of and a link to its society. Specific cultural dances, for study, are analyzed for their classical tradition, sacred/ceremonial import and/or theatrical impact within its society. Workshops with master teachers comprise much of the coursework, with emphasis on movement, vocabulary, rhythms and styles of each dance form; cultural, sociological, economic, and geographical perspectives are also emphasized. One or more, up to four, world dance traditions will be chosen for a full semester of study, as listed in the schedule. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

DAN 204  Musical Theater Dance Techniques  3 units  
AA/AS General Education: AA/AS C or E  LAB 144-162
This course in the techniques of musical theater dance for the beginning, intermediate and advanced musical theater performer emphasizes dance repertory for specific musicals being staged by Mt. San Jacinto College Performing Arts, culminating in May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

DAN 209  Musical Production  1-4 units  
AA/AS General Education: AA/AS C  LAB 48-216
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. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

DAN 212  Dance Production (formerly Dance Repertory Workshop)  3 units  
AA/AS General Education: AA/AS C or E  LAB 16-18/LAB 96-108
This course introduces all aspects of dance production with emphasis on the choreographic and rehearsal process as it leads to dance performance. Primary focus of the course is on the production of and participation in any aspect of a dance concert. Students may choose an area of primary concentration: choreography, performance, design (costume, makeup, set, light), composition (music), public relations/publicity and/or technical production. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

DAN 214  Dance Touring Ensemble  3 units  
AA/AS General Education: AA/AS C or E  LAB 144-162
This performing group for advanced dancers will rehearse weekly, perform repertory, and teach at schools and other venues throughout the year. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

DAN 299  Special Projects: Dance  1-3 units  
AA/AS General Education: AA/AS C  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. May be taken 3 times for credit. Prerequisite: Previous Dance classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

DMS 100  Fundamentals of Diagnostic Medical Sonography  2 units  
LEC 16-18/LAB 48-54
This is an introductory course for the student who has applied to the Diagnostic Medical Sonography program. The student will learn basic scanning skills, transducer 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 anatomy on sonographic images. May be taken 3 times for credit. Prerequisite: Application to the Diagnostic Medical Sonography program and current CPR Healthcare Provider card. Transfers to CSU only

DMS 110  Sectional Imaging  2 units  
LEC 32-36
Computerized tomography, magnetic resonance, and ultrasound images are correlated to review and identify anatomy of the skull, thorax, abdomen, and pelvis. Prerequisite: None. Transfers to CSU only
Course Descriptions

DMS 112  Ultrasound Physics and Instrumentation  3 units
LEC 48-54
This course is designed to teach the fundamental principles of ultrasound. Concepts of pulsed ultrasound, interaction with tissue, transducer basics, real time imaging, Doppler ultrasound, instrumentation, artifacts, safety and quality assurance are covered in this course. **Prerequisite:** Acceptance into the Diagnostic Medical Sonography program. **Transfers to CSU only**

DMS 114  Clinical Experience I  5 units
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. **Prerequisite:** Acceptance into the Diagnostic Medical Sonography program. **Transfers to CSU only**

DMS 120  Abdomen Scanning  3 units
LEC 48-54
Abdomen and small parts anatomy and sonography scanning techniques will be discussed in this course. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. Demonstrations on advanced scanning techniques and protocols will be included. **Prerequisite:** DMS 110, DMS 112, and DMS 114 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 122  Ultrasound Pathology I  1.5 units
LEC 24-27
Abnormal sonographic and Doppler patterns of disease processes, pathology, and pathophysiology of the abdomen, breast, thyroid, prostate, and scrotum will be discussed in this class. Students will recognize, identify, and appropriately document pathology of the abdomen and superficial structures. Case studies will be evaluated and discussed. **Prerequisite:** DMS 110, DMS 112, and DMS 114 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 124  Clinical Experience II  10 units
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. **Prerequisite:** DMS 110, DMS 112, and DMS 114 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 126  Clinical Experience III  1.5 units
LAB 72-81
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 and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. **Prerequisite:** DMS 120, DMS 122, and DMS 124 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 130  Obstetric/Gynecology Scanning  3 units
LEC 48-54
Obstetric/Gynecology anatomy, pathology, and sonography scanning techniques will be discussed in this course. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal abnormal sonographic patterns will be discussed. Demonstrations on basic scanning techniques and protocols will be included. **Prerequisite:** DMS 120, DMS 122, DMS 124, and DMS 126 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 132  Ultrasound Pathology II  1.5 units
LEC 24-27
Abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiologic will be discussed in this class. Students will recognize, identify, and appropriately document pathology of the female pelvis and fetus. Case studies will be evaluated and discussed. **Prerequisite:** DMS 120, DMS 122, DMS 124 and DMS 126 (all with a grade of “C” or better). **Transfers to CSU only**

DMS 134  Ultrasound Seminar  1.5 units
LEC 24-27
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 and resume writing for job opportunities are included. **Prerequisite:** DMS 120, DMS 122, DMS 124 and DMS 126 (all with a grade of “C” or better). **Transfers to CSU only**
DMS 136  Clinical Experience IV  10 units

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, 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. **Prerequisite:** DMS 120, DMS 122, DMS 124 and DMS 126 (all with a grade of “C” or better).  **Transfers to CSU only**

**DRAMA (SEE THEATER ARTS)**

**EARTH SCIENCE**

ES 101  Topics in Earth Science  3 units

**Prerequisite:** None.  **Transfers to CSU only**

**ECONOMICS**

ECON 071  Introduction to Economics I  3 units

**Prerequisite:** None.  **Not transferable**

ECON 072  Introduction to Economics II  3 units

**Prerequisite:** Previous Economics classes; a contract must be completed with the instructor prior to enrollment.  **Transfers to CSU only**
Course Descriptions

ENGINEERING TECHNOLOGIES

ENGR 149 Occupational Internship: 1-4 units Engineering

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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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 Computer Aided Drafting I 3 units

LEC 32-36/LAB 48-54

An introductory course to Computer Aided Drafting (CAD) 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. Exercises focus on digital design elements for computer rendering and illustration. Prerequisite: None. Recommended Preparation: Computer experience or the completion of a computer literacy class. Transfers to both UC/CSU

ENGR 155 Computer Aided Drafting II 3 units

LEC 24-27/LAB 72-81

An advanced course in Computer Aided Drafting (CAD) provides students with the necessary skills for drafting careers in fields that employ architectural and engineering drawings, surveying and planimetric mapping, and 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 Plane Surveying I (formerly Plane Surveying) 4 units

LEC 48-54/LAB 48-54

This course is designed for students interested in acquiring skills relevant to land surveying, for instance, interpreting assessor parcel maps and records of survey. Students will learn fundamental surveying techniques involving linear, angular, and area calculations and measurements. Field experience may include use of steel tapes, engineer’s level, transit, theodolite, electronic distance measuring instruments, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances and policies are introduced. Prerequisite: None. Transfers to CSU only

ENGR 157 Global Positioning Systems 4 units

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 164 Plane Surveying II 4 units

LEC 48-54/LAB 48-54

This advanced course is a continuation of Plane Surveying I and designed for students seeking a career in plane surveying. This course involves advanced linear, angular, area measurements and calculations. Students will compute horizontal and vertical curves, tacheometry, earthwork, error and adjustment of level nets, and determine direction of lines. Integrating United States Public Land Surveys, State Plane Coordinate Systems, Rectangular System of Land Division for Public Lands, and photogrammetry with surveying techniques are explored. Prerequisite: ENGR 164. Transfers to CSU only

ENGR 165 Legal Aspects of Surveying 3 units

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, and reading interpreting, and writing land descriptions. Prerequisite: None. Transfers to CSU only

ENGR 166 Global Positioning Systems 4 units

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 299 Special Projects: Engineering 1-3 units 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. May be taken 3 times for credit. **Prerequisite:** Previous Engineering and Related Technologies classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

## ENGLISH AS A SECOND LANGUAGE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 050</td>
<td>English As a Second Language I</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td></td>
<td>English 50 is the entry-level course for credit ESL. This course provides instruction and practice in English sentence structure, reading, and writing for students who wish to prepare for college-level work. The class emphasizes the correct use of grammatical structures and verb tenses in sentences and short paragraphs for the beginning academic English learner. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Appropriate placement based on the CELSA placement instrument. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 051</td>
<td>English As a Second Language II</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td></td>
<td>English 51 is a continuation of English 50. This course provides instruction and practice in high-beginning/low-intermediate credit English sentence structure, reading, and writing for students who wish to prepare for college-level work. Students improve their skills in spelling, punctuation, vocabulary development, and basic academic writing conventions in paragraphs. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL 050 or equivalent skill level. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 052</td>
<td>English As a Second Language III</td>
<td>3</td>
<td>LEC 48-54</td>
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<tr>
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<td>English 52 continues English 51 and emphasizes the development of reading, writing, and critical thinking skills necessary for college-level success for ESL learners. Students receive practice in analyzing reading and writing sentence patterns, paragraphs, and short essays. Class writing consists of paragraphs and short essays. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL 051 or equivalent skill level. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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<tr>
<td>ENGL 053</td>
<td>English As a Second Language IV</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>English 53 improves the reading, writing, and critical thinking skills necessary for successful participation in college credit classes for ESL learners. This course focuses on essay development. Students receive practice in analyzing paragraph and essay form and structure, critical reading, analytical discussion of text, and writing three to five paragraph essays while increasing their English language fluency. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL 052 or equivalent skill level. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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<tr>
<td>ENGL 054</td>
<td>English As a Second Language V</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>English 054 continues English 53 and gives students extensive practice in the rhetorical modes of expression and argument, with an emphasis on analytical and expository writing at the essay level. In addition, the class offers practice in critical reading. The course stresses organization and in-depth essay development. Library research techniques are developed and a short research paper is completed. May be taken 2 times for credit. <strong>Prerequisite:</strong> ESL Placement Test Score of 91-100 points or equivalent skill level. <strong>Recommended Preparation:</strong> ENGL 053. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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<tr>
<td>ENGL 055</td>
<td>English As a Second Language VI</td>
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<td>LEC 48-54</td>
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<td>English 055 continues English 54 and gives students extensive practice in the rhetorical modes of expression and argument, with an emphasis on analytical and expository writing at the essay level. The class offers practice in critical reading. The course stresses organization and in-depth essay development. Library research techniques are developed and a short research paper is completed. May be taken 2 times for credit. <strong>Prerequisite:</strong> ESL Placement Test Score of 91-100 points or equivalent skill level. <strong>Recommended Preparation:</strong> ENGL 053. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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<tr>
<td>ENGL 056</td>
<td>English as a Second Language: Listening and Conversation</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>English 056 is an ESL 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. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> A basic knowledge of English is required. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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## ENGLISH

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time</th>
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<tbody>
<tr>
<td>ENGL 041</td>
<td>Basic Grammar and Usage Practicum</td>
<td>1</td>
<td>LAB 48-54</td>
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<td>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. <strong>Prerequisite:</strong> None. <strong>Corequisite:</strong> ENGL 061. Offered as credit/no-credit only. <strong>Not transferable</strong></td>
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Course Descriptions

ENGL 042 Basic Writing Skills Practicum 1 unit
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. May be taken 2 times for credit. Prerequisite: None. Corequisite: ENGL 062. Offered as credit/no-credit only. Not transferable

ENGL 061 Basic Grammar and Usage 4 units
LEC 64-72
English 061 develops grammar usage skills needed for English 062, 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. May be taken 2 times for credit. Prerequisite: None. Offered as credit/no-credit only. Not transferable

ENGL 062 Basic Writing Skills 4 units
LEC 64-72
English 062 improves the writing skills needed for English 098 and 101. The course emphasizes the acquisition of writing skills in grammar, punctuation and accurate, expressive writing developed through self-editing and revision. The course focuses on paragraph writing, leading to the development of a multiple-paragraph essay. May be taken 2 times for credit. Prerequisite: ENGL 061 or appropriate assessment score. Offered as credit/no-credit only. Not transferable

ENGL 065 Phonics and Spelling Review 3 units
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. May be taken 4 times for credit. Prerequisite: None. Offered as credit/no-credit only. Not transferable

ENGL 095 Business English 3 units
LEC 48-54
Students will learn 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. This course is recommended for all Business majors and vocational business students. It is particularly recommended as a precursor to or as a class to be taken concurrently with BADM/ENGL 104, Business Communication and Technical Writing. *Cross-listed as OTEC 095. Prerequisite: None. Not transferable

ENGL 098 English Fundamentals 4 units
AA/AS General Education: AA/AS D1 LEC 64-72
This course provides practice in English composition with emphasis on the multi-paragraph essay, with a review of mechanics, and paragraphing. The course also introduces students to using library resources. Successful completion will prepare students for English 101 or fulfill one requirement for graduation. Prerequisite: ENGL 062 or appropriate requirement for graduation. Not transferable

ENGL 101 Freshman Composition 4 units
AA/AS General Education: AA/AS D1 or D2 LEC 64-72
Transfers to both UC/CSU CAN ENGL 2 CAN ENGL SEQ A
This course provides instruction in writing academic analytic essays. Students will learn to read and respond to sources analytically, conduct academic-level research and incorporate those sources into a research paper. This course fulfills graduation and transfer requirements. Prerequisite: Completion of ENGL 098 with a grade of “C” or better or appropriate assessment test score.

ENGL 101H Honors Freshman Composition 4 units
AA/AS General Education: AA/AS D1 or D2 LEC 64-72
This course provides instruction in writing academic analytic essays. Students will learn to read and respond to sources analytically, conduct academic-level research and incorporate those sources into a research paper. This course fulfills graduation and transfer requirements. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL 098 with a grade of “C” or better or appropriate assessment test score. Transfers to both UC/CSU

ENGL 103 Critical Thinking and Writing 4 units
AA/AS General Education: AA/AS D2 LEC 64-72
Transfers to both UC/CSU CAN ENGL 4 CAN ENGL SEQ A
English 103 provides continuing practice in the analytical 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 or ENGL 101H with a grade of “C” or better.
ENGL 103H  Honors Critical Thinking and Writing  4 units
AA/AS General Education: AA/AS D2  LEC 64-72
English 103 provides continuing practice in the analytical 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 or ENGL 101H with a grade of “C” or better.  Transfers to both UC/CSU

ENGL 104  Business Communications  3 units
AA/AS General Education: AA/AS D1 or D2  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. Provides a review of grammar, spelling, and mechanics.  *Cross-listed as BADM 104.  Prerequisite: None.  Recommended Preparation: ENGL 098 and typing speed of 25 wpm or concurrent enrollment in OTEC 144 and OTEC/ENGL 095.  Transfers to CSU only

ENGL 104H  Honors Business Communications  3 units
AA/AS General Education: AA/AS D1 or D2  LEC 48-54
This course is 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. It 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 and typing speed of 25 wpm or concurrent enrollment in OTEC 144.  Transfers to CSU only

ENGL 106  Introduction to Literature  3 units
AA/AS General Education: AA/AS C  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: None.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 106H  Honors Introduction to Literature  3 units
AA/AS General Education: AA/AS C  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.  Recommended Preparation: Eligibility for ENGL 101.  Transfers to both UC/CSU

ENGL 107  Fundamentals of English  3 units
AA/AS General Education: AA/AS D2  LEC 64-72
This course is a general introduction to the development of written communication in English. It is designed for students who are not yet ready for ENGL 101.  Transfers

ENGL 108  Writing Process  3 units
AA/AS General Education: AA/AS C  LEC 48-54
A study of the writing process: prewriting strategies, organizing, revising and editing, and writing for different formats.  Recommended Preparation: Eligibility for ENGL 101.  Transfers to both UC/CSU

ENGL 110  First-Year Composition  3 units
AA/AS General Education: AA/AS C  LEC 48-54
A study of the writing process: prewriting strategies, organizing, revising and editing, and writing for different formats.  Recommended Preparation: Eligibility for ENGL 101.  Transfers to both UC/CSU

ENGL 130  Introduction to Creative Writing  3 units
AA/AS General Education: AA/AS C  LEC 48-54
Transfers to both UC/CSU  CAN ENGL 6
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).
**Course Descriptions**

**ENGL 132**  Adolescent Literature  
3 units  
AA/AS General Education: AA/AS C  
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. *Cross-listed as ED 132. Prerequisite: None. Recommended Preparation: ENGL 101. Transfers to CSU only*

**ENGL 132H**  Honors Adolescent Literature  
3 units  
AA/AS General Education: AA/AS C  
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. *Cross-listed as ED 132H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL 101. Transfers to CSU only*

**ENGL 190**  Theory and Practice of Tutoring Writing  
3 units  
LEC 48-54  
English 190 is designed to provide students an introduction to the theoretical concepts and practical issues involved in tutoring various levels of writing. Students will critique a variety of issues and practices relevant to the role of tutoring writing through observing, reading, and discussing the relationship between the writer and his/her writing, the tutor, the classroom teacher, and the classroom environment. *Prerequisite: ENGL 101 and ENGL 103 with an A or demonstrated equivalent abilities. Students should be strong writers, able to read and respond analytically, familiar with academic-level research, and able effectively to communicate ideas and strategies orally. Transfers to CSU only*

**ENGL 191**  Writing Tutor Workshop  
1 unit  
LEC 16-18  
English 191 is an interactive course that analyzes the techniques of tutoring writing. Students will examine the role of writing tutors in one-on-one conferences, discuss tutoring theory, and observe tutors in the Writing Center and/or composition instructors in the classroom. Though this class is meant to prepare students to tutor writing, any student wishing to improve his/her writing skills will benefit from this course. May be taken 3 times for credit. *Prerequisite: ENGL 101 and ENGL 103 with an “A” or demonstrated equivalent abilities. Students should be strong writers, able to read and respond analytically, familiar with academic-level research, and able effectively to communicate ideas and strategies orally. Transfers to CSU only*

**ENGL 200**  Survey of Drama  
3 units  
AA/AS General Education: AA/AS C  
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. *Prerequisite: None. Recommended Preparation: ENGL 101. Transfers to both UC/CSU*

**ENGL 203**  Survey of Shakespeare  
3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
Survey of Shakespeare 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: None. Recommended Preparation: ENGL 101. Transfers to both UC/CSU*

**ENGL 203H**  Honors Survey of Shakespeare  
3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
Survey of Shakespeare 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: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL 101. Transfers to both UC/CSU*

**ENGL 205**  World Folklore  
3 units  
AA/AS General Education: AA/AS C and F  
LEC 48-54  
World Folklore introduces the student to the study of folklore from diverse cultures throughout the world. Students will learn the major story types and the sociological, psychological and moral impact of folklore in everyday life. This course is designed for students wishing to expand their knowledge of gender studies and different cultures, for students planning on transferring to a four-year institution and for students with a general interest in human nature. *Prerequisite: None. Recommended Preparation: ENGL 101. Transfers to both UC/CSU*

**ENGL 205H**  Honors World Folklore  
3 units  
AA/AS General Education: AA/AS C and F  
LEC 48-54  
Honors World Folklore introduces the student to the study of folklore from diverse cultures throughout the world. Students will learn the major story types and the sociological, psychological and moral impact of folklore in everyday life. This course is designed for students wishing to expand their knowledge of gender studies and different cultures, for students planning on transferring to a four-year institution and for students with a general interest in human nature. *Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL 101. Transfers to both UC/CSU*
Course Descriptions

ENGL 207 American Literature: Pre-Colonial to 1865
3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU CAN ENGL 14
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: None. Recommended Preparation: ENGL 101.

ENGL 207H Honors American Literature: Pre-Colonial to 1865
3 units
AA/AS General Education: AA/AS C
Transfers to CSU only
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. Recommended Preparation: ENGL 101.

ENGL 208 American Literature: 1865 to Present
3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU CAN ENGL 16
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: None. Recommended Preparation: ENGL 101.

ENGL 208H Honors American Literature 1865 to Present
3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU
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. Recommended Preparation: ENGL 101.

ENGL 210 Analysis of Poetry 3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU
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: None. Recommended Preparation: ENGL 101.

ENGL 220 Analysis of Fiction 3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU
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 critical 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: None. Recommended Preparation: ENGL 101.

ENGL 220H Honors Analysis of Fiction 3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU
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 critical 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. Recommended Preparation: ENGL 101.

ENGL 230 English Literature: Anglo-Saxon to 1775
3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU CAN ENGL 8 CAN ENGL SEQ B
English Literature: Anglo-Saxon to 1775 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, and the anonymous author of Everyman, More Sidney, Spenser, Marlow, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell, and Gray. Prerequisite: None. Recommended Preparation: ENGL 101.
Course Descriptions

ENGL 231  English Literature: 1775 to Present  (formerly English Literature: 1775-1950)  3 units

AA/AS General Education: AA/AS C  LEC 48-54
Transfers to both UC/CSU  CAN ENGL 10  CAN ENGL SEQ B

This course chronologically surveys English writing from 1775 to the present and examines the work of both major and minor writers. Writers are examined in a historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote.

Prerequisite: None.  Recommended Preparation: ENGL 101.

ENGL 231H  Honors English Literature: 1775 to Present  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course chronologically surveys English writing from 1775 to the present and examines the work of both major and minor writers. Writers are examined 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.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 240  Native American Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course surveys the variety of writings that constitute Native American literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way Native American literature and our perceptions have changed as a result of historical, political and literary movements.

Prerequisite: None.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 240H  Honors Native American Literature  3 units

LEC 48-54

This course surveys the variety of writings that constitute Native American literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way Native American literature and our perceptions have changed as a result of historical, political and literary movements.

Prerequisite: Acceptance in the Honors Enrichment Program.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 245  Introduction to Language and Linguistics  3 units

AA/AS General Education: AA/AS C  LEC 48-54

Introduction to Language and Linguistics introduces the student to the study of language and its subfields: including phonology, morphology, syntax, semantics, pragmatics, sociolinguistics, and psycholinguistics.  Students will learn how language affects their lives.

Prerequisite: None.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 245H  Honors Introduction to Language and Linguistics  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course introduces the student to the study of language and its subfields: including phonology, morphology, syntax, semantics, pragmatics, sociolinguistics, and psycholinguistics.  Students will learn how language affects their lives.  Prerequisite: Acceptance in the Honors Enrichment Program.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 250  Women and Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course chronologically examines literature 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: None.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 250H  Honors Women and Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course chronologically examines literature 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.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 250H  Honors Women and Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course chronologically examines literature 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.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU

ENGL 260  Introduction to African-American Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American experience in the United States.  Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language choice from both an historical and a literary perspective.  The course may include fiction, poetry, drama, film, and non-fiction prose, including autobiography, written by and about women.

Prerequisite: None.  Recommended Preparation: ENGL 101.  Transfers to both UC/CSU
Course Descriptions

ENGL 260H  Honors Introduction to African American Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American experience in the United States. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language choice from both an historical and a literary perspective. 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. **Recommended Preparation:** ENGL 101. **Transfers to CSU only**

ENGL 270  Latin American Literature in Translation  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

Latin American Literature in Translation surveys Latin American literature from the Pre-Columbian oral tradition to the present. Lectures, discussions, and presentations analyze, interpret, and compare the various literary genres and movements in selected works of major Latin American authors within their historical, cultural, and socio-political contexts. This course is designed for students wishing to study Latin American literature, for students with a general interest in literature, and for students planning to transfer to a four-year institution. *Cross-listed as SPAN 270. **Prerequisite:** None. **Recommended Preparation:** ENGL 101. **Transfers to both UC/CSU**

ENGL 280  Multi-Ethnic Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano 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. This course is intended for students majoring in English or liberal studies and those interested in the literature of ethnic Americans. **Prerequisite:** None. **Recommended Preparation:** ENGL 101. **Transfers to both UC/CSU**

ENGL 280H  Honors Multi-Ethnic Literature  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano 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. This course is intended for students majoring in English or liberal studies and those interested in the literature of ethnic Americans. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL 101. **Transfers to both UC/CSU**

ENGL 299  Special Projects: English  1-3 units

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. May be taken 3 times for credit. **Prerequisite:** Previous English classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

ENVIRONMENTAL STUDIES

ENVS 100  Humans and Scientific Inquiry  3 units

AA/AS General Education: AA/AS A  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. It is recommended for students with limited previous experience in science and students majoring in the technical, professional or social sciences. **Prerequisite:** None. **Transfers to both UC/CSU**

ENVS 101  Environmental Science  3 units

AA/AS General Education: AA/AS A  LEC 48-54

ENVS 101 is an introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical and biological sciences. The 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 a biotic factor of the biosphere as they are influenced by human action. This is a three-credit science course that meets the non-laboratory portion of the general science requirement. **Prerequisite:** None. **Transfers to both UC/CSU**
Course Descriptions

ENVS 101H Honors Environmental Science 3 units

AA/AS General Education: AA/AS A

ENVS 101 is an introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical, and biological sciences. The 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 a biotic factor of the biosphere as they are influenced by human action. This is a three-credit science course that meets the non-laboratory portion of the general science requirement. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

ENVS 102 Environmental Science Laboratory 1 unit

AA/AS General Education: AA/AS A

This is an introductory course exploring 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. This is a one-credit science laboratory course that, when combined with ENVS 101, meets the laboratory portion of the general science requirement. Prerequisite/Corequisite: ENVS 101. Transfers to both UC/CSU

ENVS 102H Honors Environmental Science Laboratory 1 unit

AA/AS General Education: AA/AS A

This is an introductory course exploring 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. This is a one-credit science laboratory course that, when combined with ENVS 101, meets the laboratory portion of the general science requirement. Prerequisite: Acceptance in the Honors Enrichment Program. Prerequisite/Corequisite: ENVS 101. Transfers to both UC/CSU

ENVS 190 Watershed Resource Management 4 units

AA/AS General Education: AA/AS A

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. Transfers to CSU only

ENVS 299 Special Projects: Environmental Science 1-3 units

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. May be taken 4 times for credit. Prerequisite: Previous Environmental Science class; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

FIRE TECHNOLOGY

FIRE 101 Introduction to Fire Technology 3 units

Final exam in place of laboratory. Transfers to both UC/CSU

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. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 102 Fundamentals of Fire Prevention 3 units

Final exam in place of laboratory. Transfers to both UC/CSU

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 103 Fire Hydraulics 3 units

Final exam in place of laboratory. Transfers to both UC/CSU

This course prepares the student for career opportunities in fire protection and related fields. The 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 is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: FIRE 101 (with a grade of “C” or better). Transfers to CSU only
FIRE 106  Fundamentals of Fire Behavior and Combustion  3 units  LEC 48-54

This course provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and extinguishing agents, and fire control techniques. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 107  Fire Apparatus and Equipment  3 units  LEC 48-54

This course introduces the student to the Driver/Operator job position in the fire service. The course will analyze fire apparatus design, specifications and performance capabilities, and effective utilization of apparatus in fire service emergencies. Students will solve hydraulic calculations and examine the physical characteristics of water and water supply systems. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: FIRE 101. Transfers to CSU only

FIRE 108  Fire Investigation IA  2 units  LEC 32-36

Provides information for determining causes of fire (accidental, suspicious and incendiary); types of fires, related laws, introduction to arson and incendiaries; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony. Prerequisite: None. Recommended Preparation: Concurrent enrollment in FIRE 101 or current employment as a firefighter. Transfers to CSU only

FIRE 109  Fundamentals of Fire Protection and Equipment  3 units  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. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: FIRE 101 (with a grade of “C” or better). Transfers to CSU only

FIRE 110  Fundamentals of Fire Service Operations  3 units  LEC 48-54

This course provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. Prerequisite/Corequisite: FIRE 101. Transfers to CSU only

FIRE 115  Building Construction for Fire Protection  3 units  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 occupancies. Prerequisite: None. Recommended Preparation: Concurrent enrollment in FIRE 101 or be a volunteer or career firefighter. Transfers to CSU only

FIRE 117  Hazardous Materials First Responder Operational  1 unit  LEC 16-18

This course 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. This course applies toward a certificate or degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 121  Fundamentals of Wild Land Fire Fighting  3 units  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: None. Recommended Preparation: Students should have taken or be currently enrolled in FIRE 101 or be a volunteer or career firefighter. Transfers to CSU only

FIRE 122  Public Safety Fire Behavior  3 units  LEC 48-54

This course provides information relating to the fire behavior of fuels in different environments and the response to fires. This course is required for students pursuing an Associate Degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 123  Public Safety Fire Operations  3 units  LEC 48-54

This course provides information related to the fire operation as it relates to wild land fire fighting. This course is required for students pursuing an Associate Degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 124  Public Safety Fire Prevention  3 units  LEC 48-54

This course provides information related to the fire prevention in the wild land. This course is required for students pursuing an Associate Degree in Fire Technology. Prerequisite: None. Transfers to CSU only

FIRE 149  Occupational Internship: Fire Technology  1-4 units  OI 16-72

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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 299</td>
<td>Special Projects: Fire Technology</td>
<td>1-3</td>
<td>IS 16-54; Prior Fire Technology classes; a contract must be completed prior to enrollment.</td>
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<tr>
<td>FREN 051</td>
<td>Conversational French I</td>
<td>2</td>
<td>None. Offered as credit/no-credit only. Not transferable.</td>
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<tr>
<td>FREN 052</td>
<td>Elementary French Conversation II</td>
<td>2</td>
<td>FREN 051 or one year of high school French. Offered as credit/no-credit only.</td>
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<tr>
<td>FREN 101</td>
<td>Elementary French I</td>
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<td>None. Recommended Preparation: College level reading skills shown by assessment test results or completion of ENGL 064 with a grade of “C” or higher.</td>
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<tr>
<td>FREN 102</td>
<td>Elementary French II</td>
<td>5</td>
<td>FREN 101 or two years of high school French.</td>
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<tr>
<td>FREN 175</td>
<td>Special Studies in Francophone Culture: France</td>
<td>2</td>
<td>None. Transfers to CSU only.</td>
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### FRENCH

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>FREN 201</td>
<td>Intermediate French I</td>
<td>4</td>
<td>AA/AS General Education: AA/AS C; LEC 64-72; Transfers to both UC/CSU CAN FREN 8 CAN FREN SEQ B</td>
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<td>FREN 202</td>
<td>Intermediate French II</td>
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### GEOGRAPHY

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>GEOG 080</td>
<td>Geographic Information Systems Practicum</td>
<td>.5</td>
<td>CSIS 101. Cross-listed as GIS 080. May be taken 4 times for credit.</td>
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<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
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<td><strong>AA/AS General Education: AA/AS A</strong></td>
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<td>Transfers to both UC/CSU CAN GEOG 2</td>
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<td></td>
<td><strong>Transfers to both UC/CSU</strong></td>
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<td>CAN GEOG 2</td>
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<td><strong>Transfer to both UC/CSU</strong></td>
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<td>CAN GEOG 2</td>
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<tr>
<td>GEOG 102</td>
<td>Cultural Geography</td>
<td>3</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS B2</strong></td>
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<td>GEOG 104</td>
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<td>LAB 48-54</td>
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<td>CAN GEOG 1</td>
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<td>GEOG 105</td>
<td>Introduction to Cartography</td>
<td>3</td>
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<td>LEC 48-54</td>
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<td>GEOG 108</td>
<td>World Regional Geography</td>
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<td>LEC 48-54</td>
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<td>GEOG 111</td>
<td>Geography of California</td>
<td>3</td>
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<td>LEC 48-54</td>
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<td>GEOG 115</td>
<td>Introduction to Geographic Information</td>
<td>3</td>
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<td><strong>Systems</strong></td>
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<td>LEC 48-54</td>
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<tr>
<td>GEOG 115H</td>
<td>Honors Introduction to Geographic Information Systems</td>
<td>3</td>
<td>Can GEOG 105</td>
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<td>GEOG 104</td>
<td>Physical Geography Lab</td>
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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. **Transfers to both UC/CSU**

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. **Transfers to both UC/CSU**

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS, students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. *Cross-listed as GIS 115. **Prerequisite:** None. **Recommended Preparation:** CSIS 101 or working knowledge of MS Windows programs. **Transfers to both UC/CSU**

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS, students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. *Cross-listed as GIS 115H. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** CSIS 101 or working knowledge of Microsoft Windows programs. **Transfers to both UC/CSU**
Course Descriptions

GEOG 120 Intermediate Geographic Information Systems 3 units
LEC 32-36/LAB 48-54
This intermediate Geographic Information Systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with both raster and vector data. Advanced GIS analysis of spatial statistics, network routing and 3D surface modeling are emphasized. *Cross-listed as GIS 120. Prerequisite: GEOG 115/GIS 115. Transfers to CSU only

GEOG 120H Honors Intermediate Geographic Information Systems 3 units
LEC 32-36/LAB 48-54
This intermediate Geographic Information Systems course prepares students for advanced geographic analysis. Students will integrate graphic concepts and techniques used in spatial analysis, network analysis and 3D analysis with both raster and vector data. Advanced GIS analysis of spatial statistics, network routing and 3D surface modeling are emphasized. *Cross-listed as GIS 120H. Prerequisite: Acceptance in the Honors Enrichment Program; GEOG 115/GIS 115. Transfers to CSU only

GEOG 125 Advanced Geographic Information Systems: Applications 3 units
LEC 32-36/LAB 48-54
This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to government, private industry and academic research are examined. Students are prepared with the advanced practical skills necessary to independently plan, implement and manage a GIS project. *Cross-listed as GIS 125. Prerequisite: GEOG 120/GIS 120. Transfers to CSU only

GEOG 130 Geographic Information Systems: Science, Business and Government 3 units
LEC 48-54
This course includes an in-depth survey of GIS applications in science (geography, geology, oceanography, archaeology and meteorology), government (city, county, state and federal), and business (marketing, sales and management). Students will benefit from weekly special topic lectures by persons employed in public and private GIS professions. Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. *Cross-listed as GIS 130. Prerequisite: None. Recommended Preparation: GIS 115/GEOG 115. Transfers to CSU only

GEOG 299 Special Projects: Geography 1-3 units
LEC 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. May be taken 3 times for credit. Prerequisite: Previous Geography classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

GEORAPICH INFORMATION SYSTEMS

GIS 080 Geographic Information Systems Practicum .5 unit
LAB 24-27
This Geographic Information Systems computer laboratory course offers students the opportunity to access GIS software, improve their conceptual and technical GIS skills, and work one-on-one with an instructor or a GIS lab assistant. The GIS Practicum is designed for students who are concurrently enrolled in GIS 105/GEOG 105, GIS 115/GEOG 115, GIS 120/GEOG 120, GIS 125/GEOG 125, and GIS 130/GEOG 130. *Cross-listed as GEOG 080. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: CSIS 101. Not transferable

GIS 105 Introduction to Cartography 3 units
AA/AS General Education: AA/AS A LEC 48-54
This course introduces the student to the cartographic principles of map production and interpretation. Topics covered are the history of map making, symbology standards, layout aesthetics, geographic coordinates and projections, map scales, map accuracy, and computer assisted mapping. Students will create hand drawn maps and digital maps in geographic information systems (GIS). Cartographic skills are useful to students preparing for degrees in the natural, physical, social and behavioral sciences. *Cross-listed as GEOG 105. Prerequisite: None. Transfers to both UC/CSU

GIS 115 Introduction to Geographic Information Systems 3 units
LEC 48-54
This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. *Cross-listed as GEOG 115. Prerequisite: None. Recommended Preparation: CSIS 101 or working knowledge of MS Windows programs. Transfers to both UC/CSU

GEOG 115/GIS 115.

CSIS 101.

None.

None.

None.

None.

None.
GIS 115H  Honors Introduction to Geographic Information Systems  3 units  
LEC 48-54
This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. *Cross-listed as GEOG 115H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: CSIS 101 or working knowledge of Microsoft Windows programs. Transfers to both UC/CSU

GIS 120  Intermediate Geographic Information Systems  3 units  
LEC 32-36/LAB 48-54
This intermediate Geographic Information Systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with both raster and vector data. Advanced GIS analysis of spatial statistics, network routing and 3D surface modeling are emphasized. *Cross-listed as GEOG 120. Prerequisite: GIS 115/GEOG 115. Transfers to CSU only

GIS 120H  Honors Intermediate Geographic Information Systems  3 units  
LEC 32-36/LAB 48-54
This intermediate Geographic Information Systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with both raster and vector data. Advanced GIS analysis of spatial statistics, network routing and 3D surface modeling are emphasized. *Cross-listed as GEOG 120H. Prerequisite: Acceptance in the Honors Enrichment Program; GEOG 115/GIS 115. Transfers to CSU only

GIS 125  Advanced Geographic Information Systems: Applications  3 units  
LEC 32-36/LAB 48-54
This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to government, private industry and academic research are examined. Students are prepared with the advanced practical skills necessary to independently plan, implement and manage a GIS project. *Cross-listed as GEOG 125. Prerequisite: GEOG 120/GIS 120. Transfers to CSU only

GIS 130  Geographic Information Systems: Science, Business and Government  3 units  
LEC 48-54
This course includes an in-depth survey of GIS applications in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal), and business (marketing, sales and management). Students will benefit from weekly special topic lectures by persons employed in public and private GIS professions. Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. *Cross-listed as GEOG 130. Prerequisite: None. Recommended Preparation: GEOG 115/GIS 115. Transfers to CSU only

GIS 149  Occupational Internship: Geographic Information Systems  1-4 units  
OL 16-72
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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. Transfers to CSU only

GIS 298  Special Topics: GIS  .5-3 units  
LEC 8-54
Special topics courses in GIS 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. GIS Special Topics are also designed to accommodate individual student needs for specialized courses from ESRI’s Virtual Campus or U.C. Riverside Extension’s geospatial curriculum. Topics and credit may be taken 4 times for credit. Prerequisite: None. Transfers to CSU only

GIS 299  Special Projects: Geographic Information Systems  1-3 units  
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. May be taken 4 times for credit. Prerequisite: Previous Geography classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only
## GEOLOGY

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>General Education</th>
<th>Transferability</th>
<th>Prerequisites/Corequisites</th>
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<tr>
<td>GEOL 101</td>
<td>Physical Geology</td>
<td>3</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>Prerequisite/Corequisite: GEOL 102.</td>
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<td>GEOL 102</td>
<td>Physical Geology Laboratory</td>
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<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>Prerequisite/Corequisite: GEOL 101.</td>
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<tr>
<td>GEOL 103</td>
<td>Environmental Geology</td>
<td>3</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>None. Recommended Preparation: College-level reading skills.</td>
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<tr>
<td>GEOL 104</td>
<td>Oceanography</td>
<td>3</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>Prerequisite/Corequisite: GEOL 108.</td>
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<td>GEOL 105</td>
<td>Historical Geology</td>
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<td>UC/CSU CAN</td>
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<tr>
<td>GEOL 107</td>
<td>Geologic Field Studies</td>
<td>1</td>
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<td>Oceanography Lab</td>
<td>1</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>Prerequisite/Corequisite: GEOL 104.</td>
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<tr>
<td>GEOL 109</td>
<td>Geology of National Parks</td>
<td>3</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>None. Recommended Preparation: College-level reading skills.</td>
</tr>
<tr>
<td>GEOL 112</td>
<td>California Geology</td>
<td>3</td>
<td>AA/AS A</td>
<td>UC/CSU CAN</td>
<td>None. Not transferable.</td>
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</tbody>
</table>

**Course Descriptions**

**GEOL 101 Physical Geology**

This course offers the study of the physical development of the earth, the crust, and the earth's interior. Emphasis is on materials (rocks and minerals), processes (weathering, erosion, mountain building), structure (folds and faults), and current theories regarding the earth's crust and interior. **Prerequisite/Corequisite:** GEOL 102.

**GEOL 102 Physical Geology Laboratory**

Includes laboratory and field experiences which give greater insight into how minerals, rocks and land forms can be used to understand the geological events that formed them. Course includes a brief study of topographic and geologic maps and their uses. **Prerequisite/Corequisite:** GEOL 101.

**GEOL 103 Environmental Geology**

An application of geological information to human problems encountered in the physical environment in an attempt to examine the spectrum of relationships between people and the geological environment. **Prerequisite:** None. **Recommended Preparation:** College-level reading skills. **Transfers to both UC/CSU**

**GEOL 104 Oceanography**

This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. This course is intended for both the science and non-science students. **Prerequisite/Corequisite:** GEOL 108. **Transfers to both UC/CSU**

**GEOL 105 Historical Geology**

This course offers a descriptive geological history of the earth using the principles and methods of interpretation and reconstruction of the changes that have occurred on the earth and in the fossil record. **Prerequisite:** None. **Recommended Preparation:** College-level reading skills and GEOL 101.

**GEOL 107 Geologic Field Studies**

An introduction to earth materials, processes and history to serve as a foundation in geology for the science and non-science student alike. Geological field studies will be conducted in various locations throughout the Southwest including Death Valley, the Grand Canyon, etc. This course is intended to provide field experiences which give greater insight into how minerals, rocks, and landforms can be used to understand the geologic events that formed them. A three-hour pre-class meeting and overnight camping will be required. May be taken 4 times for credit. **Prerequisite:** None. **Transfers to UC/CSU only**

**GEOL 108 Oceanography Lab**

This course is an introductory lab course to illustrate the basic principles of oceanography; physical, geological, chemical and biological. This lab is designed to be taken after or concurrently with Geology 104. **Prerequisite/Corequisite:** GEOL 104. **Transfers to both UC/CSU**

**GEOL 109 Geology of National Parks**

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. **Transfers to both UC/CSU**

**GEOL 112 California Geology**

This course is an introduction to California and its geology as reveled 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. **Not transferable**
GEOL 299  Special Projects: Geology  1-3 units  LEC 48-54

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. May be taken 3 times for credit.  Prerequisite: Previous Geology classes. Note: A contract must be completed with the instructor prior to enrollment.  Transfers to both UC/CSU

GGERONTOLOGY

GER 103  Elder Law  3 units  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, as well as, the ethical, social, and physical needs associated with aging. This course is for students seeking employment in the “helping” professions related to the elderly.  *Cross-listed as LEG 103.  Prerequisite: None.  Transfers to CSU only

GER 110  Physiology of Aging  3 units  AA/AS General Education: AA/AS B2 LEC 48-54

A core course in the Gerontology Certificate/Degree program which explores the myths, stereotypes, and realities related to the physiological, biological and physical processes of aging, health and wellness. Course addresses sexual differences and environmental factors. It covers health prevention practices for specific chronic problems and for maintaining a healthy lifestyle. Final phases of aging will be approached, emphasizing the value of life and human integrity.  Prerequisite: None.  Transfers to CSU only

GER 125  Psychology of Aging  3 units  AA/AS General Education: AA/AS B2 LEC 48-54

Describes and explains the evolution of adult behavior over the life span. Includes the study of the nature and changes of aging, related to capacities, skills, feelings, emotions, and social behavior. Covers the interrelationships of physical, psychological, and social aspects of the aging process, with emphasis on the adaptation of the aging individual in society. A core course in the Gerontology Certificate/Degree program.  *Cross-listed as PSYC 125.  Prerequisite: None.  Transfers to both UC/CSU

GER 130  Sociology of Aging  3 units  AA/AS General Education: AA/AS B2 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. A core course in the Gerontology Certificate/Degree program.  *Cross-listed as SOCI 130.  Prerequisite: None.  Transfers to both UC/CSU

GER 146  Overview/Standards of Practice for the Social Services Designee  3 units  LEC 48-54

Meets requirements for those working in a Services Designee position in a skilled nursing facility. Topics included are those that meet Title 22 and COBRA regulations: job descriptions, basic medical terminology, care planning, programming, documentation, working with residents and volunteers, quality assurance, risk management, styles of leadership, and an overview of the functions of the inter-disciplinary team. This is a career pathway course in the Gerontology Certification/Degree program.  Prerequisite: None.  Recommended Preparation: GER 100.  Transfers to CSU only

GER 149  Occupational Internship: Gerontology  1-4 units  OI 16-72

This course enables the student to include supervised on-the-job training as an integral part of the educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning with a hands-on learning experience in an occupational setting. May be taken 4 times for credit.  Prerequisite: The student must have completed all but one of the required courses in the Gerontology program, which may be taken concurrently. Each student must be enrolled for the full semester and complete 7 units including the student's occupational experience. A training agreement must be completed within the first two weeks of the semester for which the student has enrolled.  Transfers to CSU only

GER 299  Special Projects: Gerontology  1-3 units  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. May be taken 3 times for credit.  Prerequisite: Previous Gerontology classes; a contract must be completed with the instructor prior to enrollment.  Transfers to CSU only

GGOLOF COURSE/TURF MANAGEMENT

AGTM 101  Horticulture Science  3 units  LEC 48-54

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
Course Descriptions

AGTM 102  Introduction to Turfgrass Management  3 units
LEC 48-54
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

AGTM 103  Advanced Turfgrass Management  3 units
LEC 40-45/LAB 24-27
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: AGTM 102. Transfers to CSU only

AGTM 104  Soil Science and Management  3 units
LEC 32-36/LAB 48-54
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: AGTM 101. Transfers to CSU only

AGTM 105  Golf Course/Landscape Irrigation  2 units
LEC 24-27/LAB 24-27
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 blueprint, calculate evapotranspiration rate, perform a water audit, design an irrigation schedule, program an irrigation controller and troubleshoot and repair basic irrigation problems. This course is a core class for the certificate in Golf Course/Turf Management. Prerequisite: None. Transfers to CSU only

AGTM 106  Pesticide Law & Regulations - Turf & Landscape  3 units
LEC 48-54
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

AGTM 107  Arboriculture  3 units
LEC 32-36/LAB 48-54
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

AGTM 108  Sanitation and Safety in the Hospitality Industry  3 units
LEC 48-54
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

AGTM 109  Landscape Design  3 units
LEC 48-54
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

AGTM 110  Laws and Regulations and Management Approach  3 units
LEC 48-54
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

AGTM 120  Sales and Marketing in Hospitality  3 units
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 BADM 120. Prerequisite: None. Transfers to CSU only

AGTM 121  Sanitation and Safety in Resort Management  2 units
LEC 32-36
This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards. *Cross-listed as BADM 121. Prerequisite: None. Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>LEC</th>
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<tbody>
<tr>
<td>AGTM 122</td>
<td>Resort Food &amp; Beverage</td>
<td>3</td>
<td>48-54</td>
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<tr>
<td>AGTM 123</td>
<td>Menu Planning in Resort Management</td>
<td>2</td>
<td>32-36</td>
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<tr>
<td>AGTM 299</td>
<td>Special Projects: Golf Course/Turf Management</td>
<td>.5-3</td>
<td>8-54</td>
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<tr>
<td>GUID 090</td>
<td>Strategies for College Success</td>
<td>.5</td>
<td>8-9</td>
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<tr>
<td>GUID 090</td>
<td>Strategies for College Success</td>
<td>2</td>
<td>32-36</td>
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<tr>
<td>GUID 100</td>
<td>College Success</td>
<td>3</td>
<td>48-54</td>
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<tr>
<td>GUID 102</td>
<td>Orientation for College Success</td>
<td>1</td>
<td>16-18</td>
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<tr>
<td>GUID 104</td>
<td>Training and Preparation of the College Mentor</td>
<td>2</td>
<td>32-36</td>
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<tr>
<td>GUID 110</td>
<td>Career Search</td>
<td>1</td>
<td>16-18</td>
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</tbody>
</table>

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

This course studies the basic principles of menu making for a variety of types of food service operations within the golf industry, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations. *Cross-listed as BADM 123. Prerequisite: None. Transfers to CSU only

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. May be taken 4 times for credit. Prerequisite: Previous Golf Course/Turf Management classes; a contract must be completed with the instructor prior to enrollment. Not transferable

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

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
Course Descriptions

GUID 111 Major Search and Educational Planning 1 unit
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 Creative Job Search 2 units
Using sound guidelines, strategies, and practice, this course explores successful job search within a changing global economy and contemporary workplaces. Topics include how to handle transitions and change, explore job leads, research employers, write a winning resume, prepare employment documents, get ready for employment screening tactics, perform successfully during interviews, and evaluate and negotiate job offers. Course is intended for students who need effective strategies for obtaining a new job, promotion, or making employment changes. Prerequisite: None. Transfers to CSU only

GUID 116 Integrative Career/Life Planning 3 units
AA/AS General Education: AA/AS B2
This course integrates a multidimensional process of personal and career development for achieving wholeness over the life span. Applying psychological, sociological, and physiological concepts, students will explore successful strategies to find and prepare for work in changing global environments, create meaningful life purpose connecting roles, relationships, and lifestyles, value diversity and inclusively, and manage personal and career transitions with workplace and societal changes using effective career/life management skills. It is recommended for students choosing their first career or changing careers. Prerequisite: None. Transfers to CSU only

GUID 120 Personal Success Habits of Highly Effective People 3 units
AA/AS General Education: AA/AS B2
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. Transfers to CSU only

HEALTH SCIENCE

HS 121 Fundamentals of Healthful Living 3 units
AA/AS General Education: AA/AS B2 or E
This course is designed to provide general education students with an opportunity to learn about the maintenance and improvement of their health and wellness. Course topics will include personality development, emotional development, emotional problems, stress management, fitness, nutrition, drugs, tobacco, alcohol and their use and abuse, communicable diseases, sexually transmitted diseases, cancer, cardiovascular disease, conception to birth, birth control and parenting, aging and environmental health. Prerequisite: None. Transfers to both UC/CSU

HS 123 Drugs: Use and Abuse 3 units
AA/AS General Education: AA/AS B2 or E
This course offers a comprehensive understanding of drug and alcohol use and abuse in our society. It includes the history, composition, use and effects of commonly abused drugs. It meets the drug education requirements for teacher credentialing and is one sequential course in the MSJC Alcohol and Drug Studies certificate program. Prerequisite: None. Transfers to both UC/CSU

HS 299 Special Projects: Health Science 1-3 units
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. May be taken 4 times for credit. Prerequisite:Previous Health Science classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

HISTORY

HIST 101 Western Civilization I: to 1500 3 units
AA/AS General Education: AA/AS B2 or C
History 101 is the first course in a two-semester series. This semester traces the economic, social, political and cultural developments in the Western Cultural sphere from the rise of civilization in the Near East to approximately 1500. Prerequisite: None. Recommended Preparation: Collegiate level reading and writing skills.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>General Education</th>
<th>LEC</th>
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<tbody>
<tr>
<td>HIST 102</td>
<td>Western Civilization II: From 1500 to the Present Era</td>
<td>3</td>
<td>AA/AS B2 or C</td>
<td>48-54</td>
<td>CAN HIST 4</td>
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<td>CAN HIST SEQ A</td>
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<td>History 102 is the second in a two-semester series.</td>
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<td>This semester traces the economic, social, political</td>
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<td>and cultural trends in the Euro-American sphere from</td>
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<td>the Reformation to world of the late 20th century.</td>
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<td>Prerequisite: None.</td>
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<td>Recommended Preparation: College level reading and</td>
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<td>writing skills.</td>
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<tr>
<td>HIST 103</td>
<td>History of World Civilizations to 1500</td>
<td>3</td>
<td>AA/AS B2 or C</td>
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<td>The course explores the origin and development of</td>
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<td>civilizations in Europe, the Near East, India, Africa,</td>
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<td>the Americas and East Asia. Using a comparative</td>
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<td>and economic development.</td>
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<td>HIST 104H</td>
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<td>Prerequisite: Acceptance in the Honors Enrichment</td>
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<td>Program.</td>
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<td>HIST 106</td>
<td>The World Since 1900</td>
<td>3</td>
<td>AA/AS B2 or C</td>
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<td>This course introduces students to major global</td>
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<td>and acquire a greater appreciation of international</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>Transfers to CSU only</td>
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</table>
## Course Descriptions

**HIST 106H  Honors The World Since 1900  3 units**  
*AA/AS General Education: AA/AS B2 or C and F  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 reading and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and arrive at a greater appreciation of international affairs. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Transfers to both UC/CSU**

**HIST 107  The History of East Asia 3 units**  
*Before 1600*  
*AA/AS General Education: AA/AS B2 or C and F  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. **Transfers to both UC/CSU**

**HIST 108  The History of East Asia Since 1600  3 units**  
*AA/AS General Education: AA/AS B2 or C and F  LEC 48-54*  
This survey 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 Confucian 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. **Transfers to both UC/CSU**

**HIST 110  A Brief Survey of U.S. History  3 units**  
*AA/AS General Education: AA/AS B1 or B2  LEC 48-54*  
History 110 surveys U.S. history from pre-colonial times to the present. The course is organized using chronological periods while focusing on recurring themes which pervade the nation’s history. This course may be used to satisfy local and transfer requirements in U.S. History. **Prerequisite:** None. **Transfers to both UC/CSU**

**HIST 111  U.S. History to 1877 3 units**  
*AA/AS General Education: AA/AS B1 or B2  LEC 48-54*  
**Transfers to both UC/CSU**  
*CAN HIST 8 CAN HIST SEQ B*  
A survey course that explores political, social, economic, and intellectual developments in the United States from colonization and settlement through the Civil War and Reconstruction. This course is designed for transfer students. The course is UC/CSU transferable, meets Area 4 on IGETC, Area D6 on CSU-GE, and satisfies U.S. History, and American Ideals graduation requirement through the CSU System. **Prerequisite:** None. **Transfers to both UC/CSU**

**HIST 111H  Honors U.S. History to 1877  3 units**  
*AA/AS General Education: AA/AS B1 or B2  LEC 48-54*  
This course is a survey course that explores the political, social, economic and intellectual development of the United States from colonization and settlement through the Civil War and Reconstruction. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Transfers to both UC/CSU**

**HIST 112  U.S. History Since 1865 3 units**  
*AA/AS General Education: AA/AS B1 or B2  LEC 48-54*  
**Transfers to both UC/CSU**  
*CAN HIST 10 CAN HIST SEQ B*  
History 112 is a survey course that explores political, social, economic, and intellectual developments in the United States from the end of the Civil War to the current period. **Prerequisite:** None.

**HIST 112H  Honors U.S. History Since 1865  3 units**  
*AA/AS General Education: AA/AS B1 or B2  LEC 48-54*  
History 112 is a survey course that explores political, social, economic, and intellectual developments in the United States from the end of the Civil War to the current period. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Transfers to both UC/CSU**

**HIST 113  Introduction and Appreciation of Music  3 units**  
*AA/AS General Education: AA/AS C  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, to develop an understanding of the elements of music; it’s history, and aesthetics. *Cross-listed as MUS 100. **Prerequisite:** None. **Transfers to both UC/CSU**

**HIST 114  Introduction and Appreciation of American Music  3 units**  
*AA/AS General Education: AA/AS C and F  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. *Cross-listed as MUS 107. **Prerequisite:** None. **Transfers to both UC/CSU**

**HIST 115  Women in United States History 3 units**  
*AA/AS General Education: AA/AS B2 or C and F  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. **Transfers to both UC/CSU**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>General Education</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 119</td>
<td>Civil War and Reconstruction</td>
<td>3</td>
<td>AA/AS B2</td>
<td>History 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. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 120</td>
<td>California History</td>
<td>3</td>
<td>AA/AS B2</td>
<td>Starting with geologic beginnings, this survey course discusses California through discovery and settlement to the present. Ethnic legacies, critical events and social and economic development are explored in depth. Prerequisite: None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 121</td>
<td>California Indians</td>
<td>3</td>
<td>AA/AS B2 and F</td>
<td>This is a survey course about the culture and society of Native Californians in prehistory, during the Spanish period, during the Mexican period, and under the government of the United States. Special emphasis is given to the effects of introduced diseases, religions, governments, and life ways upon the Native Californians from contact times through the present. This course is intended for students who want to be teachers, history and/or anthropology majors, and all who are interested in the people of California. *Cross-listed as ANTH 121. Prerequisite: None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 124</td>
<td>Recent America, the U.S. Since 1945</td>
<td>3</td>
<td>AA/AS B1 or B2</td>
<td>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. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 136</td>
<td>Cultural History of American Motion Pictures</td>
<td>3</td>
<td>AA/AS B2 or C and F</td>
<td>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. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 141</td>
<td>History of Latin America to 1820</td>
<td>3</td>
<td>AA/AS B2 and F</td>
<td>History 141 analyzes the history of colonial Latin America from ancient America and pre-contact fifteenth-century Europe through to the nineteenth-century independence revolutions. The focus is on how the admixture of European and New world inputs gave rise to unique Latin American cultures. Prerequisite: None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 142</td>
<td>History of Latin America Since 1820</td>
<td>3</td>
<td>AA/AS B2 and F</td>
<td>History 142 examines the history of modern Latin America from the nineteenth-century independence revolutions through to the 1990's. The course focuses on Latin America’s political, economic, and social attempts to modernize. Prerequisite: None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 150</td>
<td>Race and Ethnicity in U.S. History</td>
<td>3</td>
<td>AA/AS B2 and F</td>
<td>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. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>HIST 150H</td>
<td>Honors Race and Ethnicity in U.S. History</td>
<td>3</td>
<td>AA/AS B2 and F</td>
<td>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. Transfers to both UC/CSU</td>
</tr>
</tbody>
</table>
### Course Descriptions

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HIST 151</td>
<td>History and Appreciation of Dance</td>
<td>3</td>
<td>AA/AS C or E and F LEC 48-54</td>
</tr>
<tr>
<td>HIST 158</td>
<td>History of Jazz and Blues</td>
<td>3</td>
<td>AA/AS C and F LEC 48-54</td>
</tr>
<tr>
<td>HIST 160</td>
<td>Black History in the American Context</td>
<td>3</td>
<td>AA/AS B2 or C and F LEC 48-54</td>
</tr>
<tr>
<td>HIST 299</td>
<td>Special Projects: History</td>
<td>1-3</td>
<td>IS 16-54</td>
</tr>
</tbody>
</table>

**HIST 151 History and Appreciation of Dance**

Through videotapes, lectures, readings and in-class discussions, the universal human activity known as dancing is explored in this cross-cultural course which looks at 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 inter-related to reveal the universal as well as the culture-specific nature of the dancing body and its audiences. This is a requirement for dance majors and meets graduation requirement for a multicultural and/or humanities course for the non-major. *Cross-listed as DAN 100. Prerequisite: None. Transfers to both UC/CSU*

**HIST 158 History of Jazz and Blues**

This course is designed to assist 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 purely American music. This course is transferable to most four-year institutions and meets the humanities requirement at MSJC. *Cross-listed as MUS 108. Prerequisite: None. Transfers to CSU only*

**HIST 160 Black History in the American Context**

The 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. The development of political theory and action among black Americans in response to conditions will also be examined. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America. *Prerequisite: None. Transfers to both UC/CSU*

**HIST 299 Special Projects: History**

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. May be taken 3 times for credit. *Prerequisite: Previous History classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only*

### HONORS ENRICHMENT PROGRAM

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<thead>
<tr>
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<tbody>
<tr>
<td>HEP 200</td>
<td>Honors Seminar</td>
<td>3</td>
<td>LEC 48-54</td>
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</table>

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: Acceptance in the Honors Enrichment Program; ENGL 101; MATH 096. Transfers to CSU only*

### HUMANITIES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HUM 101</td>
<td>Introduction to the Humanities to 1500</td>
<td>3</td>
<td>AA/AS C LEC 48-54</td>
</tr>
<tr>
<td>HUM 101H</td>
<td>Honors Introduction to the Humanities to 1500</td>
<td>3</td>
<td>AA/AS C LEC 48-54</td>
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</tbody>
</table>

**HUM 101 Introduction to the Humanities to 1500**

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. Transfers to both UC/CSU*

**HUM 101H Honors Introduction to the Humanities to 1500**

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 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. Transfers to both UC/CSU*
**HUM 102**  Introduction to the Humanities  3 units Since 1500  
**AA/AS General Education: AA/AS C**  
**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.  
**Transfers to both UC/CSU**

**HUM 102H**  Honors Introduction to the Humanities Since 1500  
**AA/AS General Education: AA/AS C**  
**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.  
**Transfers to both UC/CSU**

**HUM 137**  Introduction to World Cinema  3 units  
**AA/AS General Education: AA/AS C**  
**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.  
**Transfers to CSU only**

**JAPANESE**

**JAPN 051**  Elementary Conversational  2 units Japanese I  
**LEC 32-36**  
This is an introductory course for non-native speakers of Japanese in which the student learns to converse on a variety of everyday topics.  
**Prerequisite:** None.  
**Offered as credit/no-credit only.**  
**Not transferable**

**JAPN 052**  Elementary Conversational  2 units Japanese II  
**LEC 32-36**  
This course presents a continuation of skills learned in Japanese 051.  
**Prerequisite:** JAPN 051.  
**Offered as credit/no-credit only.**  
**Not transferable**

**LEARNING SKILLS**

**LNSK 071**  Learning Skills: Assessment  .5 unit  
**Workshop (formerly ENGL 071)**  
**LEC 8-9**  
The course is designed to assess students to determine eligibility for learning disabilities services according to statewide criteria. May be taken an unlimited number of times.  
**Prerequisite:** None.  
**Recommended Preparation:** LNSK 071.  
**Offered as credit/no-credit only.**  
**Not transferable**

**LNSK 073**  Learning Skills: Study Skills  3 units  
**Lab (formerly ENGL 073)**  
**LEC 48-54**  
The 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. May be taken an unlimited number of times.  
**Prerequisite:** None.  
**Recommended Preparation:** LNSK 071.  
**Offered as credit/no-credit only.**  
**Not transferable**

**LNSK 074**  Learning Skills: Language Arts  1 unit  
**Lab (formerly ENGL 076)**  
**LEC 48-54**  
The course is designed to provide remediation and intervention to learning disabled students who have been identified through diagnostic testing. May be taken an unlimited number of times.  
**Prerequisite:** None.  
**Recommended Preparation:** LNSK 071.  
**Offered as credit/no-credit only.**  
**Not transferable**

**LNSK 075**  Learning Skills: Language Arts  2 units  
**Lab (formerly ENGL 075)**  
**LEC 24-27/LAB 24-27**  
The 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. May be taken an unlimited number of times.  
**Prerequisite:** None.  
**Recommended Preparation:** LNSK 071.  
**Offered as credit/no-credit only.**  
**Not transferable**

**LNSK 077**  Learning Skills: Math  2 units  
**MATH 075**  
**LEC 24-27/LAB 24-27**  
The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in basic math skills. May be taken an unlimited number of times.  
**Prerequisite:** None.  
**Recommended Preparation:** LNSK 071.  
**Offered as credit/no-credit only.**  
**Not transferable**
Course Descriptions

LNSK 079 Learning Skills: Adaptive Computer Technology 2 units
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. May be taken an unlimited number of times. Prerequisite: None. Recommended Preparation: LNSK 071. Offered as credit/no-credit only. Not transferable

LEGAL ASSISTANT

LEG 100 Foundations of the Legal System 3 units
AA/AS General Education: AA/AS B2 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. Transfers to CSU only

LEG 108 Research and Writing II for the Legal Assistant 3 units
LEC 48-54
This course expands research and writing skills through computerized research and preparing detailed outlines, memoranda, briefs or transactional documents. Also reviews drafting techniques. Prerequisite: LEG 106. Transfers to CSU only

LEG 110 Administrative and Judicial Proceedings 3 units
LEC 48-54
This course presents the adjudicatory process for administrative hearings, immigration court hearings, appeals, and judicial review. Covers courtroom techniques and preparing witnesses; emphasizes utilization of strategies and preparations of documents for hearings. Also provides opportunities for student participation in mock preparation sessions and administrative hearings. Prerequisite: None. Transfers to CSU only

LEG 120 Immigration Law I 3 units
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 Immigration Law II 3 units
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. Transfers to CSU only
### LEG 130  Family Law I  
**3 units**  
**LEC 48-54**  
This course explores fundamental principles and practices issues in family law, with emphasis on California practice. It acquaints students with primary source materials and the courts and agencies which administer the law. Also reviews laws governing marriage, divorce, annulment, child custody, guardianship, paternity, child support, adoption, and family violence.  
*Prerequisite:* None.  
*Transfers to CSU only*

### LEG 132  Family Law II  
**3 units**  
**LEC 48-54**  
This course covers common issues of counseling in the family law fields and drafting of frequently encountered forms of agreements and petitions. Included are information on how to prepare a petition for a name change, a separation agreement, a summons, and complaint in annulment, divorce, support and paternity actions.  
*Prerequisite:* LEG 130.  
*Transfers to CSU only*

### LEG 140  Bankruptcy Law  
**3 units**  
**LEC 48-54**  
This course introduces the fundamental principles and a basic but comprehensive analysis of bankruptcy theory and practice. Students will review the bankruptcy system's internal logic, series of processes and basic steps to complete court forms, research significant exposure to statutory materials, and obtain an understanding of local court rules. This course is intended to be of benefit to students in the Legal Assistant Certificate Program and other students with an interest in this field.  
*Prerequisite:* None.  
*Transfers to CSU only*

### LEG 149  Occupational Internship: Legal Assistant  
**1-4 units**  
**OI 16-72**  
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. May be taken 4 times for credit.  
*Prerequisite:* Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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  Probate Law and Procedures  
**3 units**  
**LEC 48-54**  
This course introduces fundamental principles wills, trusts, and estate administration. 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. This course will also discuss the elements of Trusts and the benefits of Estate Planning. Students will prepare legal forms of an informal probate administration. This course is intended to be of benefit for students in the Legal Assistant Certificate Program and other students with an interest in this field.  
*Prerequisite:* None.  
*Transfers to CSU only*

### LIB 100  Introduction to Library Research and Information Competency  
**3 units**  
**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 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 149  Occupational Internship:  
**1-4 units**  
**Library Science OI 16-72**  
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. May be taken 4 times for credit.  
*Prerequisite:* Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.  
*Transfers to CSU only*

### LIB 299  Special Projects:  
**1-3 units**  
**Library 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. May be taken 4 times for credit.  
*Prerequisite:* Previous Library Studies classes; a contract must be completed with the instructor prior to enrollment.  
*Transfers to CSU only*
Course Descriptions

MANAGEMENT/SUPERVISION

MGT 103  Introduction to Management  3 units  
LEC 48-54  
This course is an introduction to management and organizational behavior. It covers the managerial environment, functions/systems, processes and goals and objectives. Behavioral and management theories and practice are integrated in addressing ethics, social responsibility and a global view. Effective performance practice and skills practice are given. Required for area majors and certificates. Prerequisite: None. Transfers to CSU only

MGT 132  Labor Management Relations  3 units  
LEC 48-54  
This course will emphasize the history and development of the labor movement, development of the National Labor Relations Act, the Taft-Hartley Act, and the Landrum Griffin Act. The supervisor’s responsibility for good labor relations, union contract and grievance procedures will be discussed. Prerequisite: None. Transfers to CSU only

MGT 133  Productivity Management  3 units  
LEC 48-54  
This course surveys and studies modern business productivity management via systems analysis and the application of productivity techniques to daily business problems. Time and motion study, process analysis and motivational programs such as Quality Circles will be covered. Students will complete a productivity project. Prerequisite: MGT 103. Transfers to CSU only

MGT 134  Communication in the Organization  3 units  
LEC 48-54  
Review of basic organizational theory and instruction in organization communication; includes both verbal and non-verbal communication of two or more people through public communication and communication “up and down” the organization. The student will learn, through class participation, role playing and practice how to get through to people in business, social and family settings. Prerequisite: None. Transfers to CSU only

MGT 137  Human Relations At Work  3 units  
LEC 48-54  
This course shows how to improve supervisory ability by introducing the supervisor to the proven principles of basic psychology, sociology and human relations techniques at work. Prerequisite: None. Transfers to CSU only

MGT 138  Personnel Management  3 units  
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. Transfers to CSU only

MGT 149  Occupational Internship: Management  1-4 units  
OI 16-72  
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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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  Principles of Marketing  3 units  
LEC 48-54  
This course presents an overview of the management of marketing in society and the world economy. 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  Special Projects: Management  1-3 units  
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. May be taken 4 times for credit. Prerequisite: Previous Management classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only
**MATHEMATICS**

**MATH 041  Pre-Algebra Lab  1 unit  LAB 48-54**

This course explores and reinforces the math concepts taught in MATH 051, Pre-Algebra. Activities will help the students gain a better understanding of the concepts, computer-assisted tutorials and assistance from a professional expert will be. May be taken 4 times for credit. **Prerequisite:** None. **Corequisite:** MATH 051. Offered as credit/no-credit only. **Not transferable**

**MATH 042  Elementary Algebra Lab  1 unit  LAB 48-54**

This course explores and reinforces the math concepts taught in MATH 090, Pre-Algebra. Activities will help the students gain a better understanding of the concepts, computer-assisted tutorials and assistance from a professional expert will be. May be taken 4 times for credit. **Prerequisite:** None. **Corequisite:** MATH 090. Offered as credit/no-credit only. **Not transferable**

**MATH 050  Mind Over Math  3 units  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. May be taken 2 times for credit. **Prerequisite:** Appropriate assessment score. **Not transferable**

**MATH 051  Foundations of Mathematics  3 units  (Pre-Algebra)  LEC 48-54**

Mathematics 051 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 or equivalent assessment score. **Not transferable**

**MATH 051LL  Foundations of Mathematics  3 units  + Lab (Pre-Algebra)  LEC 32-36/LAB 48-54**

Mathematics 051LL 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. 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 or equivalent assessment score. **Not transferable**

**MATH 090  Elementary Algebra  4 units  AA/AS General Education: AA/AS G  LEC 64-72**

Mathematics 90 is the first course in the algebra sequence. Students will solve linear equations and applications, graph lines, solve systems of linear equations, perform polynomial and rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations by factoring and utilizing the Quadratic Formula. This course is designed to meet the math requirement for an AA degree. **Prerequisite:** Completion of MATH 051 or MATH 051LL (both with a grade of ‘C’ or better) or equivalent assessment score. **Not transferable**

**MATH 090A  Elementary Algebra Part A  3 units  AA/AS General Education: AA/AS G  LEC 48-54**

Math 090A covers half of the topics taught in Math 090. This allows students more time to understand the abstract concepts that are taught in a beginning algebra class. The lectures will cover the following topics: solving linear equations and applications, graphing lines, solving systems of linear equations, and performing operations with polynomial. **Prerequisite:** Completion of MATH 051 or MATH 051LL with a grade of “C” or better or equivalent assessment score. **Not transferable**

**MATH 090B  Elementary Algebra Part B  3 units  AA/AS General Education: AA/AS G  LEC 48-54**

Mathematics 090B is the second half of the introductory course in the algebra sequence. Students will solve applications, perform rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations by factoring and utilizing the Quadratic Formula. This course is designed to give students ample time to learn concepts that are covered more quickly in the traditional Math 090 course. **Prerequisite:** Completion of MATH 090A with a grade of “C” or better or equivalent assessment score. **Not transferable**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>General Education</th>
<th>Lecture</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 096</td>
<td>Intermediate Algebra</td>
<td>5</td>
<td>AA/AS G</td>
<td>LEC 80-90</td>
<td>Completion of MATH 090 or MATH 090A &amp; MATH 090B, with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Finite Mathematics</td>
<td>3</td>
<td>AA/AS G</td>
<td>LEC 48-54</td>
<td>Completion of MATH 090 or MATH 090A &amp; MATH 090B, with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 105</td>
<td>College Algebra</td>
<td>4</td>
<td>AA/AS G</td>
<td>LEC 64-72</td>
<td>Completion of MATH 096 with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 105H</td>
<td>Honors College Algebra</td>
<td>4</td>
<td>AA/AS G</td>
<td>LEC 64-72</td>
<td>Acceptance in the Honors Enrichment Program; MATH 096 with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Pre-Calculus</td>
<td>5</td>
<td>AA/AS G</td>
<td>LEC 80-90</td>
<td>Completion of MATH 105 or MATH 105H with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 135</td>
<td>Calculus for Social Science</td>
<td>4</td>
<td>AA/AS G</td>
<td>LEC 64-72</td>
<td>Completion of MATH 105 with a grade of “C” or better or equivalent assessment score.</td>
</tr>
<tr>
<td>MATH 140</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>AA/AS G</td>
<td>LEC 48-54</td>
<td>Completion of MATH 096 with a grade of “C” or better or equivalent assessment score.</td>
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</tbody>
</table>
MATH 140H Honors Introduction to Statistics  4 units

AA/AS General Education: AA/AS G  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: Acceptance in Honors Enrichment Program and completion of MATH 096 with a grade of “C” or better or equivalent assessment score. Transfers to both UC/CSU

MATH 155 Mathematics for Elementary Teaching I  3 units

AA/AS General Education: AA/AS G  LEC 48-54

By reviewing and reinforcing the mathematical knowledge necessary for effective mathematics instruction, Mathematics 155 serves as the first course of preparation for the teaching of elementary school mathematics. Mathematical topics include sets, reasoning and proof, the four arithmetic operations, number theory, the real numbers and ratio, proportion and percent. Mathematical education topics include the NCTM standards, problem-solving, pattern recognition, teaching techniques, lesson planning and evaluation. Prerequisite: Completion of MATH 096 with a grade of “C” or better or equivalent assessment score. Transfers to both UC/CSU

MATH 156 Mathematics for Elementary Teaching II  3 units

AA/AS General Education: AA/AS G  LEC 48-54

Math 156 serves as the second course in preparation for the teaching of elementary school mathematics. As an extension of Math 155, mathematical topics covered in this course include proportion and percent, probability, statistics, geometry as shape, geometry as transforming shapes, and geometry as measurement. Prerequisite: MATH 155. Transfers to both UC/CSU

MATH 211 Calculus I and Analytic Geometry  5 units

AA/AS General Education: AA/AS G  LEC 80-90

This is a course for math, science and engineering majors. This course reviews college algebra and trig and then goes on to study limits and continuity; differentiation of algebraic and trig functions; graphing, related rates and maximum-minimum problems; integration; some applications of integration, including areas and volumes, arc-length and rectilinear motion. Prerequisite: Completion of MATH 110 with a grade of “C” or better or equivalent assessment score.

MATH 212 Analytic Geometry and Calculus II  5 units

AA/AS General Education: AA/AS G  LEC 80-90

Transfers to both UC/CSU  CAN MATH 20  CAN MATH SEQ B-C

A continuation of Math 211, covering physics applications, exponential and logarithmic functions, inverse trig functions, techniques of integration, improper integrals, indeterminate forms, infinite series and Taylor’s formula, the conic sections, polar coordinates and parametric equations. Prerequisite: Completion of MATH 211 with a grade of “C” or better or equivalent assessment score.

MATH 212H Honors Analytic Geometry and Calculus II  5 units

AA/AS General Education: AA/AS G  LEC 80-90

A continuation of Math 211 covering physics applications, exponential and logarithmic functions, inverse trig functions, techniques of integration, improper integrals, indeterminate forms, infinite series and Taylor's formula, the conic sections, polar coordinates and parametric equations. Prerequisite: Acceptance in the Honors Enrichment Program; MATH 211 with a grade of “C” or better or equivalent assessment score. Transfers to both UC/CSU

MATH 213 Analytic Geometry  5 units

AA/AS General Education: AA/AS G  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: Completion of MATH 212 with a grade of “C” or better or equivalent assessment score.

MATH 213H Honors Analytic Geometry and Calculus III  5 units

AA/AS General Education: AA/AS G  LEC 80-90

Transfers to both UC/CSU  CAN MATH 22  CAN MATH SEQ C

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 or equivalent assessment score.

MATH 215 Differential Equations  4 units

AA/AS General Education: AA/AS G  LEC 64-72

The course covers linear and nonlinear differential equations with constant and variable coefficients, with applications in exponential growth and decay, harmonic motion and electronics and Laplace transforms. Prerequisite: Completion of MATH 212 with a grade of “C” or better or equivalent assessment score, or one year of college level calculus. Transfers to both UC/CSU
### Course Descriptions

#### MATH 218 Linear Algebra 4 units

AA/AS General Education: AA/AS G  
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. **Transfers to both UC/CSU**

#### MATH 290 Foundations of Theoretical Mathematics 2 units

AA/AS General Education: AA/AS G  
LEC 32-36

This is a course for the student planning to major in mathematics, statistics, computer science and related fields. Topics are chosen from a wide variety of mathematical fields, including logic, set theory, arithmetic, non-Euclidean geometry, group theory and topology, with a major emphasis on abstract thinking and methods of proving mathematical results.  
**Prerequisite:** Completion of MATH 213 with a grade of “C” or better. **Transfers to both UC/CSU**

#### MATH 299 Special Projects: Math 1-3 units

AA/AS General Education: AA/AS G  
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. May be taken 3 times for credit. **Prerequisite:** Previous Math classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

### Multimedia

#### MUL 080 Multimedia 2D Design Practicum 1 unit

LEC 48-54

This course explores and reinforces the theory, processes and techniques taught in the 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL 110, MUL 113, MUL 121, or MUL 123. May be taken 4 times for credit.  
**Prerequisite:** None. **Not transferable**

#### MUL 081 Multimedia 2D Advanced Practicum 1 unit

LAB 48-54

This course explores and reinforces the theory, processes and techniques taught in the advanced 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL 110, MUL 113, MUL 121, or MUL 123 credit. May be taken 4 times for credit.  
**Prerequisite:** None. **Not transferable**

#### MUL 090 Digital Imaging Lab 1 unit

Studio Laboratory  
LAB 48-54

This lab makes the Digital “Light Room” and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL 090 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as PHOT 090. May be taken 4 times for credit. **Prerequisite:** MUL 124 (with a grade of ‘C’ or better). **Corequisite:** MUL 224 or MUL 225. **Not transferable**

#### MUL 110 Introduction to Multimedia 3 units

olec 48-54

Multimedia 110 is an overview of the computer-based design industry, introducing digital image creation and output options. It presents foundation design software and hardware necessary for raster and vector based image production and gives an overview of careers in the field. It is designed for students who may be considering digital graphics as a career, or anyone interested in design application software. May be applied toward Multimedia Certificate and Associate of Science degree. **Prerequisite:** None. **Recommended Preparation:** Knowledge of general computer use. **Transfers to CSU only**

#### MUL 112 Interactive Media Design I 3 units

LEC 48-54

The focus of this course is on the interactive media design process. It covers topography, graphics, animation, video, and sound, as related to research of and planning for optimum audience interaction is included. Media output topics include designing for CD, DVD, and Web content. Interactive media projects will be created using current, business standard multimedia software. **Prerequisite:** MUL 110. **Transfers to CSU only**

#### MUL 114 Production Management 3 units

(formerly Multimedia Production)  
LEC 48-54

This is a course in multimedia project planning and production management. Students learn how coordinated advertising campaigns, consisting of print, linear and interactive components are produced. Students learn to understand project breakdowns, budgets and schedules. This course will provide the student with the necessary management skills to administer a multimedia project from development through completion. May be taken 4 times for credit.  
**Prerequisite:** MUL 112. **Transfers to CSU only**
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL 121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
<td>LEC 48-54</td>
<td>Guided digital studio approach in developing skills in the advanced use of bitmapped media design software applications. The student will develop expert skills in producing bitmapped media elements for the diverse range of applications and will present the portfolio preparation of a selected project of interest. May be taken 2 times for credit. Prerequisite: MUL 110. Transfers to CSU only</td>
</tr>
<tr>
<td>MUL 123</td>
<td>Digital Video Production I</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This is a beginning course on the use of digital video production software and hardware (editing, effects, compression, output processes). Students work on projects using non-linear video editing software techniques. Related topics include the history of film and traditional film making. May be applied toward Multimedia Certificate and Associate of Science Degree. Prerequisite: MUL 110. Transfers to CSU only</td>
</tr>
<tr>
<td>MUL 124</td>
<td>Digital Photography Production I</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital “Light room” (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. *Cross-listed as PHOT 125. Prerequisite: None. Recommended Preparation: MUL 110. Transfers to CSU only</td>
</tr>
<tr>
<td>MUL 125</td>
<td>Scripting for Multimedia</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This course advances the study of interactive media techniques to a professional level. Students compare and evaluate various interface controls, learn to use authoring language to control functions such as navigation, manipulation of sprite properties and playback of animation and sound, as well as to test for events and perform different actions for each event. In addition to studio work, students will propose, revise and evaluate solutions to problems that arise in real-world projects. Prerequisite: MUL 112. Transfers to CSU only</td>
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<tr>
<td>MUL 126</td>
<td>Time Based Media</td>
<td>3</td>
<td>AA/AS General Education: AA/AS C LEC 32-36/LAB 48-54</td>
<td>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. May be taken 4 times for credit. Prerequisite: None. Transfers to CSU only</td>
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<tr>
<td>MUL 127</td>
<td>Production Development</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This course covers the development of content for multimedia production, particularly writing and directing. Specific topics in writing include an introduction to communication, the elements of story creation and correct formats for linear and interactive scripts. Additional issues in directing include direction planning, continuity supervision and personnel direction. This course will provide the student with the necessary writing and directing skills to create a multimedia product from concept through development. Prerequisite: MUL 110 or MUL 131. Transfers to CSU only</td>
</tr>
<tr>
<td>MUL 129</td>
<td>Writing for Interactive Media Design</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This is a pragmatic course in creative writing for interactive media production. Students will work in teams to design and complete writing projects. The student will present a portfolio preparation that displays all skills obtained in the course. Prerequisite: None. Transfers to CSU only</td>
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<tr>
<td>MUL 131</td>
<td>3D Animation I</td>
<td>3</td>
<td>LEC 48-54</td>
<td>This course covers the process of 3D computer graphics. Issues related to cinematic staging and lighting are a particular focus. Modeling, material texture and animation are also covered topics. Still and animated imagery will be created using industry software. This course is designed for the student with a general computer knowledge who wishes to begin the basic skills courses concentrating on 3D animation and applicable to the animation and multimedia certificates and/or degrees. May be taken 2 times for credit. Prerequisite: None. Transfers to CSU only</td>
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</tbody>
</table>
## Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MUL 137</td>
<td>3D Animation II</td>
<td>3</td>
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<td><em>LEC 48-54</em></td>
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<td>This course extends the study of 3D computer graphics. Issues related to modeling and animating is a particular focus. Covered topics include compositing, polygon and patch modeling, material texture and hierarchical animation. Still and animated imagery will be created using industry standard computer animation software. This course completes the basic skill courses concentrating on 3D animation. May be taken 2 times for credit. <em>Prerequisite: MUL 131. Transfers to CSU only</em></td>
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<tr>
<td>MUL 139</td>
<td>3D Topic - Character</td>
<td>3</td>
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<td><em>LEC 48-54</em></td>
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<td>The course focuses on the advanced skill of character rigging and animation. Covered topics include character personality, posing, body language and lip synchronization. Imagery will be created using industry standard computer animation software. This course adds valuable character skills to the student's basic skill set. May be taken 3 times for credit. <em>Prerequisite: MUL 137. Transfers to CSU only</em></td>
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<tr>
<td>MUL 140</td>
<td>Digital Art - Illustration</td>
<td>2</td>
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<td></td>
<td><em>(formerly Art 140 Digital Illustration)</em></td>
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<td><em>AA/AS General Education: AA/AS C LEC 16-18/LAB 48-54</em></td>
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<td>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. May be taken 4 times for credit. *Prerequisite: ART 130 or MUL 110 or demonstrated ability. <em>Transfers to CSU only</em></td>
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<tr>
<td>MUL 141</td>
<td>3D Topic - Effects</td>
<td>3</td>
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<td><em>LEC 48-54</em></td>
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<td>The course focuses on the special skills of visual effects. Covered topics include particle, paint and optical effects and rigid body dynamics. Imagery will be created using industry standard computer animation software. This course expands the level of training beyond the basic skills to the professional levels required for employment in this specialty. May be taken 3 times for credit. <em>Prerequisite: MUL 137. Transfers to CSU only</em></td>
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<tr>
<td>MUL 143</td>
<td>3D Topic - Rendering</td>
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<td><em>LEC 48-54</em></td>
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<td>The course focuses on developing advanced skill in compositing and the use of complex shading networks. Covered topics include multiple-pass rendering and shader modification using the 3D scripting language. Imagery will be created using industry standard computer animation software. This course adds valuable rendering skills to the student’s basic skill set. The course is applicable to the animation and multimedia certificates and/or degrees. May be taken 3 times for credit. <em>Prerequisite: MUL 137. Transfers to CSU only</em></td>
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<tr>
<td>MUL 149</td>
<td>Occupational Internship</td>
<td>1-4</td>
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<td></td>
<td><em>Multimedia</em></td>
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<td><em>OI 16-72</em></td>
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<td>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. May be taken 4 times for credit. *Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. <em>Transfers to CSU only</em></td>
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<tr>
<td>MUL 150</td>
<td>Portfolio Preparation</td>
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<td><em>LEC 48-54</em></td>
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<td>This course prepares the student for eventual transition into the job market. Students profile themselves and research the job markets available. They prepare the documents required, such as cover letter and resume. They develop their demo reels, flat portfolios and web portfolios. This course is designed for the student at any level within the program, who wishes to prepare for the job market. May be taken 2 times for credit. <em>Prerequisite: MUL 110. Transfers to CSU only</em></td>
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<tr>
<td>MUL 158</td>
<td>Internet Scripting With</td>
<td>3</td>
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<td></td>
<td>JavaScript (formerly Internet Scripting - Java 1)</td>
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<td><em>LEC 48-54</em></td>
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<td>This course teaches students the basic concepts of client-side JavaScripting used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. *Cross-listed as CSIS 116C. *Prerequisite: CSIS 101, CSIS 103 or MUL 110. <em>Transfers to CSU only</em></td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<tr>
<td>MUL 160</td>
<td>Technology in the Classroom</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. *Cross-listed as ED 160. Prerequisite: None. Transfers to CSU only</td>
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<tr>
<td>MUL 218</td>
<td>Creating &amp; Managing Dynamic Websites</td>
<td>3</td>
<td>LEC 48-54</td>
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<td></td>
<td>This course is designed to teach students how to use web authoring tools to build and manage dynamic web sites. Students will learn to incorporate Templates, JavaScript, Databases, and Active Server Pages (ASP) into their web pages using popular and powerful web design tools that are being used by industry professionals. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: MUL 112 or CSIS 115A or CSIS 117C or equivalent experience. Transfers to CSU only</td>
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<tr>
<td>MUL 224</td>
<td>Digital Photography Production II</td>
<td>3</td>
<td>LEC 48-54</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td>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. *Cross-listed as PHOT 224. May be taken 3 times for credit. Prerequisite: MUL 124/PHOT 125 (with a grade of “C” or better). Transfers to CSU only</td>
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<tr>
<td>MUL 225</td>
<td>Digital Photography Production</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>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. *Cross-listed as PHOT 225. May be taken 4 times for credit. Prerequisite: MUL 224/PHOT 224 (with a grade of ‘C’ or better). Not transferable</td>
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<tr>
<td>MUL 245</td>
<td>3D Topic - Modeling</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>The course focuses on developing advanced skills in model creation and editing. Covered topics include advanced NURBS processes, Sub-division surface modeling using Standard mode, and re-building and reducing geometry. Models will also be created using a 3D scripting language. This course adds valuable modeling skills to the student’s basic skill set. May be taken 2 times for credit. Prerequisite: MUL 137. Transfers to CSU only</td>
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<tr>
<td>MUL 299</td>
<td>Special Projects: Multimedia</td>
<td>1-3</td>
<td>IS 16-54</td>
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<td>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. May be taken 3 times for credit. Prerequisite: Previous Multimedia classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only</td>
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<tr>
<td>MUS 081</td>
<td>Popular Music Theory: Songwriting</td>
<td>3</td>
<td>LEC 48-54</td>
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<td>Melody, harmony and rhythm used in contemporary music and elementary arranging concepts will be emphasized. Popular song forms will be studied and imitated in class projects. Prerequisite: MUS 101 or by audition. Recommended Preparation: A working knowledge of melodic instrument or voice. Not transferable</td>
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<tr>
<td>MUS 100</td>
<td>Introduction and Appreciation of Music</td>
<td>3</td>
<td>LEC 48-54</td>
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<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td>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, to develop an understanding of the elements of music; it’s history, and aesthetics. *Cross-listed as HIST 113. Prerequisite: None. Transfers to both UC/CSU</td>
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<tr>
<td>MUS 100H</td>
<td>Honors Introduction and Appreciation of Music</td>
<td>3</td>
<td>LEC 48-54</td>
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<td></td>
<td><strong>AA/AS General Education: AA/AS C</strong></td>
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<td>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, to develop an understanding of the elements of music; it’s history, and aesthetics. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU</td>
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### Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUS 101</td>
<td>Music Fundamentals</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>This introductory course is designed for students who have no formal background in music. It is also a preparatory course for music students without formal theory training. The course covers reading and writing pitches, rhythms, meters, keys, key signatures, scales, intervals, triads and 7th chords. Also covers musical timbre and dynamics. <strong>Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 102</td>
<td>History and Appreciation of Music</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>The history of music is a survey of European music styles and literature and covers music of the Middle Ages, Renaissance, Baroque, Classical, Romantic and 20th Century. <strong>Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 103</td>
<td>Music Theory I: Diatonic Harmony (formerly Beginning Music Theory)</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>Includes review of pitch and rhythm notation, major and minor scales and key signatures, triads and V7 chords. Teaches 18th century Common Practice, including diatonic 4-part harmonic techniques, progressions, inversions and figured bass, voice leading, non-harmonics, introduction to basic language of counterpoint, cadences, phrase structures, and elementary analysis. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> MUS 101 or equivalent and concurrent enrollment in MUS 175. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 104</td>
<td>Music Theory II: 18th and 19th Century Harmony (formerly Intermediate Music Theory)</td>
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<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>Includes continued study of four-part 18th century style writing and 19th century harmony, with some additional work in other writing forms. Harmonic content extends to chromaticism, modulation, secondary harmonies, Neapolitan 6th and augmented 6th chords. Includes some original composition as well as harmonization of given lines, both bass and soprano. Includes voice leading and simple species counterpoint. <strong>Prerequisite:</strong> MUS 103 or equivalent. <strong>Recommended Preparation:</strong> Concurrent enrollment in MUS 176. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 107</td>
<td>Introduction and Appreciation of American Music</td>
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<td>AA/AS General Education: AA/AS C and F</td>
<td>LEC 48-54</td>
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<td>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. <strong>Cross-listed as HIST 114. Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 108</td>
<td>History of Jazz and Blues</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>This course is designed to assist 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 purely American music. This course meets the humanities requirement at MSJC. <strong>Cross-listed as HIST 108. Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 109</td>
<td>World Music</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C and F</td>
<td>LEC 48-54</td>
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<td>This course is a historical and ethnomusicological exploration of music cultures around the world. It is designed to assist students in developing an appreciation and respect for those cultures. The music of Native America, Asia, India, Africa, South and Central Americas, Mexico, the Middle East, and the Caribbean are presented in conjunction with American and European folk traditions. Emphasis is placed on the development of skills needed to distinguish various musical styles and instrumentation. <strong>Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 110</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>3</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LEC 48-54</td>
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<td>Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Schulwerk, Dalcroze, Laban and Kodaly students learn a conceptual framework from which they create innovative plans that integrate music and movement into the classroom curriculum. Although the focus of the course is on the pre-school curriculum, the concepts explored are applicable to all elementary levels. <strong>Cross-listed as DAN 114 and CDE 114. May be taken 2 times for credit. Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 111</td>
<td>Beginning Piano</td>
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<tr>
<td>AA/AS General Education: AA/AS C</td>
<td>LAB 48-54</td>
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<td>This course offers individual instruction to students who have no previous training. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 112</td>
<td>Intermediate Piano</td>
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<td>AA/AS General Education: AA/AS C</td>
<td>LAB 48-54</td>
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<td>This course is a continuation of beginning piano. May be taken 3 times for credit. <strong>Prerequisite:</strong> 2 units of MUS 111 or equivalent. <a href="#">Transfers to both UC/CSU</a></td>
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<tr>
<td>MUS 113</td>
<td>Children's Music</td>
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<td><strong>AA/AS General Education:</strong> AA/AS C</td>
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<td><strong>LEC 48-54</strong></td>
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<td>This course is designed to teach techniques valuable for use with children of pre-school through grade school ages. Included in the class will be notation, singing and basic music skills. *Cross-listed as CDE 109. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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| MUS 114     | Jazz Improvisation                               | 2     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 24-27/LAB 24-27**                          |       |
|             | This course is designed to teach improvisational techniques. Included in the course will be chords, scales and jazz literature. May be taken 3 times for credit. **Prerequisite:** Ability to play an instrument and read music. **Transfers to both UC/CSU** |       |

| MUS 115     | Beginning Voice Class - Breath/Tone              | 2     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 24-27/LAB 24-27**                          |       |
|             | Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This course focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in a large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. **Prerequisite:** None. **Transfers to both UC/CSU** |       |

| MUS 116     | Beginning Voice Class - Diction/Expression       | 2     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 24-27/LAB 24-27**                          |       |
|             | This Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This section focuses on diction, style and expression. However, all the elements of good singing are included. Students learn about the physiology of good singing and learn singing in large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. **Prerequisite:** None. **Transfers to both UC/CSU** |       |

| MUS 118     | Applied Music I: Instrumental                    | 1     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LAB 48-54**                                    |       |
|             | This course provides individual or group instruction on musical instruments. Some techniques taught will be notation, style and performance practices. May be taken 4 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU** |       |

| MUS 121     | Sight Singing and Ear Training                  | 2     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 32-36**                                    |       |
|             | This course presents sight singing and ear training fundamentals. Included in the course are reading notation at sight, intervals and dictation. May be taken 4 times for credit. **Prerequisite:** MUS 101 or ability to read music. **Transfers to both UC/CSU** |       |

| MUS 125     | Guitar I                                         | 1     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LAB 48-54**                                    |       |
|             | For those who have never played before. A concise survey of songs, useful techniques, varied styles and basic theory. Strumming and picking patterns to accompany voice are taught. The student must provide a classical or folk guitar for his or her. May be taken 2 times for credit. **Prerequisite:** None. **Recommended Preparation:** Concurrent enrollment in MUS 101. **Transfers to CSU only** |       |

| MUS 127     | Guitar II                                        | 1     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LAB 48-54**                                    |       |
|             | This course presents a continuation of skills learned in Music 125. May be taken 2 times for credit. **Prerequisite:** MUS 125. **Transfers to both UC/CSU** |       |

| MUS 140     | Beginning Studio Recording                      | 3     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **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. May be taken 3 times for credit. **Prerequisite:** None. **Transfers to CSU only** |       |

| MUS 141     | Intermediate Studio Recording                   | 3     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 48-54**                                    |       |
|             | This course continues, at a more advanced level, the instruction from MUS 140, Beginning Studio Recording. Students must have received a “C” or better in MUS 140 for admission to this course. This course offers instruction in multi-track recording techniques. Other techniques for this class include: equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. *Cross-listed as AUD 141. May be taken 3 times for credit. **Prerequisite:** MUS/AUD 140 with a minimum grade of “C” or better. **Transfers to CSU only** |       |

| MUS 142     | Advanced Studio Recording I                     | 3     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 48-54**                                    |       |
|             | This course is the study of techniques used for audio-for-video. Students must have completed MUS 140 and 141 to be admitted to this class. Study will include: multi-track recording, mixing, Foley, signal processing, and ADR. *Cross-listed as AUD 142. May be taken 2 times for credit. **Prerequisite:** MUS/AUD 141 with a minimum grade of “C” or better. **Transfers to CSU only** |       |

| MUS 143     | Advanced Studio Recording II                    | 3     |
|             | **AA/AS General Education:** AA/AS C             |       |
|             | **LEC 48-54**                                    |       |
|             | Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. *Cross-listed as AUD 143. May be taken 2 times for credit. **Prerequisite:** MUS/AUD 141 with a minimum grade of “C” or better. **Transfers to CSU only** |       |
Course Descriptions

MUS 145  Midi & Computer Recording  3 units

AA/AS General Education: AA/AS C  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. May be taken 2 times for credit. Prerequisite: None. Transfers to CSU only

MUS 146  Recording Music and Live Sound  3 units

AA/AS General Education: AA/AS C  LEC 48-54
Recording Music and Live Sound offers instruction in mixing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. *Cross-listed as AUD 146. May be taken 3 times for credit. Prerequisite: MUS/AUD 140. Transfers to CSU only

MUS 147  The Music and Audio Business  3 units

AA/AS General Education: AA/AS C  LEC 48-54
This course acquaints students with business practices in the music & audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as AUD 147 and BADM 147. Prerequisite: None. Transfers to CSU only

MUS 148  Radio Production  3 units

AA/AS General Education: AA/AS C  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  Intermediate Voice Class  1 unit

AA/AS General Education: AA/AS C  LAB 48-54
This course is designed for students who have had at least one year of voice class or private voice instruction. Emphasis is placed upon performance and application of the theories of good singing as presented in the Beginning Voice classes. Students select their own song materials, as well as receive assigned songs from the instructor. Regular vocal solo performance and critique are major components of the course. Students concentrate on improving tone, breath control, diction, artistry and style. May be taken 4 times for credit. Prerequisite: MUS 115 and 116 or 1 year of private instruction or equivalent. Transfers to both UC/CSU

MUS 151  Applied Music: Voice  1 unit

LEC 48-54
This course is designed for the vocal music major or minor who has significant experience and vocal instruction and who needs to continue to advance skills and develop repertoire, technique and style. Students participate in a group recital at the end of the term. May be taken 4 times for credit. Prerequisite: MUS 150 or 2 years of private vocal instruction. Transfers to both UC/CSU

MUS 175  Musicianship I  2 units

AA/AS General Education: AA/AS C  LEC 24-27/LAB 24-27
Students learn to identify by ear, analyze, and write melodies, harmonies and rhythms in dictation as well as how to sight sing diatonic melodies using solfeggio. Materials include simple conjunct and disjunct diatonic melodies, primary harmonies, basic rhythms, and singing diatonic melodies. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce vocal pitch. Prerequisite: Grade of “C” or better in MUS 101 or equivalent experience that includes reading and writing notes, key signatures and triads as well as rhythmic notation. Transfers to both UC/CSU

MUS 176  Musicianship II  2 units

AA/AS General Education: AA/AS C  LEC 24-27/LAB 24-27
Continues skills taught in Music 175 using more advanced diatonic and chromatic melodies, harmonies and complex rhythms. Includes both dictation and sight singing. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce pitches vocally. Prerequisite: MUS 175 or equivalent. Transfers to both UC/CSU

MUS 201  Orchestra  1 unit

AA/AS General Education: AA/AS C  LAB 48-54
Rehearsal and performance of orchestral literature. Participation in music productions and concerts. May be taken 4 times for credit. Prerequisite: By audition. Transfers to both UC/CSU

MUS 203  Concert Band  1 unit

AA/AS General Education: AA/AS C  LAB 48-54
A wind ensemble open to brass, woodwind and percussion players. Its primary purpose is to expose students to band literature. Previous playing experience required. May be taken 4 times for credit. Prerequisite: By audition. Transfers to both UC/CSU

MUS 204  Musical Theater Workshop  1-3 units

AA/AS General Education: AA/AS C  LAB 48-162
A course in the fundamentals of acting, music, dance, and the responsibilities of chorus, parts, leads in musicals, culminating in a performance. May be taken 4 times for credit. Prerequisite: By audition. Transfers to both UC/CSU

MUS 205  College Singers  1 unit

AA/AS General Education: AA/AS C  LAB 48-54
The College Singers 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 4 times for credit. Prerequisite: Student must be able to match pitch and sing in tune. Audition is held at first class meeting. Transfers to both UC/CSU
**Course Descriptions**

**MUS 206** Chamber Choir 2 units  
AA/AS General Education: AA/AS C  
LEC 16-18/LAB 48-54  
This course provides a small group vocal experience. It will include music of various styles and possible public performances. May be taken 4 times for credit.  
**Prerequisite:** By audition.  
**Transfers to both UC/CSU**

**MUS 207** Techniques of Musical Theater 3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
This course will introduce performance techniques in musical theater. While emphasizing the musical aspects, will also cover dramatic and movement techniques. May be taken 4 times for credit.  
**Prerequisite:** By audition.  
**Transfers to both UC/CSU**

**MUS 209** Musical Production 1-4 units  
AA/AS General Education: AA/AS C  
LAB 48-216  
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.* May be taken 4 times for credit.  
**Prerequisite:** By audition and/or interview.  
**Transfers to both UC/CSU**

**MUS 210** Jazz Ensemble I (formerly MUS 202 Jazz Ensemble) 1 unit  
AA/AS General Education: AA/AS C  
LEC 48-54  
This class is a performance ensemble that focuses on the practices and styles of the professional jazz musician. Jazz from a wide variety of historical eras ranging from the 1940s swing style to contemporary styles will be studied. Jazz Ensemble I introduces and reinforces all aspects of jazz performance including 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 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

**MUS 211** Jazz Ensemble II 1 unit  
AA/AS General Education: AA/AS C  
LEC 48-54  
This class 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 4 times for credit.  
**Prerequisite:** None.  
**Transfers to both UC/CSU**

**MUS 253** Music Theory III: Analysis and Chromatic Harmony 3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
Includes continued study of chromatic harmony with emphasis on analysis of harmonic forms as well as compositional forms and techniques in 18th and 19th century music literature. Students analyze works by major composers and write a simple Sonata Allegro composition for any instrument demonstrating understanding of the form. Harmony includes greater chromaticism, including linear chromaticism, distant key relationships and non-related notes and lines.  
**Prerequisite:** MUS 104 or equivalent.  
**Recommended Preparation:** Previous or current enrollment in advanced musicianship course.  
**Transfers to both UC/CSU**

**NURSING**

**NURS 084A** Nursing Skills Lab - Certified Nursing Assistant .5-2 units  
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. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Corequisite:** NURS 085, NURS 087, or enrollment in a phlebotomy program. Offered as credit/no-credit only.  
Not transferable

**NURS 084B** Nursing Skills Lab - Vocational Nurse .5-2 units  
LAB 24-108  
This course provides the opportunity for students enrolled in skill-based Vocational Nursing classes 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. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Corequisite:** Must be enrolled in the VN program. Offered as credit/no-credit only.  
Not transferable
### Course Descriptions

**NURS 084C**  
**Nursing Skills Lab - Registered Nurse**  
LEC 24-108  
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 and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. May be taken 4 times for credit.  
**Prerequisite:** None.  
**Corequisite:** Must be enrolled in the RN program. Offered as credit/no-credit only.  
**Not transferable**

**NURS 085**  
**Certified Nursing Assistant and Home Health Aide**  
LEC 80-90/LAB 120-135  

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.  
**Not transferable**

**NURS 086**  
**Home Health Aide**  
LEC 32-36  

This course including theory and clinical practice which prepares the Certified Nurse Assistant for the expanded role of Certified Home Health Aide. Home Health Aides work in a variety of health care settings, but are found predominantly in the field of home care. The general topics of study include medical and social needs of clients, personal care services, nutrition, and cleaning and care tasks in home settings. Clinical sites vary each semester.  
**Prerequisite:** Must be a Certified Nurse Assistant (required by Title XXII, Department of Health Services). By the first scheduled clinical, must have proof of TB skin test, completed physical health exam form, and CPR (level C) card. Contact Nursing Office for physical  
**Not transferable**

**NURS 087**  
**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. May be taken 4 times for credit.  
**Prerequisite:** CNA Certification.  
**Not transferable**

**NURS 090**  
**CNA Review and Assessment**  
LEC 16-18  

This course prepares the CNA for the written and laboratory assessment.  
**Prerequisite:** Must be a CNA accepted to the VN program. Offered as credit/no-credit only.  
**Not transferable**

**NURS 100**  
**Introduction to Anatomy and Physiology for Allied Health**  
LEC 48-54  

This course provides an overview of structure and function of the human body for Allied Health students or for those who desire a basic understanding of the design and function of the body. No lab dissection required. May be taken 2 times for credit.  
**Prerequisite:** None.  
**Transfers to CSU only**

**NURS 170**  
**Part-Time Vocational Nursing I**  
LEC 64-72/LAB 144-162  

The is the first course of the four semester, part-time VN program. This foundation course introduces nursing concepts and rationale for nursing skills. Correlated clinical experience focuses on intermediate skills and provides introductory information on total patient care.  
**Prerequisite:** NURS 182, NURS 100, ENGL 098.  
**Corequisite:** NURS 084B; NURS 183.  
**Transfers to CSU only**

**NURS 171**  
**Part-Time Vocational Nursing II**  
LEC 80-90/LAB 192-216  

The is the second course of the part-time VN program. There is an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary musculoskeletal, endocrine, skin, cardiovascular and neurosensory problems.  
**Prerequisite:** AH 070; NURS 90; NURS 100; NURS 170; NURS 182; NURS 183.  
**Corequisite:** NURS 084B; NURS 192; NURS 193.  
**Transfers to CSU only**

**NURS 172**  
**Part-Time Vocational Nursing III**  
LEC 96-108/LAB 216-243  

The is the third course of the part-time VN program. There is an emphasis on the physiological and nursing concerns of adult client’s needs relating to respiratory, gastrointestinal, and fluid and electrolyte and urinary problems. Age specific pediatric problems are covered.  
**Prerequisite:** AH 070; NURS 090; NURS 100; NURS 170; NURS 171; NURS 182; NURS 183; NURS 192; NURS 193.  
**Corequisite:** NURS 084B.  
**Transfers to CSU only**

**NURS 173**  
**Part-Time Vocational Nursing IV**  
LEC 80-90/LAB 240-270  

This is the last course in the part-time VN program. Students study all phases of the child bearing family in addition to physiological and nursing concerns of adult client’s needs relating to reproductive problems. Leadership and professional responsibilities are emphasized.  
**Prerequisite:** Completion of all previous part-time LVN courses.  
**Corequisite:** NURS 084B.  
**Transfers to CSU only**
NURS 180 Vocational Nursing I 10 units

LEC 80-90/LAB 240-270

This is the foundation course of the VN program which introduces basic nursing concepts and rationale for nursing skills and interpersonal communication. Special emphasis is in nursing, nutrition, gerontology, chronic and terminal illness. Correlated laboratory experience focused on basic and intermediate procedural skills and introduction to total patient care. Prerequisite: AH 070, NURS 100, NURS 182, ENGL 098. Corequisite: Concurrent enrollment in NURS 084B, & NURS 183 or prior enrollment within two years of registration. Transfers to CSU only

NURS 182 Dosage Calculations for Allied Health 1 unit

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 183 Understanding Human Behavior for Allied Health 2 units

LEC 32-36

This is a course to introduce the basic principles of human behavior and relate these principles to the interaction process of health care providers and their clients. Prerequisite: Admission to the VN program. Transfers to CSU only

NURS 190 Vocational Nursing II 16 units

LEC 144-162/LAB 336-378

Emphasizing the physiological understanding and nursing concerns of adult client’s needs relating to pre and post op, musculoskeletal, endocrine, cardiovascular, respiratory, neurosensory and gastrointestinal problems. Correlated clinical laboratory experiences involve application of the nursing process. Prerequisite: AH 070; NURS 100; NURS 180; NURS 182; NURS 183. Corequisite: NURS 084B; NURS 192; NURS 193. Please note that NURS 192 and NURS 193 may be taken as prerequisites within 2 years of enrollment into this course. Transfers to CSU only

NURS 192 Introduction to Pharmacology for Allied Health 2 units

LEC 32-36

This course is designed for any student who will be administering medications or caring for clients receiving medications. It introduces the student to the basic drug classifications and their nursing implications. Prerequisite: Admission to the VN or RN program. Transfers to CSU only

NURS 193 Understanding Human Development for Allied Health 2 units

LEC 32-36

This course gives an overview of human development, focusing on the psycho-social influences as well as maturation. Inter-related health issues of each stage of life will be integrated. Prerequisite: Admission to the VN program. Transfers to CSU only

NURS 194 Pharmacology & Dosage Calculations for Nurses 3.5 units

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: None. Not transferable

NURS 200 Vocational Nursing III 15 units

LEC 128-144/LAB 336-378

Progressive study continues on client’s needs with genitourinary, fluid and electrolyte problems. Leadership and professional responsibilities are emphasized. Clinical experience focuses on giving care to complex and multiple patients. Students study all phases of the child-bearing family and age specific pediatric problems. Prerequisite: AH 070; NURS 100; NURS 180; NURS 182; NURS 183; NURS 190; NURS 192; NURS 193. Corequisite: NURS 084B. Transfers to CSU only

NURS 210 Beginning Medical - Surgical Nursing 10 units

LEC 80-90/LAB 240-270

This course introduces fundamental nursing concepts and basic nursing skills. Special emphasis is placed on the introduction of the nursing process that is used as the framework to direct and manage the care of clients experiencing basic alterations in their health states. Concepts related to nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition are presented as they relate to promoting, maintaining and restoring optimum wellness for the client. Basic gerontology and leadership concepts are also explored. Prerequisite: Nursing orientation or AH 070; CHEM 100 or one year high school Chemistry with a grade of “C” or better; ANAT 101 and 102 with a grade of “C” or better taken within the last 7 years; Acceptance into the RN program; Current Health Care Provider card, and a signed, completed physical exam form. Corequisite: NURS 84C and NURS 182. Transfers to CSU only

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Course Descriptions

NURS 212  Foundations of Nursing  4 units
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 interventions (procedures) 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.  
Not transferable

NURS 214  Introduction to Medical-Surgical Nursing  4 units
LEC 32-36/LAB 96-108

Introduction to concepts and practices relating to 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 and 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 (both with a grade of ‘C’ or better).  
Corequisite: NURS 084C.  
Not transferable

NURS 220  Nursing Care of the Expanding Family  5 units
LEC 40-45/LAB 120-135

This course covers application of the nursing process to the care of women and their families who are experiencing alterations in their health states. The role of the nurse in utilizing knowledge of nursing, the nursing role, responsibility, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed.  
Prerequisite: NURS 210 or equivalent; BIOL 125; NURS 182 (all prerequisite courses must be completed with a grade of “C” or better).  
Corequisite: NURS 084C.  
Transfers to CSU only

NURS 221  Nursing Care of Children  5 units
LEC 40-45/LAB 120-135

This course covers the application of the nursing process to the care of children, from birth to eighteen, who are experiencing alterations in their health states. The role of the nurse in utilizing knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed.  
Prerequisite: NURS 210 or equivalent; BIOL 125; NURS 182 (all prerequisite courses must be completed with a grade of “C” or better).  
Corequisite: NURS 084C.  
Transfers to CSU only

NURS 222  Nursing Care of Children & Families  3.5 units
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.  
Not transferable

NURS 224  Beginning Medical-Surgical Nursing II  5 units
LEC 40-45/LAB 120-135

Medical Surgical Nursing II 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.  
Not transferable

NURS 226  Nursing of Childbearing & Families  3.5 units
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.  
Not transferable

NURS 228  LVN to RN Challenge Review I  2 units
LEC 32-36

This course is the first of two recommended courses for the LVN challenging the first year of the RN program. Students review fundamental nursing concepts and basic nursing skills. Special emphasis is placed on the introduction of the nursing process that is used as the framework to direct and manage the care of clients experiencing basic alterations in their health states.  
Prerequisite: Admission requirements to the RN program.  
Corequisite: NURS 084C.  
Transfers to CSU only
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Corequisites</th>
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<tbody>
<tr>
<td>NURS 229</td>
<td>LVN to RN Challenge Review II</td>
<td>2 units</td>
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<td><strong>Prerequisite:</strong> Admission requirements to the RN program; NURS 228</td>
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<td>with a grade of “C” or better or equivalent.</td>
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<td><strong>Corequisite:</strong> NURS 084C.</td>
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<td><strong>Transfers to CSU only</strong></td>
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This course is the second of two recommended courses for the Licensed Vocational Nurse (LVN) challenging the first year of the RN program. Students use the nursing process to direct the care of children, women and their families who are experiencing alterations in the health status. The role of the nurse in utilizing knowledge of the nursing role, communication, safety, pharmacology growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** Admission requirements to the RN program; NURS 228 with a grade of “C” or better or equivalent. **Corequisite:** NURS 084C. **Transfers to CSU only**

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<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 230</td>
<td>Intermediate Medical - Surgical Nursing</td>
<td>5 units</td>
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<td></td>
<td><strong>Prerequisite:</strong> NURS 220 or its equivalent; NURS 221 or its equivalent</td>
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<td>(prerequisite courses must be completed with a grade of “C” or better).</td>
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<td></td>
<td><strong>Corequisite:</strong> NURS 084C.</td>
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<td><strong>Transfers to CSU only</strong></td>
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This course applies the nursing process to the care of clients experiencing alterations in the respiratory, cardiac, gastrointestinal, musculoskeletal, immunological and hematological systems. The role of the nurse in applying knowledge of the nursing role, communication, safety, pharmacology growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** NURS 220 or its equivalent; NURS 221 or its equivalent (prerequisite courses must be completed with a grade of “C” or better). **Corequisite:** NURS 084C. **Transfers to CSU only**

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<tbody>
<tr>
<td>NURS 231</td>
<td>Mental Health Nursing</td>
<td>5 units</td>
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<td></td>
<td><strong>Prerequisite:</strong> NURS 220 or its equivalent; NURS 221 or its equivalent</td>
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<td>(prerequisite courses must be completed with a grade of “C” or better).</td>
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<td><strong>Corequisite:</strong> NURS 084C.</td>
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<td><strong>Transfers to CSU only</strong></td>
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This course applies the nursing process to the care of clients experiencing alterations in their mental health states. The role of the nurse in applying knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** NURS 220 or its equivalent; NURS 221 or its equivalent; PSYC 101 (prerequisite courses must be completed with a grade of “C” or better). **Corequisite:** NURS 084C. **Transfers to CSU only**

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<tbody>
<tr>
<td>NURS 234</td>
<td>Intermediate Medical- Surgical Nursing III</td>
<td>5 units</td>
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<td><strong>Prerequisite:</strong> NURS 224 (with a grade of “C” or better).</td>
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<td><strong>Corequisite:</strong> NURS 084C.</td>
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<td><strong>Not transferable</strong></td>
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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. **Not transferable**
Course Descriptions

**NUTR 101  Nutrition and Foods  3 units**

AA/AS General Education: AA/AS A or E  
Transfers to CSU only  
CAN FCS 2

This course examines the science of nutrition and overviews the macro and micro nutrients. Exploration of the role of nutrition throughout the life span and the effects of exercise on overall wellness are also covered. Nutrition 101 is designed for students and health-care workers in beginning assistance level programs. This course is also intended to meet the introductory nutrition requirements for practical or licensed vocational nurses as well as diet technicians or diet aides. Nutrition 101 is also for non-professional students who wish to gain more knowledge regarding their own nutritional status and the application of this knowledge to improve their health and wellness. **Prerequisite:** None.

**NUTR 299  Special Projects: Nutrition  1-3 units**

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. May be taken 3 times for credit. **Prerequisite:** Previous Nutrition classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

**PHILOSOPHY**

**PHIL 101  Introduction to Philosophy I  3 units**

AA/AS General Education: AA/AS C  
Transfers to both UC/CSU  
CAN PHIL 2

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.

**PHIL 101H  Honors Introduction to Philosophy I  3 units**

AA/AS General Education: AA/AS C  
**Transfers to both UC/CSU**

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 Honors Enrichment Program. **Transfers to both UC/CSU**

**PHIL 103  Logic  3 units**

AA/AS General Education: AA/AS C or D2  
Transfers to both UC/CSU  
CAN PHIL 6

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:** None.

**PHIL 103H  Honors Logic  3 units**

AA/AS General Education: AA/AS C or D2  
**Transfers to both UC/CSU**

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 Honors Enrichment Program. **Transfers to both UC/CSU**

**PHIL 104  World Religions  3 units**

AA/AS General Education: AA/AS C  
Transfers to both UC/CSU

This course is an introduction to the main religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. This course is also an objective study of the essential beliefs and practices of these religions. **Prerequisite:** None. **Transfers to both UC/CSU**
PHIL 105  Introduction to Ethics  3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
Transfers to both UC/CSU  CAN PHIL 4
This course introduces the student 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 and the application of moral values to our everyday life. Prerequisite: None.

PHIL 108  Contemporary Religions in the United States of America  3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
A study of religious beliefs and practices in United States of America with special reference to proliferation of Protestant, Catholic, Jewish and Eastern religions of European and Asian origins. Insights of religious and philosophic undertones of the American society will be highlighted in this course. Prerequisite: None. Transfers to both UC/CSU.

PHIL 109  Ancient and Medieval Philosophy  3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
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 Socrates, Plato, Aristotle, St. Augustine, Boethius and St. Thomas. Prerequisite: None. Recommended Preparation: Eligibility for ENGL 101. Transfers to both UC/CSU.

PHIL 110  Renaissance and Modern Philosophy  3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
Critical study of 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 and Kant. Prerequisite: None. Recommended Preparation: Eligibility for ENGL 101. Transfers to both UC/CSU.

PHIL 111  Contemporary Philosophy  3 units  
AA/AS General Education: AA/AS C  
LEC 48-54  
This course offers critical study of the major philosophical movements of the late 19th and 20th centuries, including existentialism, linguistic analysis, conceptual analysis, logical analysis and realism. Special emphasis will be paid to the philosophies of Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Albert Camus, G.E. Moore, Bertrand Russell, Kurt Baier, Gilbert Ryle and Ludwig Wittgenstein. Prerequisite: None. Recommended Preparation: Eligibility for ENGL 101. Transfers to both UC/CSU.

PHIL 112  Methods of Argument  4 units  
AA/AS General Education: AA/AS C or D2  
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: ENGL 101 (with a grade of ‘C’ or better). Transfers to both UC/CSU.

PHIL 112H  Honors Methods of Argument  4 units  
AA/AS General Education: AA/AS C or D2  
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. Transfers to both UC/CSU.

PHIL 299  Special Projects: Philosophy  1-3 units  
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. May be taken 3 times for credit. Prerequisite: Previous Philosophy classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only.

PHOT 090  Digital Imaging Studio  1 unit  
Laboratory  
LAB 48-54  
This lab makes the Digital “Light Room” and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL 090 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as MUL 090. May be taken 4 times for credit. Prerequisite: MUL 124/PHOT 125 (with a grade of ‘C’ or better). Corequisite: MUL 224 or MUL 225. Not transferable.
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<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Recommended Preparation</th>
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<tbody>
<tr>
<td>PHOT 118</td>
<td>Beginning Photography</td>
<td>3</td>
<td>None</td>
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<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS C</td>
<td><strong>LEC 16-18/LAB 96-108</strong></td>
<td><strong>Transfers to both UC/CSU AND ART 18</strong></td>
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<td>This course is an introduction to traditional chemistry-based black and white 35mm photography. Concepts include exposure control, chemical mixing, technical issues relating to 35mm black and white emulsion-based film development, Black and White enlarger printing, image archiving, and technical and aesthetic black and white photographic image creation are covered. The course includes written research covering historical and contemporary photographers and photographic techniques. <em>Cross-listed as ART 128. Prerequisite: None.</em>*</td>
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<tr>
<td>PHOT 119</td>
<td>Advanced Photography</td>
<td>3</td>
<td>PHOT 118/ART 128. <strong>Transfers to CSU only</strong></td>
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<td>This course is a continuation of Photography 118 using advanced techniques in film development and print making. Subjects covered in this course are exposure control, use of electronic flash, large format photography, copying, high contrast, available light photography, filters used on the camera, still life photography and an introduction to the development of color slides. <strong>Prerequisite: PHOT 118/ART 128. Transfers to CSU only</strong></td>
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<tr>
<td>PHOT 120</td>
<td>Commercial Photography</td>
<td>3</td>
<td>PHOT 118/ART 128. <strong>Transfers to CSU only</strong></td>
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<td>The study of photography as it applies to the principles and practices of commercial photography in the fields of business, industry, advertising, and fashion. Other subjects to be covered will be architectural photography, product photography, infrared materials, photographic equipment and materials of different sizes, film and print manipulation, the use of art in commercial photography, and additional techniques in the development of color slides. May be taken 2 times for credit. <strong>Prerequisite: PHOT 119. Transfers to CSU only</strong></td>
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<td>PHOT 123</td>
<td>Color Photography</td>
<td>3</td>
<td><strong>Recommended Preparation: PHOT 120 or portfolio review. Transfers to CSU only</strong></td>
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<td>This course is an introductory course in developing and printing color photos. Includes the study of color negatives, printing from color negatives and the finishing and presentation of the finished product to the customer. May be taken 2 times for credit. <strong>Prerequisite: PHOT 119. Recommended Preparation: PHOT 120 or portfolio review. Transfers to CSU only</strong></td>
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<tr>
<td>PHOT 124</td>
<td>Portrait Photography</td>
<td>3</td>
<td>PHOT 120. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td></td>
<td>The study of photography as it applies to the principles and practices of portrait photography in the areas of lighting and posing the subject. Other areas covered will be light sources, light set-ups, light functions, light control, lighting systems, lighting the human face and posing the subject for a portrait. <strong>Prerequisite: PHOT 120. Transfers to CSU only</strong></td>
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</tr>
<tr>
<td>PHOT 125</td>
<td>Digital Photography Production I</td>
<td>3</td>
<td><strong>Prerequisite: None. Recommended Preparation: MUL 124. Not transferable</strong></td>
</tr>
<tr>
<td></td>
<td>This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital “Light room” (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. <em>Cross-listed as MUL 124. Prerequisite: None. Recommended Preparation: MUL 110. Not transferable</em>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHOT 149</td>
<td>Occupational Internship: Photography</td>
<td>1-4</td>
<td><strong>Prerequisite: Each student must be enrolled for the full semester and complete 7 units including the student's occupational experience or be enrolled in the &quot;Alternate Plan.&quot; The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. Transfers to CSU only</strong></td>
</tr>
<tr>
<td></td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite: Each student must be enrolled for the full semester and complete 7 units including the student's occupational experience or be enrolled in the “Alternate Plan.” The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. Transfers to CSU only</strong></td>
<td></td>
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</tr>
<tr>
<td>PHOT 224</td>
<td>Digital Photography Production II</td>
<td>3</td>
<td><strong>Prerequisite: MUL 124/PHOT 125 (with a grade of “C” or better). Transfers to CSU only</strong></td>
</tr>
<tr>
<td></td>
<td>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. *Cross-listed as MUL 224. May be taken 3 times for credit. <strong>Prerequisite: MUL 124/PHOT 125 (with a grade of “C” or better). Transfers to CSU only</strong></td>
<td></td>
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</tr>
</tbody>
</table>
PHOT 225  Digital Photography  3 units  
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. *Cross-listed as MUL 225. May be taken 4 times for credit. Prerequisite: MUL 224 (with a grade of ‘C’ or better). Not transferable

PHOT 299  Special Projects:  1-3 units  
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. May be taken 4 times for credit. Prerequisite: PHOT 118; PHOT 119; PHOT 120; PHOT 123; PHOT 124; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

PHYSICAL EDUCATION

PE 090  Pep Squad  2 units  
AA/AS General Education: AA/AS E  
LEC 16-18/LAB 48-54

This course is designed to develop leadership and cooperation within the pep squad, structure rehearsals and improve school spirit. May be taken 4 times for credit. Prerequisite: None. Not transferable

PE 100  Introduction to  3 units  
Physical Education  
AA/AS General Education: AA/AS E  
LEC 48-54

Orientation course designed to survey the responsibilities of the instructor; critical analysis of the field; survey of literature and the role of the teacher in general education, recreation and school health. Prerequisite: None. Transfers to both UC/CSU

PE 102  Introduction to Athletic  2 units  
Techniques: Football  
AA/AS General Education: AA/AS E  
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 football. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 103  Introductions to Athletic  2 units  
Techniques: Baseball  
AA/AS General Education: AA/AS E  
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 baseball. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 104  Introduction to Athletic  2 units  
Techniques: Basketball  
AA/AS General Education: AA/AS E  
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. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 105  Officiate Basketball/Baseball  3 units  
AA/AS General Education: AA/AS E  
LEC 48-54

Theory and practice combined in a study of the techniques and organization of sports and officiating are emphasized. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 107  Techniques ofTennis  2 units  
AA/AS General Education: AA/AS E  
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 tennis. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 108  Athletic Techniques: Soccer  2 units  
AA/AS General Education: AA/AS E  
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. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

PE 109  Techniques of Volleyball  2 units  
AA/AS General Education: AA/AS E  
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 volleyball. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 110</td>
<td>Prevention and Care of Injuries</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E LEC 24-27/LAB 24-27 This course covers methods and techniques of providing for the prevention and treatment of athletic injuries. The study of body functions with respect to muscle and joint anatomy, exercise and the body and the care of injuries received in specific athletic events. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>PE 111</td>
<td>Introduction and Techniques of Golf</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E 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. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>PE 112</td>
<td>Body Conditioning</td>
<td>1</td>
<td>AA/AS General Education: AA/AS E 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. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 112H</td>
<td>Honors Body Conditioning</td>
<td>1</td>
<td>AA/AS General Education: AA/AS E 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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 113</td>
<td>Introduction to Jogging</td>
<td>1</td>
<td>AA/AS General Education: AA/AS E 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. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 114</td>
<td>Weight Training</td>
<td>1</td>
<td>AA/AS General Education: AA/AS E LAB 48-54 This course is designed to teach the individual benefits of various strength training routines. Special attention will be placed upon personal training program design and training specificity. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 115</td>
<td>First Aid</td>
<td>3</td>
<td>AA/AS General Education: AA/AS E LEC 48-54 This is a standard basic first aid course. This course is designed to teach the individual the techniques and knowledge for administering first aid and CPR. Upon satisfactory completion of First Aid and CPR sections, students will receive certificates of completion. This is a certificated program through the National Safety Council. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>PE 116</td>
<td>Introduction to Athletic Techniques: Softball</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E LEC 16-18/LAB 48-54 This course is designed for students who plan on actively playing or coaching softball. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 117</td>
<td>Exercise Walking</td>
<td>1</td>
<td>AA/AS General Education: AA/AS E 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 injury-free aerobic capacities and/or cross-training results not attainable by running. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>PE 118</td>
<td>Techniques of Coaching</td>
<td>3</td>
<td>AA/AS General Education: AA/AS E LEC 16-18/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. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
</tr>
<tr>
<td>PE 119</td>
<td>Introduction to Football</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E 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. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 120</td>
<td>Football I</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E 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. <strong>Prerequisite:</strong> PE 122. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 121</td>
<td>Football II</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E 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. <strong>Prerequisite:</strong> PE 122. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>PE 122</td>
<td>Football III</td>
<td>2</td>
<td>AA/AS General Education: AA/AS E LEC 16-18/LAB 48-54 This course offers instruction in the skills, techniques, strategy, etiquette and rules of football. Course designed to be interesting, to improve fitness and to teach carryover skills. <strong>Prerequisite:</strong> PE 123. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisites</td>
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<tr>
<td>PE 132</td>
<td>Individual and Group Sports: Tennis</td>
<td>1</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
<td></td>
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<tr>
<td></td>
<td>A co-educational introduction to the rules and techniques of tennis, taught in the context of an activity class. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 133</td>
<td>Individual and Group Sports: Basketball</td>
<td>1</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
<td></td>
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<tr>
<td></td>
<td>A co-educational introduction to the rules and techniques of basketball, taught in the context of an activity class. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 134</td>
<td>Individual and Group Sports: Volleyball</td>
<td>1</td>
<td>None.</td>
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<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<tr>
<td></td>
<td>A co-educational introduction to the rules and techniques of volleyball, taught in the context of an activity class. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 135</td>
<td>Intramural Volleyball</td>
<td>1</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<td></td>
<td>Co-educational power volleyball. Organized competition with drills used to enhance advanced playing skills. May be taken 2 times for credit. <strong>Prerequisite:</strong> Must demonstrate intermediate skill level. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 136</td>
<td>Individual and Group Sports: Golf</td>
<td>1</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<tr>
<td></td>
<td>A co-educational introduction to the rules and techniques of golf, taught in the context of an activity class. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 137</td>
<td>Individual and Group Sports: Soccer</td>
<td>1</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<td></td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 138</td>
<td>Intercollegiate Sports: Soccer</td>
<td>2</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<td></td>
<td>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 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 139</td>
<td>Intercollegiate Sports: Soccer</td>
<td>2</td>
<td>None.</td>
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<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<tr>
<td></td>
<td>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 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 140</td>
<td>Intercollegiate Sports: Football (Men)</td>
<td>2</td>
<td>None.</td>
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<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
<td></td>
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<tr>
<td></td>
<td>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 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>PE 141</td>
<td>Intercollegiate Sports: Basketball (Men)</td>
<td>3</td>
<td>None.</td>
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<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
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<td></td>
<td>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 3 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<td>PE 142</td>
<td>Intercollegiate Sports: Volleyball (Women)</td>
<td>2</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 143</td>
<td>Intercollegiate Sports: Basketball (Women)</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td><strong>AA/AS General Education:</strong> AA/AS E</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 3 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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</tbody>
</table>
Course Descriptions

PE 144  Intercollegiate Sports: Baseball (Men)  3 units
AA/AS General Education: AA/AS E  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 3 times for credit.  Prerequisite: None. Transfers to both UC/CSU

PE 145  Intercollegiate Sports: Tennis  3 units
(AA/AS General Education: AA/AS E  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 3 times for credit.  Prerequisite: None. Transfers to both UC/CSU

PE 146  Intercollegiate Sports: Tennis  3 units
(AA/AS General Education: AA/AS E  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 3 times for credit.  Prerequisite: None. Transfers to both UC/CSU

PE 147  Intercollegiate Sports: Golf  2 units
AA/AS General Education: AA/AS E  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 2 times for credit.  Prerequisite: None. Transfers to CSU only

PE 148  Intercollegiate Sports: Softball -  3 units
(AA/AS General Education: AA/AS E  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 3 times for credit.  Prerequisite: None. Transfers to CSU only

PE 150  Intercollegiate Sports: Conditioning and Strength  2 units
AA/AS General Education: AA/AS E  LEC 16-18/LAB 48-54
Course is designed for out of season intercollegiate sports conditioning and strength training. It accommodates the need of entry level and returning student athletes to improve anatomical flexibility, cardiovascular endurance, running speed and agility, and muscle strength. Activities are directed, measured and closely supervised. Activities are oriented toward individual and similar group student athlete development. Although no prerequisite is established, the tempo, intensity and duration of activities parallels those inherent at the competitive level of intercollegiate sports. May be taken 3 times for credit.  Prerequisite: None. Transfers to CSU only

PE 160  Introduction to Physical Training I  3 units
AA/AS General Education: AA/AS E  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. Transfers to CSU only

PE 161  Physical Training II  3 units
AA/AS General Education: AA/AS E  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. Transfers to CSU only
### COURSE DESCRIPTIONS

#### PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 162</td>
<td>Physical Training III</td>
<td>3</td>
<td>AA/AS General Education: AA/AS EL</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prerequisite:</strong> PE 161. <strong>Transfers to CSU only</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PE 180</td>
<td>Methods of Teaching Golf</td>
<td>2</td>
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<td></td>
<td><strong>LEC 16-18/LAB 48-54</strong></td>
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<td>This course is the study of the methods used in teaching the game of golf. The course emphasizes rational and objective analysis of relevant information in order to formulate solutions for improving all aspects of an individual's golf game. The course includes the factors involved in the analysis of the golf swing and techniques used for correction of errors. This course is intended for students pursuing a career in golf. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>PE 181</td>
<td>Methods of Teaching Golf: Short Game and Putting</td>
<td>2</td>
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<td><strong>LEC 16-18/LAB 48-54</strong></td>
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<td>This course is the study of the golf techniques used to develop an effective short game and putting stroke. The course emphasizes basic swing fundamentals and the modern approach to specific aspects of the short game including chips, pitches, greenside sand shots and putting. The course includes methods used to demonstrate these techniques and is intended for students pursuing a career teaching golf. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PE 182</td>
<td>Golf Academy Practicum</td>
<td>1</td>
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<td></td>
<td><strong>LAB 48-54</strong></td>
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<td>This course is the study of visualizing the game of golf on an individual golf course. The course emphasizes the importance of effectively analyzing a course and selecting appropriate strategies to put the ball in proper position to score efficiently. The course covers the total game from tee to green and how to approach the game as a thinking player. This course is intended for students pursuing a career in golf. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
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<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>PE 299</td>
<td>Special Projects: Physical Education</td>
<td>1-3</td>
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<tr>
<td></td>
<td><strong>IS 16-54</strong></td>
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<td>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. May be taken 3 times for credit. <strong>Prerequisite:</strong> Previous Physical Education classes; a contract must be completed with the instructor prior to enrollment. <strong>Transfers to CSU only</strong></td>
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#### PHYSICS

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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
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<tbody>
<tr>
<td>PHY 100</td>
<td>Conceptual Physics</td>
<td>3</td>
<td><strong>LEC 48-54</strong></td>
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<tr>
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<td>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 arts majors and medical technicians. <strong>Prerequisite:</strong> None. <strong>Transfers to both UC/CSU</strong></td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>PHY 101</td>
<td>Basic Physics: Energy and Motion</td>
<td>4</td>
<td><strong>LEC 48-54</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Transfers to both UC/CSU</strong> CAN PHYS SEQ A</td>
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<td>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. <strong>Prerequisite:</strong> MATH 105.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 102</td>
<td>Basic Electricity and Modern Physics</td>
<td>4</td>
<td><strong>LEC 48-54</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Transfers to both UC/CSU</strong> CAN PHYS SEQ A</td>
<td></td>
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<td>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. <strong>Prerequisite:</strong> PHY 101 with a grade of “C” or better.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 201</td>
<td>Mechanics and Wave Motion</td>
<td>4</td>
<td><strong>LEC 48-54</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Transfers to both UC/CSU</strong> CAN PHYS 8</td>
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<td>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. <strong>Prerequisite:</strong> MATH 211 with a grade of “C” or better.</td>
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</tbody>
</table>
Course Descriptions

PHY 202  Electricity and Magnetism  4 units
AA/AS General Education: AA/AS A  LEC 48-54/LAB 48-54
Transfers to both UC/CSU  CAN PHYS 12
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 higher. Corequisite: MATH 212 or higher.

PHY 202H Honors Electricity and Magnetism  4 units
AA/AS General Education: AA/AS A  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 higher. Corequisite: MATH 212 or higher. Transfers to both UC/CSU

PHY 299 Special Projects: Physics  1-3 units
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. May be taken 3 times for credit. Prerequisite: Previous Physics classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

POLITICAL SCIENCE

PS 101 Introduction to American Government and Politics  3 units
AA/AS General Education: AA/AS B1 or B2  LEC 48-54
Transfers to both UC/CSU  CAN GOVT 2
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.

PS 101H Honors Introduction to American Government and Politics  3 units
AA/AS General Education: AA/AS B1 or B2  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. Transfers to both UC/CSU

PS 102 Comparative Politics and Government  3 units
AA/AS General Education: AA/AS B2 and F  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 an examination of the problems of Third World nation building. Prerequisite: PS 101. Transfers to both UC/CSU

PS 102H Honors Comparative Politics and Government  3 units
AA/AS General Education: AA/AS B2 and F  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 an examination of the problems of Third World nation building. Prerequisite: Acceptance in the Honors Enrichment Program; PS 101. Transfers to both UC/CSU

PS 103 Ethnic Politics in America  3 units
AA/AS General Education: AA/AS B2 and F  LEC 48-54
This course is intended as a required core course for the Ethnic Studies major. It will examine the role of ethnic minorities in the political process and their relationship to and role in government. The course will include a discussion of the 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: None. Recommended Preparation: PS 101. Transfers to CSU only

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PS 104  Current Political Issues and Trends  3 units  

**AA/AS General Education: AA/AS B2**  
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 or HIST 111 (both with a grade of ‘C’ or better).  
**Transfers to both UC/CSU**

PS 104H  Honors Current Political Issues and Trends  3 units  

**AA/AS General Education: AA/AS B2**  
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.  
**Transfers to CSU only**

PS 120  California Government  3 units  

**AA/AS General Education: AA/AS B2**  
LEC 48-54  
This course is an introduction to the theory and practice of the art of government in California. Special emphasis will be given to the impact of state and local government on the individual in business, professional and private life. **Prerequisite:** None. **Transfers to CSU only**

PS 120H  Honors California Government  3 units  

**AA/AS General Education: AA/AS B2**  
LEC 48-54  
This course is an introduction to the theory and practice of the art of government in California. Special emphasis will be given to the impact of state and local government on the individual in business, professional and private life. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Transfers to CSU only**

PS 149  Occupational Internship: Political Science  1-4 units  

**OJ 16-72**  
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. May be taken 4 times for credit. **Prerequisite:** Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. 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  Special Projects: Political Science  1-3 units  

**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. May be taken 3 times for credit. **Prerequisite:** Previous Political Science classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

**PSYCHOLOGY**

PSYC 101  Introduction to Psychology  3 units  

**AA/AS General Education: AA/AS B2**  
**Transfers to both UC/CSU**  
**CAN PSY 2**  
This course is designed to introduce students to the core themes of introduction to psychology, the scientific study of behavior and mental processes in context. Contemporary theories and research methods will be explored. Topics will range from the study of learning-cognitive principles to brain physiology and psychopathology. The aim of this course is to promote the intellectual development of students by broadening their understanding of the fundamental aspects of human behavior and cognitive processes. **Prerequisite:** None. **Recommended Preparation:** ENGL 098 with a grade of “C” or better.

PSYC 101H  Honors Introduction to Psychology  3 units  

**AA/AS General Education: AA/AS B2**  
**Transfers to both UC/CSU**  
**CAN PSY 2**  
This course is designed to introduce students to the core themes of introduction to psychology, the scientific study of behavior and mental processes in context. Contemporary theories and research methods will be explored. Topics will range from the study of learning-cognitive principles to brain physiology and psychopathology. The aim of this course is to promote the intellectual development of students by broadening their understanding of the fundamental aspects of human behavior and cognitive processes. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Transfers to both UC/CSU**

PSYC 102  Personal Growth  3 units  

**AA/AS General Education: AA/AS B2**  
**Transfers to both UC/CSU**  
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. How psychological principles can be useful to the individual in achieving personal growth will be emphasized. **Prerequisite:** None. **Transfers to both UC/CSU**
Course Descriptions

PSYC 103  Human Development  3 units
AA/AS General Education: AA/AS B2 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.
Transfers to both UC/CSU

PSYC 103H Honors Human Development  3 units
AA/AS General Education: AA/AS B2 LEC 48-54
This 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.
Transfers to both UC/CSU

PSYC 104  Psychology of Gender  3 units
AA/AS General Education: AA/AS B2 and F LEC 48-54
This course is designed to introduce students to traditional and contemporary psychological theory and research in relation to the impact that gender has on women's and men's thought processes, behaviors and emotions in different social contexts. The topics covered in this course address gender issues at both the individual and the social context level. Some of the topics covered in this course are gender role development and stereotypes, sex differences in cognitive ability, aggression, mental health and family roles. The aim of this course is to promote the intellectual and personal development of students by broadening their understanding of the fundamental aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: None.
Transfers to both UC/CSU

PSYC 105  Social Psychology  3 units
AA/AS General Education: AA/AS B2 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.
Transfers to both UC/CSU

PSYC 106  Psychology of Personality  3 units
AA/AS General Education: AA/AS B2 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.
Transfers to both UC/CSU

PSYC 107  Psychobiology  3 units
AA/AS General Education: AA/AS B2 LEC 48-54
This course covers the relation of nervous, muscular, and glandular functions and structure to adjustment of the human organism. Study is made of the sense organs, perception, physiological basis of emotion, clinical symptoms of abnormal behavior, psychosomatic disorders, sleep, learning, and drug effects. Prerequisite: PSYC 101.
Transfers to both UC/CSU
PSYC 108 Abnormal Psychology 3 units
AA/AS General Education: AA/AS B2
LEC 48-54
This course is an introduction to the study of psychological disorders, including psychosis, anxiety disorders, mood disorders, and personality disorders. The class will focus on types of abnormal disorders, causes and treatments. This course is recommended for all interested students, including those involved in counseling, nursing, or other clinical fields. Prerequisite: None. Transfers to both UC/CSU

PSYC 110 Introduction to Counseling 3 units
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. Transfers to CSU only

PSYC 112 Gender and Social Interaction 3 units
AA/AS General Education: AA/AS B2 and F
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 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' like chances. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies; liberal arts, and the humanities. *Cross-listed as SOCI 112. Prerequisite: None. Transfers to both UC/CSU

PSYC 115 Individual, Family and Group Counseling 3 units
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/PSYC 110. Transfers to CSU only

PSYC 120 Personal and Professional Growth 3 units
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. Transfers to CSU only

PSYC 125 Psychology of Aging 3 units
AA/AS General Education: AA/AS B2
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. This is a core course in the Gerontology Certificate/Degree program. *Cross-listed as GER 125. Prerequisite: None. Transfers to both UC/CSU

PSYC 299 Special Projects: Psychology 1-3 units
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. May be taken 3 times for credit. Prerequisite: Previous Psychology classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

PUBLIC ADMINISTRATION

PA 101 Introduction to Public Administration 3 units
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
Course Descriptions

PA 102 Public Personnel Administration 3 units
Provides definition, description and evaluation of government personnel systems, explores classification, compensation, recruitment, examination, training, working conditions, incentives, performance ratings, public employee organizations and organizational development in the public service. Prerequisite: None. Transfers to CSU only

PA 103 Governmental Budgeting 3 units
This course covers the role of the budgetary process in government management and the public sector. It includes environment of budgeting, budget formation, and administration. Prerequisite: None. Transfers to CSU only

PA 104 Organizational Problems in Public Administration 3 units
This course covers administrative and management problems as they exist within public organizations and agencies. Identifies theories and approaches which explain internal dynamics and behavior in public organization. It includes policy making analysis, and implementation. Prerequisite: None. Transfers to CSU only

PA 149 Occupational Internship: Public Administration 1-4 units
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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units including the student’s occupational experience or be enrolled in the “Alternate Plan.” The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. Transfers to CSU only

REAL ESTATE

RE 045 Introduction to Real Estate Economics 3 units
Basic material covered in RE 145 with less detailed and technical requirements. This course is for students wishing to prepare for Real Estate Economics wanting a better understanding of our real estate markets. Prerequisite: RE 140 or RE 141. Not transferable

RE 140 Real Estate Principles 3 units
This course covers the basic laws and principles of California real estate. It provides the basic background and terminology necessary to understand contracts, agency, listings, real estate financing, deeds, liens, escrows and title insurance, land descriptions, real estate mathematics, real estate licensing and state regulations. A required course for the California Real Estate Salesperson license. Prerequisite: None. Transfers to CSU only

READING

READ 043 Reading Fundamentals Practicum 1 unit
This course explores and reinforces the reading skills taught in READ 063, Reading Fundamentals. This course is designed for students who are concurrently enrolled in READ 063. May be taken 4 times for credit. Prerequisite: None. Corequisite: READ 063. Offered as credit/no-credit only. Not transferable

READ 044 Intermediate Reading Practicum 1 unit
This course explores and reinforces the reading skills taught in READ 064, Intermediate Reading. This course is designed for students who are concurrently enrolled in READ 064. May be taken 4 times for credit. Prerequisite: None. Corequisite: READ 064. Offered as credit/no-credit only. Not transferable

READ 063 Reading Fundamentals 3 units
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. May be taken 4 times for credit. Prerequisite: None. Corequisite: READ 043. Offered as credit/no-credit only. Not transferable

READ 064 Intermediate Reading 3 units
This course is designed to develop effective reading and clear thinking skills. Students' vocabulary and comprehension are assessed, and individual vocabulary 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. May be taken 4 times for credit. Prerequisite: READ 063 or placement test eligibility. Corequisite: READ 044. Not transferable

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<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Required Preparation</th>
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<tr>
<td>RE 141</td>
<td>Real Estate Practice</td>
<td>3</td>
<td>RE 140 or RE 141</td>
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<tr>
<td>RE 142</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
<td>RE 140 or RE 141</td>
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<tr>
<td>RE 143</td>
<td>Real Estate Finance</td>
<td>3</td>
<td>RE 140 or RE 141</td>
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<tr>
<td>RE 144</td>
<td>Real Estate Appraisal</td>
<td>3</td>
<td>RE 140 or RE 141</td>
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<tr>
<td>RE 145</td>
<td>Real Estate Economics</td>
<td>3</td>
<td>RE 140 or RE 141</td>
</tr>
<tr>
<td>RE 146</td>
<td>Real Estate Mortgage Broker</td>
<td>3</td>
<td>None. Transfers to CSU only</td>
</tr>
<tr>
<td>RE 149</td>
<td>Occupational Internship: Real Estate</td>
<td>1-4</td>
<td>None. Transfers to CSU only</td>
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<tr>
<td>RE 150</td>
<td>Escrow I</td>
<td>3</td>
<td>None. Transfers to CSU only</td>
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<tr>
<td>RE 151</td>
<td>Escrow II</td>
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<td>None. Transfers to CSU only</td>
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<tr>
<td>RE 152</td>
<td>Escrow III</td>
<td>3</td>
<td>None. Transfers to CSU only</td>
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This course provides an analysis of the real estate business as conducted in California, establishing the real estate office, listings, appraisal methods, prospecting, advertising, selling, closing (listing and sales), financing, escrow procedures, exchanges, taxes, and real estate (general taxation and income tax); business opportunities; property management and leases. A required course to maintain salesperson's license or apply to take broker's exam. **Prerequisite:** None. **Recommended Preparation:** RE 140 or Real Estate License. **Transfers to CSU only**

This is a basic theory course combining the appraisal of all types of real property. Some of the subjects emphasized in this course are: (a) introduction to the appraisal process with emphasis on the principles underlying the selection, analysis and use of data, (b) analysis of value, price, property and legal rights in real property, (c) historical development of value concepts in appraisal theory, (d) principles of valuation and (e) analysis of the real estate market; relationships between real estate values and economic, social and government trends on national, regional and local levels. **Prerequisite:** None. **Recommended Preparation:** RE 140 or Real Estate License. **Transfers to CSU only**

An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. **Prerequisite:** RE 151. **Transfers to CSU only**

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. May be taken 4 times for credit. **Prerequisite:** Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. **Transfers to CSU only**

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, interest and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. **Prerequisite:** RE 140. **Transfers to CSU only**

An applied study of use and operation of the escrow function in real and personal property transactions, including the study of preparation of escrow instructions, documents and closing statements. Students will become involved in escrows as to real property, sales of notes and trust deeds and exchanges and mobile homes. **Prerequisite:** RE 150. **Transfers to CSU only**

An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. **Prerequisite:** RE 151. **Transfers to CSU only**
Course Descriptions

RE 153 Real Estate Exchanges and Taxation 3 units LEC 48-54
This course is a study of the importance of taxation as a consideration in real estate investment and sales. An up-to-date coverage of recent legislation concerning federal income tax, which affects the aspects of real estate including: depreciation recapture, gains and losses, deferred payments, as well as other decision making factors. Special emphasis and detailed examples are given concerning the exchange methods of transferring real estate ownership and its relationship to taxation. **Prerequisite:** RE 140. Transfers to CSU only

RE 154 Property Management 3 units LEC 48-54
This course is an analysis of the principles and practices of managing income properties, including types of property management, collections, leases, tenants and purchases. **Prerequisite:** None. Transfers to CSU only

RE 299 Special Projects: Real Estate 1-3 units 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. May be taken 3 times for credit. **Prerequisite:** Previous Real Estate classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

SOCI 101H Honors Principles of Sociology 3 units AA/AS General Education: AA/AS B2 LEC 48-54
This course covers the scientific study of human society and behavior in social settings. It is a survey of the basic characteristics and dynamics of society and culture from the sociological perspective. Topics 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. Transfers to both UC/CSU

SOCI 102 Contemporary Social Problems 3 units AA/AS General Education: AA/AS B2 LEC 48-54
Students are introduced to major sociological theories, concepts and other analytical perspectives useful to the study of contemporary social problems. Emphasis will be placed upon the identification, description and evaluation of emerging social issues and established social problems. **Prerequisite:** None.

SOCI 103 Marriage and the Family 3 units AA/AS General Education: AA/AS B2 LEC 48-54
This course is an analysis of dating, engagement, marriage, and family relationships. The married couple and the family are viewed as a small group through contemporary sociological and psychological principles and research findings. **Prerequisite:** None. Transfers to both UC/CSU

SOCI 105 Social Psychology 3 units AA/AS General Education: AA/AS B2 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. Transfers to both UC/CSU

SOCI 106 Intercultural Relations 3 units AA/AS General Education: AA/AS B2 and F LEC 48-54
The nature, functions, and consequences of culture in inter-group relations among various racial/ethnic, sex/gender, social class, religious, ability, and nationality groups in the USA and selected other countries in the world. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies, liberal arts, and the humanities. **Prerequisite:** None. Transfers to both UC/CSU

SOCI 095 Survey of Human Services 1 unit LEC 16-18
This survey course provides the prospective student in Human Services an outline of the Human Services Certificate program, prospects for employment upon completion of the program, state of California legal requirements and restrictions, and what is expected of students entering this program. This course must be taken prior to entering the Human Services studies program at Mt. San Jacinto College. **Prerequisite:** None. Not transferable

SOCI 101 Principles of Sociology 3 units AA/AS General Education: AA/AS B2 LEC 48-54
*Transfers to both UC/CSU CAN SOC 2
This course is the scientific study of human society and behavior in social settings. It is a survey of the basic characteristics and dynamics of society and culture from the sociological perspective. Topics include culture, socialization and personality development, social interaction, deviance, group dynamics, social structure, social institutions, inequality, social change and collective behavior. **Prerequisite:** None.
SOCI 108  Human Sexuality 3 units
AA/AS General Education: AA/AS B2  LEC 48-54
To better understand human sexuality in relation to oneself and society in general. To achieve this, a multi-discipline approach will be taken with perspectives in medical/biology, psychology, sociology and anthropology, all giving students the opportunity to learn basic academic requirements as well as making decisions concerning their personal sexual lives.  
Prerequisite: None. Transfers to both UC/CSU

SOCI 110  Media and Society 3 units
AA/AS General Education: AA/AS B2  LEC 48-54
This course explores the evolution of contemporary television, film, and publishing industries, as well as the virtual communities of the Internet and the World Wide Web. The effects and consequences of the media in society will be explored. Emphasis will be on representations of various cultures and subcultures in the United States and abroad from World War II to the present.  
Prerequisite: None. Transfers to both UC/CSU

SOCI 112  Gender and Social Interaction 3 units
AA/AS General Education: AA/AS B2  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 social 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’ life chances. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies; liberal arts, and the humanities.  
Prerequisite: None. Transfers to both UC/CSU

SOCI 115  Contemporary Chicano in Society 3 units
AA/AS General Education: AA/AS B2 and F  LEC 48-54
This course explores the micro-social and structural aspects of contemporary Chicanos/as in the U.S., particularly in California from the 1930s to present. Micro-social aspects include an exploration of the identity formation, value systems, 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. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies; liberal arts, and the humanities.  
Prerequisite: None. Transfers to both UC/CSU

SOCI 125  Crime and Society 3 units
AA/AS General Education: AA/AS B2  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, sexual orientation, etc. affect the interpretation of criminal laws, sentencing, and prevention. This course is intended to serve students interested in the social and behavioral sciences, law and criminal justice, police science, liberal arts, and the humanities.  
Prerequisite: None. Transfers to both UC/CSU only

SOCI 129  Processes of Power 2 units
AA/AS General Education: AA/AS B2  LAB 96-108
Structures of power in community life, work environment and in personal life will be examined. Strategies and methods of gaining power in one’s life will be demonstrated, discussed and appropriate applications suggested. Exercises and investigative techniques will be tested and refined by students.  
Prerequisite: None. Transfers to both UC/CSU only

SOCI 130  Sociology of Aging 3 units
AA/AS General Education: AA/AS B2  LEC 48-54
Presents social, economic and political factors related to the aged in their changing family and social roles. Includes: demo-graphics, aging and adaptation, needs, resources and social support system.  
Prerequisite: None. Cross-listed as GER 130.  
Prerequisite: None. Transfers to both UC/CSU only

SOCI 140  Introduction to Applied Human Services 3 units
LE 48-54
This course is an introduction to the sociological explanations of employment and workforce development from an applied human services perspective. 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. 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. Transfers to both UC/CSU only

SOCI 141  Case Services and Advocacy in Human Services 3 units
LE 48-54
This course provides an overview and foundation of 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. Transfers to both UC/CSU only
## Course Descriptions

### SOCI 150  Introductory Field Work in Human Services  3 units  
**LEC 48-54**

This course in the Human Services certificate program provides field experience at approved community based organizations, health centers, or social services agencies. Under supervision, students have an opportunity to practice sociological theories, techniques and job skills including, screening, intake, program orientations, supervised advisement, 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:** None. **Transfers to CSU only**

### SOCI 299  Special Projects: Sociology  1-3 units  
**LEC 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. May be taken 3 times for credit. **Prerequisite:** Previous Sociology classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

### SPANISH

#### SPAN 051  Elementary Spanish  2 units
**Conversation I**
**LEC 32-36**

This is an introductory course for non-native speakers of Spanish in which the student learns to converse on a variety of everyday topics. This course is not intended for native speakers. **Prerequisite:** None. Offered as credit/no-credit only. **Not transferable**

#### SPAN 052  Elementary Spanish  2 units
**Conversation II**
**LEC 32-36**

This course presents a continuation of skills learned in Spanish 051. This course is not intended for native speakers. **Prerequisite:** SPAN 051 or one year of high school Spanish. Offered as credit/no-credit only. **Not transferable**

#### SPAN 055  Spanish for Health Services Personnel  2 units
**LEC 32-36**

An introductory course designed to provide basic grammar and vocabulary skills along with specific health-related vocabulary and terminology. **Prerequisite:** None. **Not transferable**

#### SPAN 056  Spanish for Supervisors  3 units
**LEC 48-54**

With a large Spanish-speaking population in our area, the Spanish language is often used in the work place. Spanish for Supervisors is designed to help the beginner achieve an understanding of conversational Spanish, as used in business and industry. **Prerequisite:** None. **Not transferable**

#### SPAN 070  Basic Spanish for Professionals  2 units
**LEC 32-36**

A course covering basic Spanish grammar and sentence structure; intended as a foundation for learning Spanish used in medical, safety, and supervisory situations. **Prerequisite:** None. **Not transferable**

#### SPAN 071  Spanish for Medical Professionals  2 units
**LEC 32-36**

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. **Prerequisite:** SPAN 070. **Not transferable**

#### SPAN 072  Spanish for Public Safety Personnel  2 units
**LEC 32-36**

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. **Prerequisite:** SPAN 070. **Not transferable**

#### SPAN 073  Spanish for Managers and Supervisors  2 units
**LEC 32-36**

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. **Prerequisite:** SPAN 070. **Not transferable**

#### SPAN 101  Elementary Spanish I  5 units
**AA/AS General Education: AA/AS C**
**LEC 80-90**
**Transfers to both UC/CSU**
**CAN SPAN 2**
**CAN SPAN SEQ A**

This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language, and study of Hispanic culture and civilization. **Prerequisite:** None.

#### SPAN 102  Elementary Spanish II  5 units
**AA/AS General Education: AA/AS C**
**LEC 80-90**
**Transfers to both UC/CSU**
**CAN SPAN 4**
**CAN SPAN SEQ A**

This course presents a continuation of skills learned in SPAN 101. Students will become more proficient in the use of the Spanish language through reading, writing, listening and speaking. Reading and writing will be emphasized. Students will also gain more knowledge on Spanish and Latin-American cultures. **Prerequisite:** SPAN 101 or two years of high school Spanish.
SPAN 103  Elementary Spanish for Spanish Speakers  5 units

AA/AS General Education: AA/AS C  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. Transfers to both UC/CSU

SPAN 104  Elementary Spanish for Spanish Speakers II  5 units

AA/AS General Education: AA/AS C  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. Transfers to both UC/CSU

SPAN 140  Spanish for Public Service Personnel  3 units

LEC 48-54

An introductory course designed to provide basic grammar and vocabulary skills along with specific public service-oriented vocabulary. Prerequisite: None. Transfers to both UC/CSU

SPAN 180  Special Studies in Spanish: Mexico  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course is designed to improve Spanish language competence and cultural awareness through individualized study, lectures and class excursions. It provides an opportunity for students to use the Spanish language in the most natural settings possible. To be offered in Mexico primarily during semester breaks and vacation periods. Prerequisite: SPAN 101 or equivalent. Transfers to both UC/CSU

SPAN 181  Special Studies in Spanish: Spain  3 units

AA/AS General Education: AA/AS C  LEC 48-54

This course is designed to improve Spanish language competence and cultural awareness through individualized study, lectures, and class excursions. It provides an opportunity for students to use the Spanish language in the most natural settings possible. To be offered in Spain primarily during semester breaks and vacation periods. (Appropriate fees to cover Spanish residence will be assessed.) Prerequisite: SPAN 101 or the equivalent. Transfers to both UC/CSU

SPAN 201  Intermediate Spanish I  4 units

AA/AS General Education: AA/AS C  LEC 64-72

Transfers to both UC/CSU  CAN SPAN 8  CAN SPAN SEQ B

This course is a continuation of Spanish 102 with added emphasis on reading and writing. Prerequisite: SPAN 102 or three years of high school Spanish.

SPAN 202  Intermediate Spanish II  4 units

AA/AS General Education: AA/AS C  LEC 64-72

Transfers to both UC/CSU  CAN SPAN 10  CAN SPAN SEQ B

This course presents a continuation of skills learned in Spanish 201 with added emphasis on reading and writing. Prerequisite: SPAN 201 or four years of high school Spanish.

SPAN 270  Latin American Literature in Translation  3 units

AA/AS General Education: AA/AS C and F  LEC 48-54

Latin American Literature in Translation surveys Latin American literature from the Pre-Columbian oral tradition to the present. Lectures, discussions, and presentations analyze, interpret, and compare the various literary genres and movements in selected works of major Latin American authors within their historical, cultural, and socio-political contexts. This course is designed for students wishing to study Latin American literature, for students with a general interest in literature, and for students planning to transfer to a four-year institution. *Cross-listed as ENGL 270. Prerequisite: None. Recommended Preparation: ENGL 101. Transfers to both UC/CSU

SPAN 299  Special Projects: Spanish  1-3 units

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. May be taken 3 times for credit. Prerequisite: Previous Spanish classes; a contract must be completed with the instructor prior to enrollment. Transfers to both UC/CSU

STUDENT GOVERNMENT ASSOCIATION

SGA 101  Leadership Development  3 units

AA/AS General Education: AA/AS B2  LEC 48-54

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 improve their leadership and apply those concepts to improve their leadership skills. The course prepares students to assume leadership position in campus organizational goal setting, decision-making strategies, team building, and organizational ethics, initiating change and conflict management. Prerequisite: None. Transfers to both UC/CSU
Course Descriptions

SGA 102 Personal Leadership Development 3 units
AA/AS General Education: AA/AS B2
LEC 48-54
This course will explore advanced topics in leadership and the application to the personal lives, and careers in 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. Transfers to CSU only

SGA 105 Service Learning Leadership 1.5 units
LEC 16-18/LAB 24-27
This course provides students the opportunity to utilize leadership theory outside the classroom in community service, connect the relevance of academic theory to a real life experience, enhance student self-esteem, broaden student perspectives through community service, improve interpersonal skills, and provide guidance and experience for future career choices. May be taken 4 times for credit. Prerequisite: None. Transfers to CSU only

SGA 299 Special Projects: Special Topics in Leadership 1-3 units
LEC 48-54
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. May be taken 3 times for credit. Prerequisite: A contract must be completed with the instructor prior to enrollment. Transfers to CSU only

TEACHING ASSISTANT

TA 080 Tutor Training 2 units
LEC 32-36
This course is designed for those who want to tutor adult students with emphasis on developing instructional skills to meet individual needs. The course addresses tutoring techniques, effective communication, personality and learning styles. Additionally, strategies for tutoring students with special needs such as ESL, learning disabilities, math anxiety, and cultural differences are included. This is a required class for all tutors working in the Learning Center. Prerequisite: None. Offered as credit/no-credit only. Not transferable

TA 081 Introduction to Tutoring 1 unit
LEC 16-18
This course clarifies the role and responsibility of a math tutor. The course includes training in individualized and small group instruction, communication skills, learning styles, problem solving techniques, new technologies, and an overview of math. May be taken 4 times for credit. Prerequisite: TA 080. Offered as credit/no-credit only. Not transferable

TA 082 Introduction to Tutorial Writing 1 unit
LEC 16-18
This course is an interactive course that clarifies the techniques, roles and responsibilities of a peer writing tutor. Students will examine the role of peer writing tutors in one-on-one conferences, discuss tutoring theory, and observe tutors in the Writing Center. The course includes training in individualized and group instruction, communication skills, and the theory of writing as a process. May be taken 3 times for credit. Prerequisite: TA 080 or equivalent (with a grade of “C” or better). Not transferable

TA 101 Introduction to Teaching Assistant 3 units
LEC 48-54
This course will explore the role of the Para- professional in assisting the classroom teacher. Emphasis will be on developing specific instructional and non-instructional skills to help the student become an effective member of the educational team. Prerequisite: None. Transfers to both UC/CSU

TA 102 Advanced Teaching Assistant 3 units
Techniques
LEC 48-54
This course is designed for the student seriously considering education as a profession. Emphasis will be on developing in the student a sound philosophy of education, good interpersonal relationships, a basic understanding of educational accountability, theories of learning and the refinement of the student’s instructional skills in language arts and mathematics. Prerequisite: None. Transfers to CSU only

TA 149 Occupational Internship: 1-4 units
Teaching Assistant
O1 16-72
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. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. Transfers to CSU only
THEATER ARTS

THA 101 Introduction to Theater 3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU CAN DRAM 18
Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and 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. This course is a requirement for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. Prerequisite: None.

THA 101H Honors Introduction to Theater 3 units
AA/AS General Education: AA/AS C
Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and 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. This course is a requirement for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. Prerequisite: Acceptance in the Honors Enrichment Program. Transfers to both UC/CSU

THA 105 Voice for the Actor 3 units
AA/AS General Education: AA/AS C
Transfers to both UC/CSU CAN DRAM 6
The study of spoken English as it is used in the American theater and public speaking; including accepted pronunciation, articulation, voice development and projection. May be taken 2 times for credit. Prerequisite: None.

THA 108 Improvisation for Dance and Theater 3 units
AA/AS General Education: AA/AS C
LEC 48-54
Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, contract improvisation, theater games and dance. The student will learn spontaneity and immediacy in non-scripted theater. This course is for the dance and/or theater major, meets general education and transfer requirements and is for any performer or student interested in developing their intuitive responses in all performance. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

THA 109 Movement for Actors 3 units
AA/AS General Education: AA/AS C
LEC 48-54
This introductory course in movement for actors focuses on the development of an articulate body with dynamic and expressive range. Drawing from the acting techniques and theories of Laban, Adler, Hagen, Spolin, and Stanislavski and the body therapies and disciplines of yoga, Bartenieff and Sweigard Fundamentals, and Alexander and Feldenkrais techniques, students will explore and identify their individual movement preferences and habits. This work will prepare the student for the organic characterization and authentic intention required in acting. This course is for the theatre major and general interest student and fulfills a requirement for the theatre major, the musical theatre certificate, and MSJC humanities requirement. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

THA 110 Fundamentals of Acting 3 units
AA/AS General Education: AA/AS C
LEC 48-54
Through lecture, class discussion, improvisation and exercises, analysis of live and video taped performances, scene work and solo study, the student will learn about the separate parts of the craft of acting—thought, emotion, movement and voice—and begin to explore the tools necessary for creating a character. Warm-up techniques, theater etiquette, safety, and the acting profession are emphasized, along with the development of the artist’s critical eye. May be taken 2 times for credit. Prerequisite: None. Transfers to both UC/CSU

THA 111 Intermediate Acting 3 units
AA/AS General Education: AA/AS C
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. May be taken 2 times for credit. Prerequisite: THA 110 (with a grade of “C” or better).
Course Descriptions

THA 112 Acting for Film and Television 3 units

**AA/AS General Education: AA/AS C**

LEC 48-54

This course teaches the basic fundamentals of acting in front of a camera for film or television. Students learn techniques of concentration and character creation by working with a studio production team, script and rehearsal procedures and scene preparation. **Prerequisite:** THA 110. **Transfers to both UC/CSU**

THA 114 Intermediate Movement for Actors 3 units

**AA/AS General Education: AA/AS C**

LEC 48-54

The use of the articulate body in character creation, development and interaction is emphasized through movement and voice in scene work, mask work, and improvisation. Drawing on the theories and techniques of Grotowski, Decroux, Stanislavski, Chekhov, Meisner, Lecoq, Hagen, Spolin and Laban, students practice authentic intention and stage physicality in the development of organic characterization. Movement for period plays, stage combat, and musical theatre may be included. This course fulfills a theatre major, musical theatre certificate, CSU/UC transfer, and MSJC graduation requirement and is for all interested in performing. May be taken 2 times for credit. **Prerequisite:** THA 109. **Transfers to both UC/CSU**

THA 117 Stagecraft 3 units

**AA/AS General Education: AA/AS C**

LEC 32-36/LAB 48-54

**Transfers to both UC/CSU**

CAN DRAM 12

This is a course in the fundamentals of scenic design and construction. Students will do the construction for productions by the theater, music, and dance departments. May be taken 4 times for credit. **Prerequisite:** None.

THA 118 Theater Production 3 units

**AA/AS General Education: AA/AS C**

LEC 40-45/LAB 24-27

This course presents practical application in the basic skills of organizing and producing plays and musicals. Through the study of stage managing, backstage operations, technical crews and equipment, budget and house managing, the student experiences how to run a theater effectively. **Prerequisite:** None. **Transfers to both UC/CSU**

THA 119 Fundamentals of Directing 3 units

**AA/AS General Education: AA/AS C**

LEC 48-54

A course in the fundamentals and basic skills of directing plays for the stage. The student will attend lectures with reading and discussions an integral part of the course. Students will be expected to direct a one-act play. **Prerequisite:** THA 101; THA 110. **Transfers to both UC/CSU**

THA 120 Lighting 3 units

**AA/AS General Education: AA/AS C**

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. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU**

THA 121 Costume 3 units

**AA/AS General Education: AA/AS C**

LEC 32-36/LAB 48-54

Students will learn the basic concepts of the design and construction of costumes for the stage. Topics will include research, costume organization - pattern and construction techniques, sewing equipment use and maintenance and the function of costume personnel in production work. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU**

THA 122 Stage Makeup 3 units

**AA/AS General Education: AA/AS C**

LEC 32-36/LAB 48-54

This course 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, realistic and corrective functions, basic prosthetics and the history and aesthetics of makeup design for a specific play. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU**

THA 123 Models and Rendering 3 units

**AA/AS General Education: AA/AS C**

LEC 32-36/LAB 48-54

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. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU**

THA 124 Scenic Painting 3 units

**AA/AS General Education: AA/AS C**

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 methods to achieve a scenic effect. Students will learn color mixing, base, lay-out, ink, lay-in, detail and the use of standard brushes and tools. May be taken 2 times for credit. **Prerequisite:** None. **Transfers to both UC/CSU**
THA 125  Children’s Theater  3 units
AA/AS General Education: AA/AS C
This course provides the basic skills and techniques for developing theater activities for children in the classroom, community or recreational theaters. The role of the teacher and director will be explored through lecture, discussion, and activities that will include choosing material, basic acting techniques, organizing rehearsals, child psychology, and starting a children’s theater. Prerequisite: None. Transfers to both UC/CSU

THA 127  Reader’s Theater  3 units
AA/AS General Education: AA/AS C
This course stresses the techniques of oral performance of literature and drama through ensemble speaking. Students will study script preparation, staging techniques, and vocal skills that will culminate in public performance. Prerequisite: THA 105 or THA 110 or COMM 113. Transfers to both UC/CSU

THA 132  Acting for the Classical Theater  3 units
AA/AS General Education: AA/AS C
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. May be taken 2 times for credit. Prerequisite: THA 110. Recommended Preparation: THA 111; ENGL 203. Transfers to both UC/CSU

THA 135  Introduction to Film  3 units
AA/AS General Education: AA/AS C
This is a course in the history, aesthetics and development of motion pictures as an instructional, propaganda and artistic medium. Prerequisite: None. Recommended Preparation: Eligibility for ENGL 098. Transfers to both UC/CSU

THA 136  Cultural History of American Motion Pictures  3 units
AA/AS General Education: AA/AS B2 or C and F
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. Transfers to both UC/CSU

THA 137  Introduction to World Cinema  3 units
AA/AS General Education: AA/AS C
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. Not transferable

THA 155  Musical Theater History  3 units
AA/AS General Education: AA/AS C
Musical Theater History is the study of the evolution of the American theatrical art form from its European beginnings in nineteenth-century theatrical genres as, opéra-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. Not transferable

THA 200  Actor’s Workshop  3 units
AA/AS General Education: AA/AS C
This advanced course is for students who have had significant acting training and/or theater experience and wish to improve their acting skills. The primary focus is on ensemble acting, classical styles, characterization and textual analysis. Students also participate in a variety of exercises and scene studies. May be taken 2 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

THA 201  Rehearsal and Performance  3 units
AA/AS General Education: AA/AS C
This course is a laboratory to give the student a variety of experiences in acting and production. The student will work on plays through rehearsal techniques that build skills in all areas of theater. The course will culminate in public performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU

THA 205  Summer Repertory Theater  3 units
AA/AS General Education: AA/AS C
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. May be taken 4 times for credit. Prerequisite: THA 110. Transfers to both UC/CSU

THA 209  Musical Production  1-4 units
AA/AS General Education: AA/AS C
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. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Transfers to both UC/CSU
Course Descriptions

THA 299  Special Projects: Theater Arts  1-3 units
AA/AS General Education: AA/AS C 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. May be taken 3 times for credit. Prerequisite: Previous Theater Arts classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

WATER TECHNOLOGY

WATR 100  Introduction to Water/Wastewater Operations  1 unit 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  Basic Waterworks Mathematics  2 units 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. Transfers to CSU only

WATR 103  Water Treatment Plant Operations I & II  3 units 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). May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: WATR 102. Transfers to CSU only

WATR 105  Water Treatment Plant Operations III, IV & V  3 units 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 III, IV & V (T-3, T-4 & T-5). May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: WATR 102 and WATR 103. Transfers to CSU only

WATR 107  Water Distribution I & II  3 units LEC 48-54
This comprehensive course teaches the students the course principles of operation and maintenance of a water distribution system. The course will cover sources of water, principles of design, installation, operation and maintenance of pipes, valves, meters and other related hydraulic units. Operation and maintenance safety considerations emphasized. This course is designed to prepare the student to take State of California Water Distribution Operator exam. Prerequisite: None. Transfers to CSU only

WATR 109  Water Distribution III, IV & V  3 units LEC 48-54
This is an advanced course designed for the water professional. Prepares and qualifies (with repetition) the student for the State of California Water Distribution Operators Certificate, Grades D-3, D-4 and D-5, and/or the American Water Works Association, Grade III, IV or V. May be taken 3 times for credit. Prerequisite: None. Recommended Preparation: WATR 107. Transfers to CSU only

WATR 120  Wastewater Treatment Plant Operations I & II  3 units LEC 48-54
This course is an introduction to wastewater treatment, including preliminary, primary, and secondary treatment processes. This course is specifically designed for individuals seeking employment or those who are already employed in the wastewater field. This course prepares students for the CSWRB Wastewater Treatment Plant Operator examinations. Prerequisite: None. Recommended Preparation: WATR 102. Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR 122</td>
<td>Wastewater Plant Operations III, IV &amp; V</td>
<td>3</td>
<td>Students explore the scope, limits, and methods of secondary and advanced treatment, solids handling disinfection, reclamation of wastewater, through readings, discussions, analysis, and laboratory study. Specifically designed for individuals seeking employment or already employed in the wastewater field. Prepares student for the California State Water Resources Board Wastewater Treatment Plant Operator examinations. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR 102 and WATR 120. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR 125</td>
<td>Laboratory Procedures for Water and Wastewater</td>
<td>3</td>
<td>This course prepares water/wastewater treatment plant personnel to safely perform laboratory tests, 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; various 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. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR 102. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR 130</td>
<td>Environmental Laws and Regulations</td>
<td>3</td>
<td>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. It is intended for students pursuing the Water Technology Certificate or Associate of Science degree and/or professionals in the field. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR 149</td>
<td>Occupational Internship: Water Technologies</td>
<td>1-4</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR 299</td>
<td>Special Projects: Water Technology</td>
<td>1-3</td>
<td>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. May be taken 4 times for credit. <strong>Prerequisite:</strong> Previous Water Technology classes; a contract must be completed with the instructor prior to enrollment. <strong>Not transferable</strong></td>
</tr>
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</table>
## Course Deactivations

**COURSE DEACTIVATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ART 129</td>
<td>Graphic Visualization</td>
</tr>
<tr>
<td>ART 117</td>
<td>Introduction to Watercolor Painting</td>
</tr>
<tr>
<td>FIRE 161</td>
<td>Fire Command 1A</td>
</tr>
<tr>
<td>FIRE 167</td>
<td>Fire Prevention 1A</td>
</tr>
<tr>
<td>FIRE 168</td>
<td>Fire Prevention 1B: Code Enforcement</td>
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<tr>
<td>PE 101</td>
<td>Introduction to Athletic Techniques: Track</td>
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<tr>
<td>PE 105</td>
<td>Officiating: Football</td>
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<tr>
<td>PE 117</td>
<td>Individual and Dual Sports</td>
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<td>PE 118</td>
<td>Adaptive Physical Education</td>
</tr>
<tr>
<td>PE 127</td>
<td>Introduction to Athletic Training</td>
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<tr>
<td>PE 128</td>
<td>Intermediate Athletic Training</td>
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<tr>
<td>PE 129</td>
<td>Applied Techniques of Athletic Training</td>
</tr>
<tr>
<td>PE 130</td>
<td>Individual and Group Sports: Touch Football</td>
</tr>
<tr>
<td>PE 131</td>
<td>Individual and Group Sports: Exercise/Racquetball</td>
</tr>
<tr>
<td>PE 153</td>
<td>Beginning Swimming: American Red Cross Levels I-III</td>
</tr>
<tr>
<td>PE 154</td>
<td>Intermediate Swimming: American Red Cross Levels IV-VI</td>
</tr>
<tr>
<td>PE 155</td>
<td>Aquatic Conditioning</td>
</tr>
<tr>
<td>PE 156</td>
<td>American Red Cross Lifeguard Training</td>
</tr>
<tr>
<td>PE 157</td>
<td>Water Safety Instructor</td>
</tr>
</tbody>
</table>
Continuing Education Courses

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 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 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 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 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.

CTZN 001X  Citizenship
This course is designed to prepare the foreign born applicant for United States citizenship.

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.

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.

GERN 005X  Physical Fitness for the Older Adult
This course provides individual conditioning activities to fit the personal health and fitness needs of older adults. Focus is on body awareness, improved posture, and the role of both physical activity and diet in maintaining proper physical well-being.

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.

CONS 002X  Genealogy
Documenting the ancestral records of one's past requires a knowledge of methods and techniques which will provide adequate information. This class will help guide you in a thorough exploration of your family's history.

FAM 001X  Family Living and Parenting
This course provides assistance for parents in their most important job – being a parent. Discussion will cover parents' attitudes and styles of parenting, ways to make your children feel good about themselves, realistic expectations of children, methods of achieving the behavior you want, and ways to help your children learn.
Continuing Education Courses

**MUSIC**

**MUS 001X  Golden Eagle Chorale**
Rehearsal and performance of advanced choral literature for the student with previous vocal experience. By audition on a space available basis. NOTE: Students will have the opportunity to participate with one of several performance groups.

**CHORALE GROUPS**

**Mt. San Jacinto College Inland Chorale**
The Inland Chorale is an advanced choral group dedicated to the performance of quality music in a professional and entertaining manner. Previous choral experience and music reading experience are desirable.

**Hemet Harmonizers Barbershop Harmony**
This class is devoted to singing barbershop harmony. The class includes vocal and choreography training. Sight reading skills are taught as well as vocal production and proper use of the voice in singing barbershop harmony. Topics include “How to Breathe Properly” and “How to Recognize and Use Musical Symbols”.

**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. Open to everyone, whether you have 30 years experience or it’s been 30 years since you last played your instrument.

**Community Concert Band**
Open to wind and percussion players, this band explores the best in concert band literature. Concerts are performed in the fall, winter and spring. Musicians are exposed to a variety of musical styles and develop good ensemble playing by focusing on intonation, balance, and rhythmic relationships. Musicians are required to play at a high school level or higher and must be at least high school age.

**Mt. San Jacinto College Symphony**
Rehearsal and performance of orchestral literature. Students will participate in music productions and concerts. 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. The student will improve sight reading skills, increase knowledge of selected musical styles and improve concepts of phrasing. Concerts will be held.

**MUS 003X  Music: Encouraging a Creative Response**
Course provides cultural enrichment in the areas of art, poetry and classical music. Student will discover their creative potential as they enhance the cultural aspects of their own lives. NOTE: Students will have the opportunity to participate with one of several performance groups.
### District Personnel

Board of Trustees
- Joan F. Sparkman, President (Trustee Area 5)
- Eugene V. Kadow, Clerk (Trustee Area 1)
- Ann Motte (Trustee Area 4)
- Gwendolyn Schlange (Trustee Area 3)
- Dorothy J. McGargill (Trustee Area 2)

### Administrative Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent and President</td>
<td>Mark Zacovic</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Kathy Donnell</td>
</tr>
<tr>
<td>Administrative Associate</td>
<td>Kristen Grimes</td>
</tr>
<tr>
<td>Vice President, Human Resources</td>
<td>Jon Tyler</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Faith Nobles</td>
</tr>
<tr>
<td>Director of Research and Development</td>
<td>TBA</td>
</tr>
<tr>
<td>Director of Public Information and Marketing</td>
<td>William Marchese</td>
</tr>
<tr>
<td>Vice President, Business Services</td>
<td>Becky Elam</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Barbara Oberg</td>
</tr>
<tr>
<td>Dean, Business Services</td>
<td>Catalina Cruz</td>
</tr>
<tr>
<td>Dean, Information Services</td>
<td>Susan Guarino</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Kevin Segawa</td>
</tr>
<tr>
<td>Associate Dean, Facilities and Auxiliary Services</td>
<td>Dennis Hogan</td>
</tr>
<tr>
<td>Vice President, Instructional Services</td>
<td>TBA</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Kristi DiMemmo</td>
</tr>
<tr>
<td>Curriculum Specialist</td>
<td>Angela Seavey</td>
</tr>
<tr>
<td>Curriculum Coordinator</td>
<td>Lori Burchett</td>
</tr>
<tr>
<td>Dean of Instruction, Academic Programs, Menifee Valley Campus</td>
<td>Robin Steinback</td>
</tr>
<tr>
<td>Dean of Instruction, Academic Programs, San Jacinto Campus</td>
<td>TBA</td>
</tr>
<tr>
<td>Dean of Instruction, Career Education and Categorical Programs</td>
<td>Rick Collins</td>
</tr>
<tr>
<td>Dean of Instruction, Academic Success and Technology</td>
<td>TBA</td>
</tr>
<tr>
<td>Associate Dean of Nursing and Allied Health</td>
<td>Joyce Johnson</td>
</tr>
<tr>
<td>Director of the Child Development Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Associate Dean of Instruction, Academic Programs, Menifee Valley Campus</td>
<td>Camille Kraft</td>
</tr>
<tr>
<td>Associate Dean of Career Education and Economic Development</td>
<td>Laurie McLaughlin</td>
</tr>
<tr>
<td>Director of Community Education and Contract Education</td>
<td>TBA</td>
</tr>
<tr>
<td>Vice President, Student Services</td>
<td>Roger Schultz</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Becky Mitchell</td>
</tr>
<tr>
<td>Dean of Counseling and Student Support Services</td>
<td>Suzanne Gavin</td>
</tr>
<tr>
<td>Dean of Outreach/Matriculation/Student Development</td>
<td>JoAnna Quejada</td>
</tr>
<tr>
<td>Associate Dean of Athletics</td>
<td>Patrick Springer</td>
</tr>
<tr>
<td>Director of Disabled Students Programs and Services</td>
<td>Geoffrey Reed</td>
</tr>
<tr>
<td>Director of Enrollment Services, Menifee Valley Campus</td>
<td>Susan Loomis</td>
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<tr>
<td>Director of Enrollment Services, San Jacinto Campus</td>
<td>Robin Armour</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>Mary Ellen Muchering</td>
</tr>
<tr>
<td>Upward Bound Project Director</td>
<td>Ketmani Kouanchao</td>
</tr>
</tbody>
</table>
District Personnel

Full-Time Faculty and Administrators

AGUILAR, SHELLEY
Assistant Professor, Biology
A.A., San Bernardino Valley College
B.A., University of California, Riverside
M.S., California State University, San Bernardino
Ph.d., University of LaVerne

ALIABADI, BRIANNA
Assistant Professor, Environmental Science
B.S., University of Maryland
M.S., Illinois State University

ALONZO, STEVE
Associate Professor, Physical Education
B.A., Azusa Pacific University
M.A., Brigham Young University

ANDERSON, DENNIS
Professor, Theater Arts/Drama
A.A., Mt. San Jacinto Community College
B.A., University of California, Riverside
M.A., University of Southern California
Ed.D., Pepperdine University

ANGHEL, ELISABETA
Librarian
M.S., Balcescu Institute, Bucharest, Romania
M.S., University of Illinois at Urbana-Champaign

ARMOUR, ROBIN
Director of Enrollment Services, San Jacinto Campus
B.B.A., National University
M.S., National University

AVILA, BOBBY
Associate Professor, Mathematics
B.S., California Polytechnic State University, Pomona
M.S., California Polytechnic State University, Pomona

BADER, JASON
Assistant Professor, Studio Art/Graphic Design
B.A., CSU, Long Beach
M.F.A., U.C.L.A.

BARKLEY, LAWRENCE
Associate Professor, English
B.A., University of New Mexico
M.A., San Diego State University
M.A., California State University, San Bernardino

BARRAZA, BERTHA
Counselor, EOP&S
A.A., Riverside Community College
B.A., University of California, Riverside
M.S.W., University of Southern California

BAYLARD, DANA REECE
Instructor, English
A.A., Mira Costa College
B.A., University of California, San Diego
M.A., University of California, San Diego
Ph.D., Claremont Graduate University, Claremont

BECKHAM, MICHAEL
Instructor, Math
B.S., University of California, Riverside
M.S., University of California, Riverside

BENNETT, WILLIAM
Instructor, Networking
MCSE, MCT, CIW Certification

BERGIN, WILLIAM P.
Associate Professor, Computer Information Systems
B.S., San Diego State University
B.A., San Diego State University
M.A., San Diego State University
M.S., San Diego State University

BOOKIN, DAVID
Associate Professor, Chemistry/Mathematics
B.S., University of California, Berkeley
Ph.D., University of California, Davis

BORIN, ERIC
Assistant Professor
Counselor, DSP&S
B.A., San Diego State University
M.A., San Diego State University

BOWMAN, RONALD S.
Instructor, Business/Accounting
B.S., Brigham Young University
M.S., Brigham Young University

BROSTRAND, CATHY C.
Instructor, English
B.A., University of Delaware
M.A., California State University, San Bernardino

CANDELARIA, DAVID
Instructor, Accounting
B.A., California State University, Fullerton
M.S., California State University, Fullerton

CARRBERRY JR., EDWARD
Instructor, Physical Education/Head Football Coach
A.A., Cerritos College
B.A., University of San Diego
M.A., Azusa Pacific University

CASTRO, LISSETTE
Instructor, Spanish
A.A., Palomar College
B.A., California State University, San Marcos
M.A., University of California, Davis

CHARLES, KATHERINE
Associate Professor, Physical Education
B.A., Biola University
M.A., Azusa Pacific University

COLLINS, RICHARD
Dean of Instruction, Career Education and Categorical Programs
A.A., Victor Valley College
B.A., California State University, Long Beach
M.P.A., California State University, Long Beach
M.A., California State University, Long Beach
CORREIA-JORDAN, ELIZABETH  
Instructor, Spanish  
A.S., North Virginia College  
B.A., University of California, Irvine  
M.A., University of California, Irvine  

CRAIGWELL, JOAN  
Instructor, Nursing  
B.S., University of San Diego  
B.S., Hampton Institute  
M.A., National University  
M.S., University of San Diego  

CRANNEY, KAREN  
Associate Professor, Counseling  
B.S., Rider College  
M.A., University of Colorado  
Ed.D., University of Southern California, Los Angeles  

CRUZ, CATALINA  
Dean, Business Services  
B.S., College of Holy Spirit, Manila, Philippines  
M.B.A., University of California, Irvine  

CUATOK, ALEJANDRO  
Student Success Coordinator  
B.A., University of California, San Diego  
M.S., National University  

CVETKO, MARLENE  
Instructor, Learning Disabilities  
B.S., Portland State University  
M.S., Portland State University  
Ed.D., Oregon State University  

DALAIMO, DENISE M.  
Assistant Professor, Sociology  
B.A., University of Nevada, Las Vegas  
M.A., University of Nevada, Las Vegas  
Ph.D., University of Nevada, Las Vegas  

DAVIS, JAMES R.  
Associate Professor, History  
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M.R.C., Arkansas State University  

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M.B.A., Rockhurst College
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B.S., Portland State University
M.S., Portland State University

HELMS, DEL
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M.A., University of California, Riverside

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B.S., Park College, Parkville

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M.A., California State University, San Jose

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M.S., California State University, Long Beach

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B.A., University of California, Santa Cruz
M.A., Capella University

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M.S., Murray State University

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Assistant Professor, Nursing
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A.S., Victor Valley College
B.S., University of Phoenix
M.S., California State University, Dominguez Hills

KANDUS, RICHARD J.
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M.A., Humboldt State University

KAZI, NIZAM U.
Professor, Mathematics
B.Sc., Chittagong University, Bangladesh
M.Sc., Chittagong University, Bangladesh
M.S., West Coast University, Los Angeles
Ph.D., University of Southern California

KIMBROUGH, GUY
Professor, History and Government
A.A., Golden West College
B.A., California State University, Long Beach
M.A., California State University, Long Beach

KING, DAVID
Librarian
B.S., Royal Melbourne
M.S., University of Northern Texas
<table>
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<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education 1</th>
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<td>KOOBATIAN, JAMES</td>
<td>Associate Professor, Philosophy</td>
<td>A.A., Fresno City College</td>
<td>B.A., California State University, Fresno</td>
<td>M.S.L.S., University of Southern California</td>
<td>M.A., California State University, Long Beach</td>
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<td>KOUANCHAO, KETMANI</td>
<td>Upward Bound Director</td>
<td>B.A., University of Minnesota</td>
<td>M. Ed. University of Minnesota</td>
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<td>KRAFT, CAMILLE</td>
<td>Associate Dean of Instruction, Menifee Valley Campus</td>
<td>B.A., Westmont College</td>
<td>M.S., Springfield College</td>
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<td>KRULL, MARCIA L.</td>
<td>Professor, Learning Skills</td>
<td>B.S., University of Pittsburgh</td>
<td>B.A., University of Pittsburgh</td>
<td>M.A., University of Pittsburgh</td>
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<tr>
<td>LA FAVE, KENNETH</td>
<td>Professor, Business/Management</td>
<td>B.S., Arizona State University</td>
<td>M.S., University of Colorado</td>
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<td>LANG, LINDA</td>
<td>Counselor</td>
<td>B.A., California State University, Chico</td>
<td>M.Ed., Montana State University</td>
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<td>LEGARRA, RICHARD</td>
<td>Instructor, Administration of Justice</td>
<td>B.S., California State University, Los Angeles</td>
<td>M.A., California State University, Los Angeles</td>
<td>M.P.A., University of Southern California</td>
<td>M.S., California Polytechnic State University, Pomona</td>
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<td>LOPEZ, CARLOS</td>
<td>Assistant Professor, Mathematics</td>
<td>B.A., University of California, San Diego</td>
<td>M.S., University of California, Riverside</td>
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<td>LOOMIS, SUSAN</td>
<td>Director of Enrollment Services</td>
<td>Menifee Valley Campus</td>
<td>B.S., Bellevue University</td>
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<td>LOPEZ, MARIA</td>
<td>Assistant Professor, Psychology</td>
<td>A.A., Chaffey College</td>
<td>B.A., California State University, Fullerton</td>
<td>M.S., California State University, Long Beach</td>
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<td>MARCHESO, WILLIAM</td>
<td>Director, Public Information and Marketing</td>
<td>B.S., Southern Illinois University</td>
<td>M.A., Northern Illinois University</td>
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<td>MASON II, ROY</td>
<td>Associate Professor, Biology/Environmental Science</td>
<td>B.A., University of Colorado</td>
<td>M.S., Oregon State University</td>
<td>Ph.D., Oregon State University</td>
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<td>MAY, DEBORAH</td>
<td>Professor, Counseling</td>
<td>A.A., Long Beach City College</td>
<td>B.S., Arizona State University</td>
<td>M.A., California State University, San Bernardino</td>
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<td>MC LAUGHLIN, LAURIE</td>
<td>Associate Dean of Career Education and Economic Development</td>
<td>B.S., Suffolk University</td>
<td>M.A., California State University, San Bernardino</td>
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<td>MOORE, SHERRI</td>
<td>Associate Professor, Librarian</td>
<td>A.S., Mt. San Jacinto Community College</td>
<td>B.A., University of California, Riverside</td>
<td>M.L.S., San Jose State University</td>
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<td>MORRIONE, PHILL</td>
<td>Professor, Music</td>
<td>B.A., California State University, Long Beach</td>
<td>M.A., California State University, Long Beach</td>
<td>Ed.D., University of Sarasota</td>
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<td>MOSS, E. DAVID</td>
<td>Instructor, Communication</td>
<td>B.A., California State University, Long Beach</td>
<td>M.A., California State University, Long Beach</td>
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<td>MUEHRING, MARY ELLEN</td>
<td>Director of Financial Aid</td>
<td>B.A., University of Illinois</td>
<td>M.S., California State University, Long Beach</td>
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<td>MULLER, RICKIANNE</td>
<td>Assistant Professor, English</td>
<td>B.A., California State University, San Marcos</td>
<td>M.A., California State University, San Marcos</td>
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<td>NANCE, CINDY</td>
<td>Associate Professor, Geography/GIS</td>
<td>B.A., University of California, Berkley</td>
<td>M.A., Northern Arizona University, Ph.D., Louisiana State University</td>
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<td>NAPOLITANO, NANCY</td>
<td>Professor, Health Science</td>
<td>B.S.N., Trenton State College</td>
<td>M.S.N., California State University Ed.D., University of Sarasota</td>
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<td>NARIN, STEVE</td>
<td>Associate Professor, Mathematics</td>
<td>B.S., University of California, Riverside</td>
<td>M.A., University of California, Santa Barbara</td>
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<td>NASR, FADI</td>
<td>Assistant Professor, Mathematics</td>
<td>B.S., University of California, Santa Barbara</td>
<td>M.A., University of California, Santa Barbara</td>
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<td>MOSS, E. DAVID</td>
<td>Instructor, Communication</td>
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<td>Professor, Health Science</td>
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<td>NASR, FADI</td>
<td>Assistant Professor, Mathematics</td>
<td>B.S., University of California, Santa Barbara</td>
<td>M.A., University of California, Santa Barbara</td>
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</table>
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<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Education Details</th>
</tr>
</thead>
</table>
| SLEEPER, CHRISTOPHER        | Assistant Professor, History                   | B.A., University of California, Santa Barbara  
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| SLEPSKI, JEFFREY M.         | Associate Professor, Biology                   | B.S., California State University, San Bernardino  
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M.A., University of Redlands                                                                                                                         |
| SMITH, DONALD E.            | Instructor, Multimedia                          | A.A., Mt. San Antonio College  
B.A., California Arts, Valencia  
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| SMITH, PATRICK              | Associate Professor, Geology/Environmental Science | B.S., Brigham Young University  
M.A., California State University, Fresno                                                                                            |
| SPIELMAN, THOMAS            | Counselor/Coordinator EOP&S/CARE                 | A.A., Mt. San Jacinto Community College  
B.S., University of Utah  
M.A., University of Phoenix                                                                                                                          |
| STERLING, ROBIN             | Dean of Instruction, Academic Programs, Menifee Valley | Campus  
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B.S., University of California, Riverside  
M.A., University of California, Riverside  
Ph.D., University of California, Riverside                                                                                                          |
| STEVENSON, GLEN             | Assistant Professor, Computer Information Systems | B.A., University of California, Irvine  
M.S., Azusa Pacific University                                                                                                                         |
| STEWART, MICHELLE P.        | Associate Professor, English                    | B.A., Stanford University  
M.A., University of Nevada, Reno  
Ph.D., University of California, Riverside                                                                                                          |
| STRATE, PATRICIA            | Instructor, Spanish                             | B.A., Universite de Bordeaux III, Bordeaux, France  
M.A., California State University, San Marcos                                                                                                          |
| TAUSIG, MICHAEL R.          | Associate Professor, Music                      | B.A., Whittier College, Whittier  
M.A., California State University, Sacramento                                                                                                         |
| TOROK, LORI                  | Instructor, Dance/Theater                       | B.A., Niagara University  
M.A., State University, New York                                                                                                                      |
| TOROK, STEPHEN A.           | Assistant Professor, Music                      | B.F.A., Carnegie Mellon University  
M.M., University of Southern California                                                                                                               |
| TURNER, KATHRYN             | Associate Professor, Child Development and Education | A.A. Glendale College  
B.A., California State University, Los Angeles  
M.S., University of LaVerne                                                                                                                         |
| TYLER, JON                   | Vice President, Human Resources                 | B.S., Southern Illinois University  
M.S., Chapman University  
D.P.A., University of LaVerne                                                                                                                          |
| UHL, SUZANNE                 | Instructor, Communications                      | B.A., San Diego State University  
M.A., San Diego State University                                                                                                                       |
| VASEK, ANTHONY               | Professor, Engineering/Mathematics              | B.A., St Joseph's College  
B.Ae.E., University of Detroit  
M.S., University of Detroit  
Exec. M.B.A., Michigan State University  
D.Engr., University of Detroit                                                                                                                        |
| VRTIS, APRIL                 | Assistant Professor, Counseling                 | B.S., University of Houston, Clear Lake  
M.A., California State University, Dominguez Hills                                                                                                                                 |
| WILSON, JAMES B.            | Instructor, English as a Second Language         | B.A., University of California, Irvine  
M.A., California State University, Fullerton                                                                                                           |
| YOUNG, CORA                  | Instructor, Nursing                             | A.A., Los Angeles Trade Tech  
B.S.N., University of California, Los Angeles  
M.S.N., University of California, Los Angeles                                                                                                          |
| ZACOVIC, MARK                | Superintendent/President                        | B.A., University of California, Santa Barbara  
M.B.A., Whittier College, Whittier  
Ph.D., University of Nevada, Reno                                                                                                                      |
| ZOGRAFOS, PETER              | Associate Professor, Nursing                    | B.A., Concordia University  
Diploma, Vanier College, Canada  
M.S.N., University of Phoenix  
Ph.D., Capella University                                                                                                                             |
### District Personnel

#### Classified Staff

*Indicates supervisory staff

**Business Services**

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<th>Name</th>
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<td>Ciarlo, Cheryl</td>
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<td>Dawson, Lee</td>
<td>Classified Staff</td>
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<td>Edora, Vicki</td>
<td>Classified Staff</td>
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<td>Esqueda, Kathryn</td>
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<td>Hall, Martha</td>
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<td>Hill, Connie</td>
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<td>Jensen, Gail</td>
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<td>Jerabek, Teri</td>
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<td>*Montez, Carol</td>
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<td>*Oberg, Barbara</td>
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<td>Owen, Tracie</td>
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<td>Spires, Connie</td>
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<td>Watts, Karen</td>
<td>Classified Staff</td>
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<td>Woodford, Jeanine</td>
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**Campus Police**

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<tr>
<td>Alcox, Jr., James</td>
<td>Campus Police</td>
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<td>Campbell, Maverick</td>
<td>Campus Police</td>
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<td>Garcia, Karla</td>
<td>Campus Police</td>
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